



Mayoral Forum on Greenspace

Wednesday, September 8

Program: 6:00 to 8:00 PM

Webinar Essentials: How to Join Zoom Webinar as a Participant

Thank you for joining our 2021 Mayoral Forum on Greenspace. A few days prior to the event, you will receive an email from Dottie Head at Georgia Audubon with an invitation to the Mayoral Forum Event. **PLEASE DO NOT DELETE THIS EMAIL.** You will need it to join the webinar.

Please note: Cameras and microphones of participants from the general public will not be enabled for the September 8 Mayoral Forum.

How to Join a Webinar:

You may join this webinar from a PC, Mac, iPad, iPhone or Android device

1. Click the **CLICK HERE TO JOIN URL** provided by the host in the event confirmation email. You will receive three total emails from the host. The first upon registration, a second 24 hours before the event, and a final email one hour prior to the event start. Each will contain the **CLICK HERE TO JOIN** button.
2. You will be prompted to enter your name and email address to enter the webinar. Please use the email address with which you registered.

NOTE: You are not required to download and install the Zoom desktop application to participate in this meeting, but you will need to do so if you wish to use meeting chat or participate in polls. You may download a free version of Zoom at <https://zoom.us/download>.

NOTE: Mobile app interfaces will appear differently but contain most of the same functionality. For help with using Zoom on iOS and Android devices, visit the [Mobile section of the Zoom Help Center](#).

Adjust Audio Settings

Only the host and panelists can talk in a webinar. However, as a participant you can adjust your speaker settings. To adjust your audio settings, click the Audio Settings (microphone) button on the control panel in the lower left-hand corner of your screen.

Interacting in a Webinar

At the beginning of this webinar, we will have Zoom Chat available so that participants can ask technical questions and/or share some supporting words for our forum participants.

The chat feature should only be used for feedback that does not require a response. For example, “Greetings from Atlanta”, “Excited to be here, or for quick technical questions, “How do I adjust my volume?”

To use the Chat Feature:

1. Click the Chat button to open the chat panel.
2. Type your message in the Text box at the bottom of the panel.
3. Press Enter to send your message.

Once the meeting starts, chat will be disabled so that we can focus on the candidates and their responses.

Raise Your Hand – Please note that due to the volume of participants on this forum, the Raise Your Hand Feature will not be enabled.

How to Leave the Webinar

At the conclusion of the forum, the host will automatically end the webinar. If you would like to leave before the webinar ends:

1. Click the Leave Meeting link in the lower right corner of the window.
2. In the confirmation pop-up, click Leave Meeting to exit.