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# Virtual Participation Guide

Project Humanities now offers opportunities to attend events virtually through Zoom webinar. To participate, please follow the instructions in this packet.

# Overview

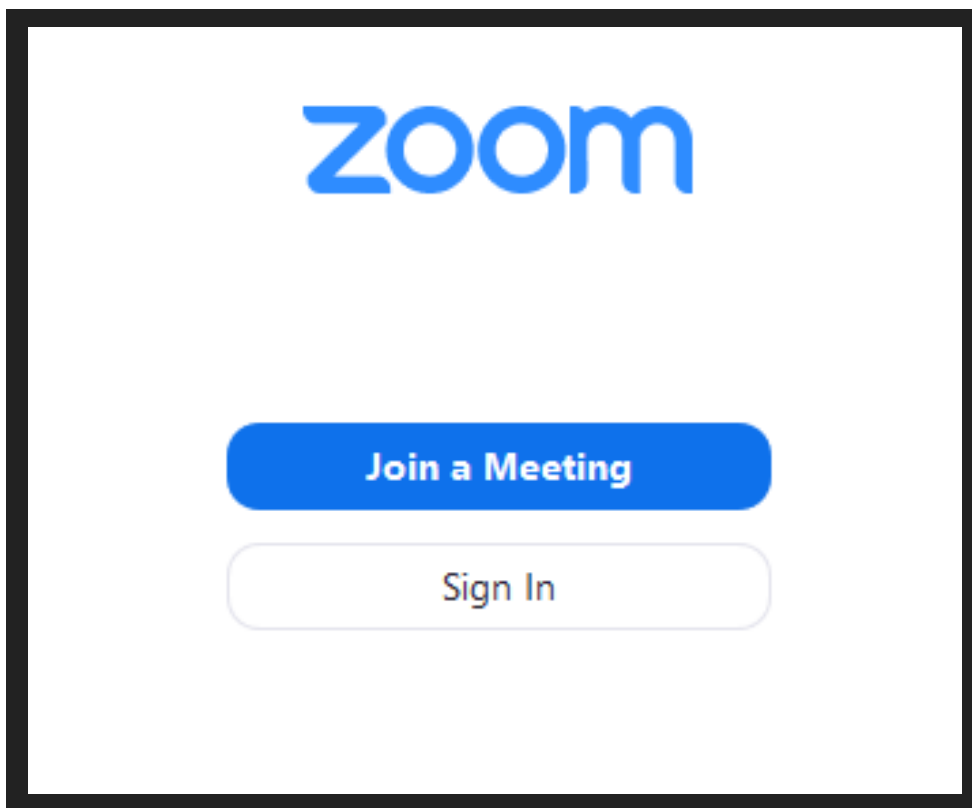
- Confirm that you have Zoom installed on the device from which you are joining the webinar
- Locate and click on the link specific to the event you are attending. The link will be emailed to you if you RSVPed
- You can also manually join by using the webinar number that will be shared on the event page
- Join the webinar
- Enjoy!

## This packet covers:

- Getting started with Zoom ..... 2
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# Getting Started

- **Download Zoom** at <https://zoom.us/support/download>
- **Launch Zoom**



## Signing In (optional)

You can enter a Zoom meeting without creating and logging into an account. For those who would like to sign in, you can sign in many ways. Use your Zoom, Google, or Facebook account to sign in. If you are an ASU affiliate, you can sign in using your ASU login by clicking "Sign in with SSO."

# Joining Webinar

## Joining through invitation link

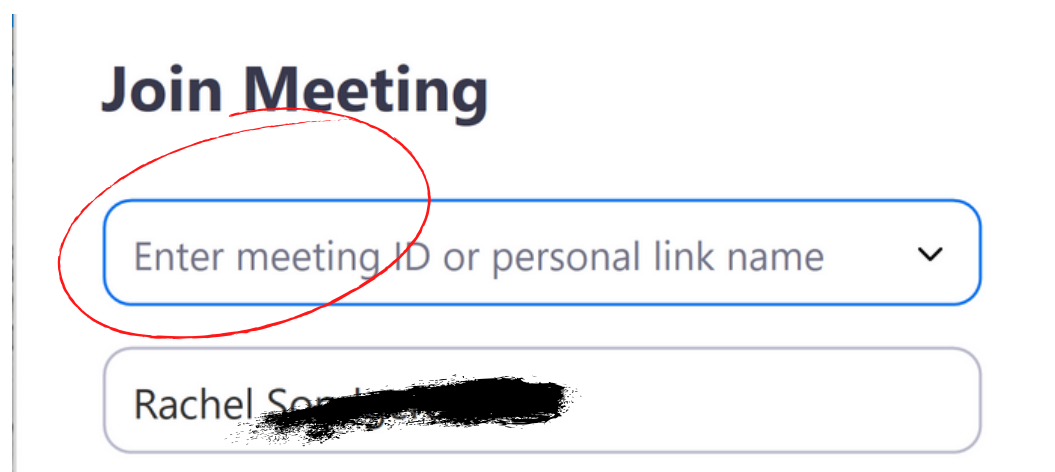
Everybody who RSVP's to our events through Eventbrite with an accurate email will be sent a message with the webinar link no later than 3 days prior to the event. Simply click the link and you will be directed to the correct place.

## Manually joining with Webinar ID

The Webinar ID for each event should be located on its Eventbrite page. Once you have located the 9-digit webinar ID, you can join a few different ways:

### **Joining as a "Guest" (no Zoom account/no signing in)**

- Download/Launch Zoom application on our device (required)
- Click the blue button that says "Join Meeting" (pictured on page 2)
- Type Meeting ID in the box that says "enter meeting ID or personal link name"



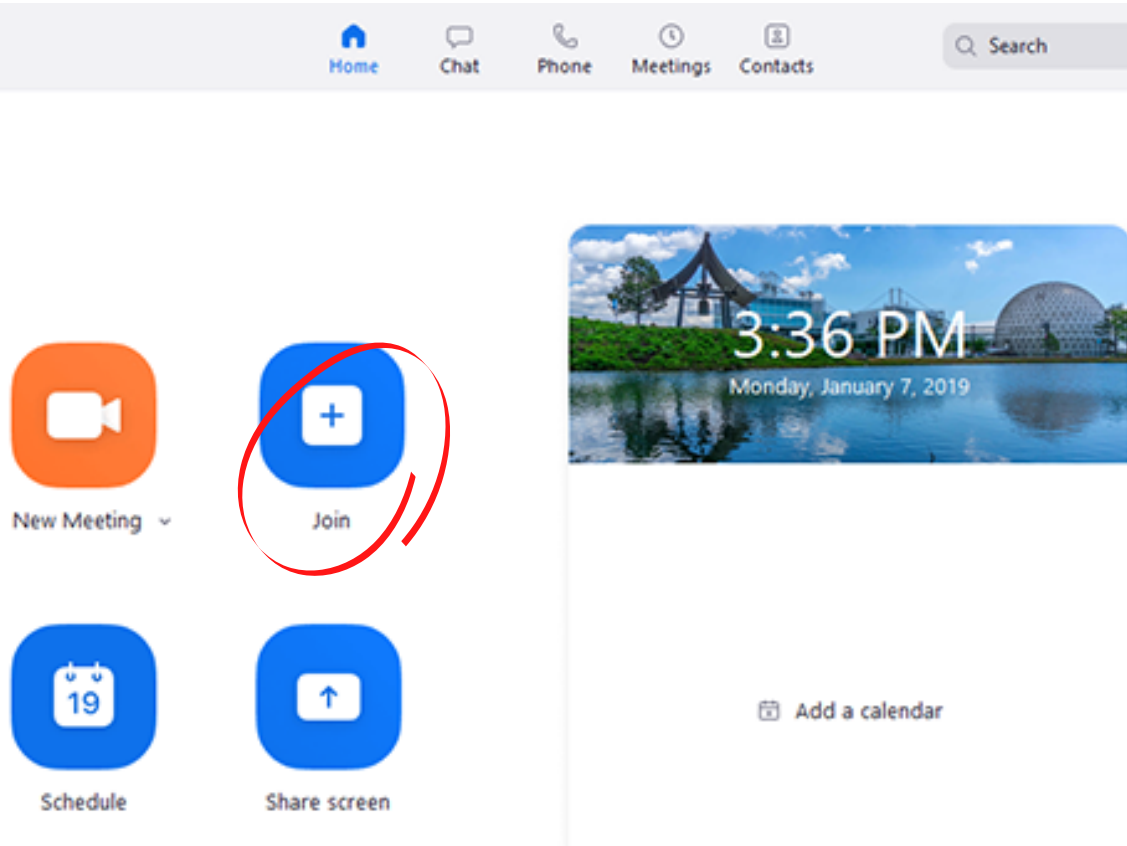
**Join Meeting**

Enter meeting ID or personal link name

Rachel Son...

## Joining with Zoom Account (log in required)

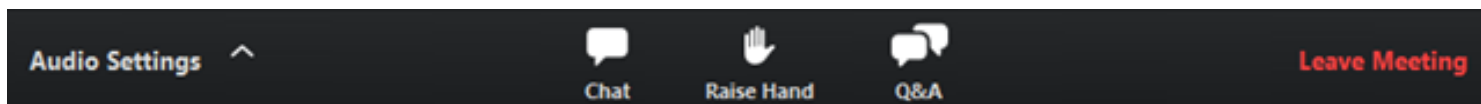
If you already have a Zoom account and would like to join the call through your account, you may do so. After logging in, you will see the following "Home" tab:



- Choose the "Join" option
- Type Meeting ID in the box that says "enter meeting ID or personal link name"

### Join Meeting

# Webinar Controls



- **Chat:** Open in-meeting chat, allowing you to send chat messages to and send a message to the host, panelists, and attendees (if permitted).
- **Raise Hand:** Raise your hand in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this.
- **Question & Answer:** Opening the Q&A window allows you to ask questions. To ask a question:

1. Type your question into the Q&A box. Click Send.

A screenshot of a Q&A input form. It features a text input field with the placeholder text 'Please input your question'. Below the field is a checkbox labeled 'Send Anonymously' and a blue 'Send' button.

2. If the host replies via the Q&A, you will see a reply in the Q&A window. The host can also answer your question live (out loud). You will see a notification in the Q&A window if the host plans to do this.

- As an attendee you can also LIKE or comment on other attendees' questions. This helps the host or participant identify popular questions, especially in a webinar with many attendees.
- Click "Comment" to write a reply to an existing question.

# Other methods of participation

## **By phone call**

All those who RSVP will receive information regarding how to join the webinar via conference call. There will be a phone number to dial and a webinar code.

## **Watch our livestream**

Can't get the hang of Zoom? Head over to our Facebook page! Most of the events available via webinar will also be streamed live on Facebook Live.

<https://www.facebook.com/projecthumanities/>

## **Watch event recordings on YouTube**

Can't tune in during the event? Head to our YouTube channel. Recordings of our webinars will be posted to

<https://www.youtube.com/user/ASUProjectHumanities>

# Questions?

- For questions regarding the Zoom application, please go to Zoom's Help Center at <https://support.zoom.us/hc/en-us>.
- For questions regarding specific events, email [ProjectHumanities@asu.edu](mailto:ProjectHumanities@asu.edu)