

## UF CDE Zoom Webinar Participant Guide

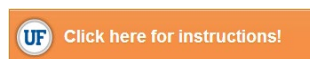
### REGISTRATION and SIGN-IN:

Register for the webinar from the [UF webpage](#). Once you register and pay for the course on our website, you will receive a payment confirmation email from [ce@dental.ufl.edu](mailto:ce@dental.ufl.edu).

**It is important that you read the payment confirmation email. It will contain instructions for participation in the webinar.**

### Prior to the course:

- **AT YOUR EARLIEST CONVENIENCE**, Please click on the orange box in the payment confirmation email (look below the table area). Clicking on this box will open the participant instruction letter. Please read it in its entirety, and be sure to follow the instructions beside “MEETING LINK”.
- You will then receive a Zoom webinar confirmation email from “[no-reply@zoom.us](mailto:no-reply@zoom.us)”. This email confirms your full registration and provides you with a “[Click Here to Join](#)” button. NOTE: This link will be unique to you and should not be shared with others. You will also receive reminder emails 1 day prior and 1 hour prior to the webinar.



### On the date/time of the course:

- Click on the (“[Click Here to Join](#)”) link in the Zoom webinar confirmation email to join the live webinar. You can join up to 10 minutes prior to the start time; the course will begin at the designated start time.

### PARTICIPATION:

You can participate from home on your computer, tablet, or smartphone. We use Zoom software. Zoom works best if you download the app. You do not have to have a Zoom account to attend a Zoom meeting or webinar.

### If you have previously downloaded the Zoom app on your computer or device:

It should automatically open up and let you join the meeting when you click on the link.

### If you have never participated in a Zoom meeting or do not have the Zoom app:

You can download the Zoom app prior to the meeting at <https://zoom.us/download>. Zoom Client for Meetings is for laptops/desktops. You can also download mobile apps to your phone or tablet here or at the Apple or Google app store on your device.

If you haven't previously downloaded the Zoom app prior to the meeting, it will prompt you to download it at sign-in. If you are unable to download, install, or run applications, you can select to join the meeting directly from your browser. Note that the meeting experience from the browser is limited. The Chrome browser works best. NOTE: If you are using a phone or tablet, you need to download the Zoom app. Once you have the Zoom app on your computer or device, it should automatically open up when you click on the link in the confirmation email.

You should not need the webinar ID, but just in case you do, webinar ID is on the Zoom confirmation email.

### During the Webinar

You can sign in to the webinar up to 10 minutes prior to the course start time. The course will begin at the designated start time.

For webinars, attendee microphones will be automatically muted and the cameras off. Once the course begins, you will see (and hear) the speaker and see the PowerPoint slides.

### Controls:

Depending on what type of device you are using, the controls may appear in different places on the screen. Usually, they are at the bottom or top. Sometimes, they may be hidden and you have to hover your cursor at the edge of the screen (or tap the screen) for them to appear.

**Chat:** (raise hand and QA not available in meetings.) let's talk about what we want to put here  
**Mic and or video?**

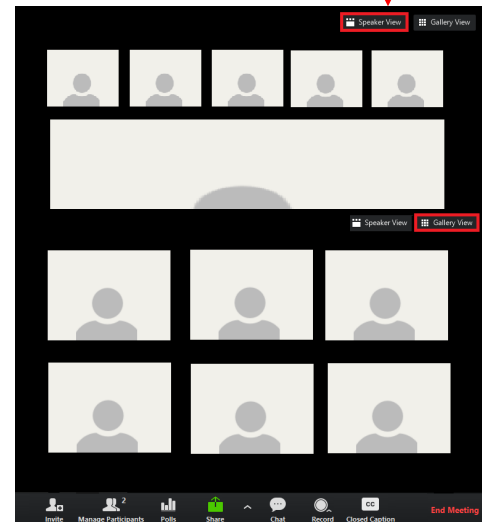
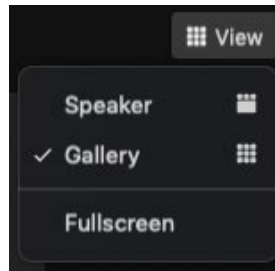
### Screen Views:

There are two screen views on Zoom:

You can toggle between the 2 views on the upper right of screen (click on icons or words to toggle between views)

**Speaker View** (large current speaker window and thumbnails of everyone else).

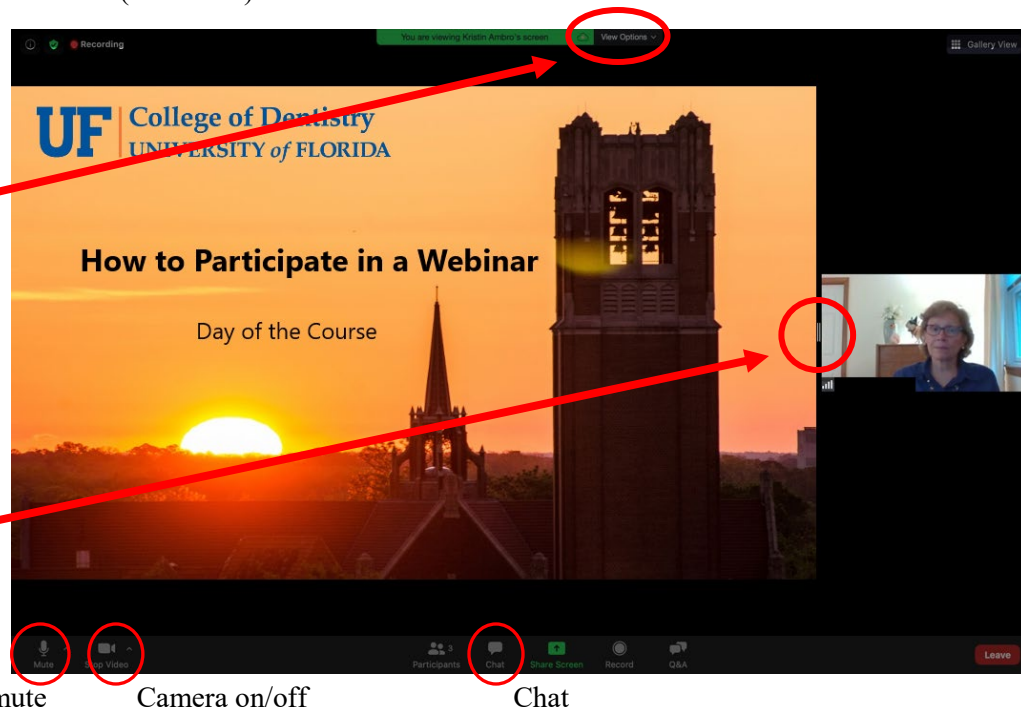
**Gallery View** (all speakers displayed equally on screen, Brady Bunch style, with a highlight around the current speaker).



Once the PowerPoint is displayed, the speaker(s) will be in a small window next to the slide. If you only want to see the current speaker, toggle to Speaker View (see above).

If the speaker window covers part of the slide, go to the top middle of the screen (on laptops and desktops) and click on **View Options**. There will be a dropdown list. Select "Fit to Window" AND "Side by Side Mode".

Once you do that, the slide and speaker should be side by side. If you want to make either window larger or smaller, hover your cursor or mouse between the slide and video. You will see a vertical line appear. You can "grab" that line (left mouse click and hold) and move it left or right to change the relative size of the windows.



Audio mute/unmute

Camera on/off

Chat

### After the course:

Within 24 hours after the course, you will receive an email titled "Response Requested: Course Evaluations for..." with a link to an evaluation form.

Once you complete and return the evaluation form, your CE will be reported to CE Broker and a copy will be emailed to you.