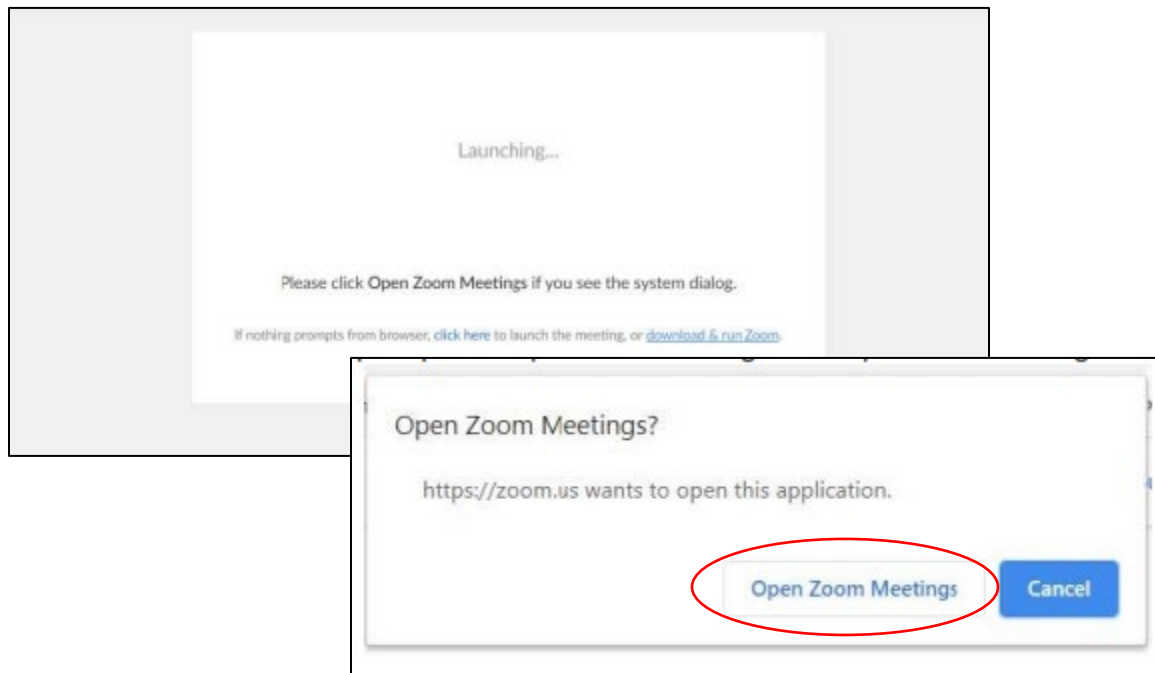**Joining a MTA webinar**
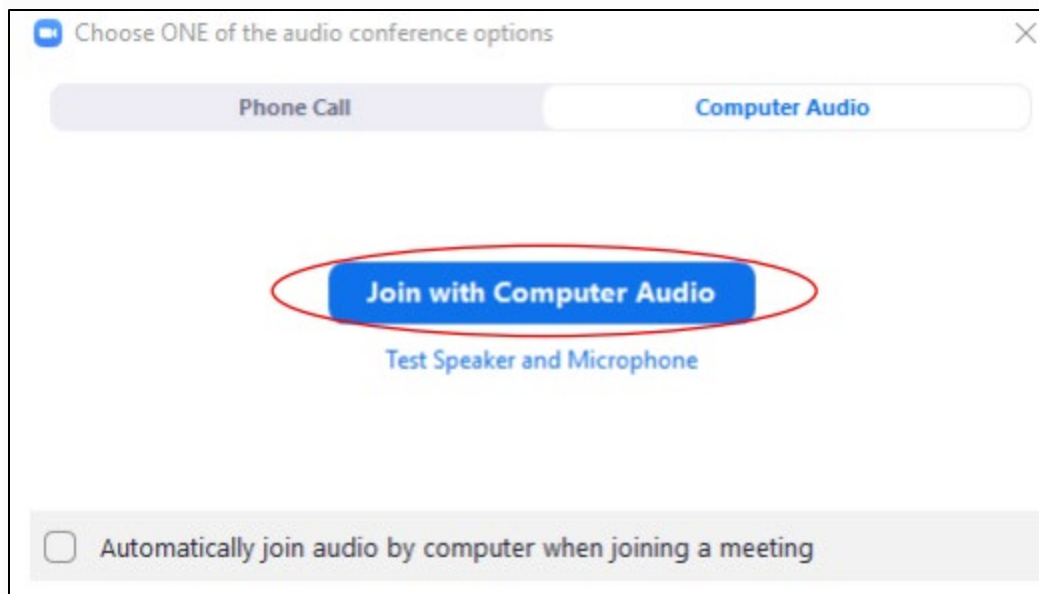
Prior to the virtual event you will receive an email containing a link to access the training live via Zoom. Make sure Zoom is installed on your device. A few minutes prior to the start of the webinar, click that link. Enter your registration into the browser window and click "Join Meeting in Progress".

This will open a new window letting you know that Zoom in starting. You will then be prompted to allow Zoom to open. Click the "Open Zoom Meetings" button in the pop-up window.
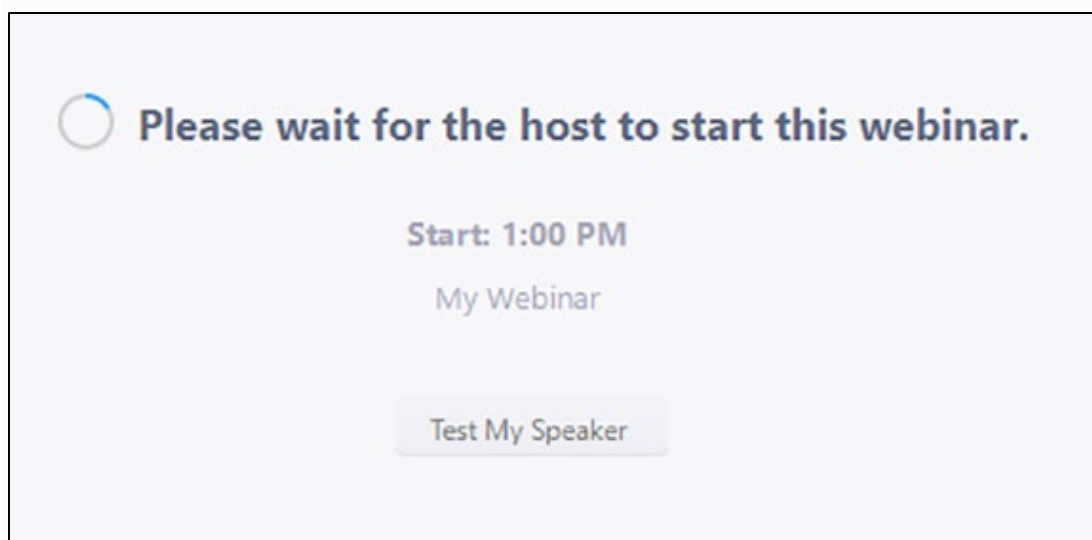


**Join Audio by Computer**

You may then be prompted how you wish to join your audio. Choose "Join with Computer Audio" to listen to the presentation through your computer.
If you are listening from a phone, select that option and follow the instructions.
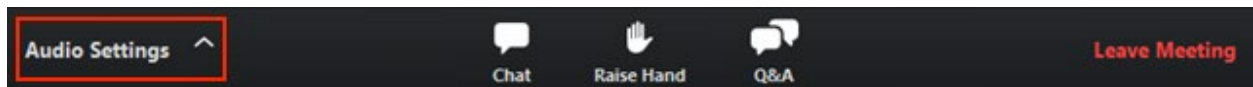
Video will start when the webinar begins. If you join before the webinar has started, you will see a screen that looks like this:



When you join the webinar, your video and microphone will be disabled, and will remain turned off except during the Live Hallway chats, in the bookstore and vendor chats and other live Q&A sessions.
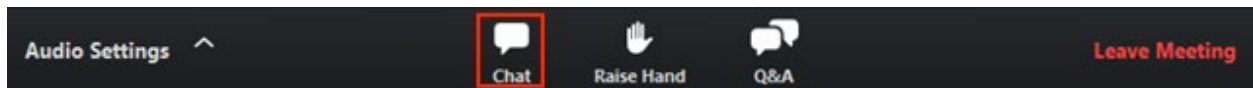
If you need to further adjust or test your audio, you can do so by hovering over the bar at the bottom of your screen and selecting the "Audio Settings" menu.

## Chat

The chat feature enables you to send messages to the webinar host, speaker and other attendees. Click the "Chat" button to open the chat. Click the blue dropdown to select who you would like to send a message to, either all participants or just the speaker.

Speakers who have pre-recorded their session will be available to answer questions throughout the session. Those presenting live will answer questions after they present, during the Live Q&A, using the "Q&A" function.

Audio Settings  ^          Chat    Raise Hand    Q&A                    Leave Meeting

## Q&A

The Q&A feature allows attendees to pose their own questions to the speaker without getting lost in the chat feed. During the Live Q&A portion of the session, ask your questions here. Speakers may choose to respond to questions with written answers in the Q&A, or they may answer your question live "on-air."

Click the "Q&A" button to open the dialog box. Type your question in the text box, and then click send. You also have the option to send your question anonymously.

Audio Settings  ^          Chat    Raise Hand    Q&A                    Leave Meeting