Scottish Liver Nurse webinar attendee user guide

As an attendee, you are a view-only participant. However, you will be able to interact with the presenters via the Q&A function.

Recommendations

It is not compulsory that you download the Zoom application on the computer you will be using on the day ahead of the webinar. You can simply join the webinar via the link provided in your invitation.

However, if you do wish to download the Zoom application, please click on the link below.

https://zoom.us/download

Please click on the Download button, as shown below. This will start a download onto your device (computer/laptop) of an .exe file.
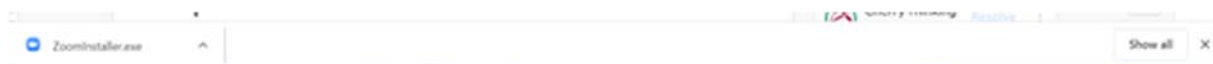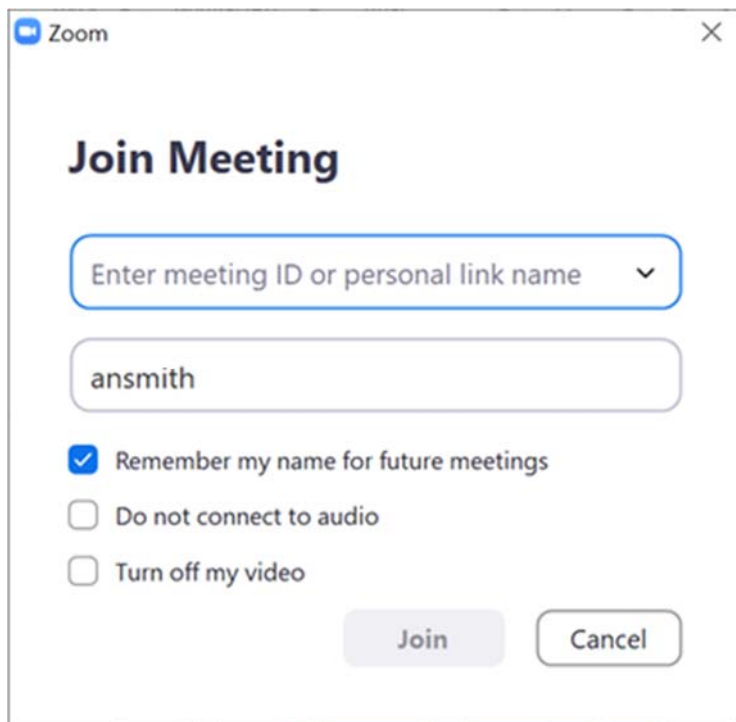

Once downloaded, please click on the pop up at the bottom of your screen, as shown below. This will begin the installation onto your device.

You will then be prompted to 'Join a meeting' or 'Sign in'. Please click on 'Join a meeting'. You will be asked for a Meeting ID, which will be provided to you in your registration invitation email.

Please ensure that the bottom two options are selected. Then click Join.

Joining the meeting

Ahead of the webinar on Friday, you will receive an invitation email, which will include a link to the webinar and a password. Click on the URL and follow the instructions set out by Zoom.

When prompted to input a password, please use the one that was provided in your invitation email.

Asking a question

There will be a short Q&A session after each presentation. Attendees can submit questions for presenters at any time during their presentation and these will be vetted by the host, then answered during a 15-minute session.

You can submit a question to a presenter by clicking on the Q&A button at the bottom of your screen, once the webinar has started.

Before the webinar

Attendees will be granted access to the webinar by the host shortly before the event commences. The link provided in the invitation will work ahead of the webinar, but you will not be granted access until the host has opened the event up. This will happen just a few minutes before the event is due to start.

Technical support

Technical support will not be available during the webinar in the form of a dedicated Zoom team member. However, they do have a help chat bot, which can direct you to helpful documents on your issue.

Useful documents

In case you would like any more information or would like to learn more about how Zoom and webinars work, please see: https://support.zoom.us/hc/en-us/categories/201146643