

Guide for participating in a webinar with Zoom

- You can attend webinars held by the National Library either by using the Zoom application or web browser. We recommend using either the application or Chrome browser.
- Please add your name and in parenthesis your organisation when signing into Zoom so that we know which ones of the registered participants are present!
- You can test your sounds after signing in by clicking "Test speaker and microphone". The sound menu will open in the bottom left corner in a meeting; click the ^-image next to the microphone icon.
- We ask you to comment and ask questions through the Chat function. You can open the Chat from the speech bubble icon in the bottom of the window. A list of hosts and participants you will see by clicking open the Participants list (see picture).
- If participants are allowed to use their microphones, you can also indicate your willingness to ask/comment by using the "Raise hand" function in the "Participants" window (circled in the picture).
- You can turn your microphone on by clicking the mic icon in the lower left corner. Clicking the icon again will mute you. Please remember to have the mic on mute when you are not speaking!
- If a shared presentation opens automatically on full screen mode, you can exit the full screen mode by pressing "esc" button on your keyboard. From the top right of the screen you can click "Enter full screen" button to get back to full screen mode.

The screenshot shows a Zoom meeting in progress. The main window displays a PowerPoint slide titled "Suomen vanhin kulttuuriperinnön säilyttäjä" (The oldest cultural heritage in Finland). The slide content includes a list of bullet points and an image of a person reading an old book. The Zoom interface elements are visible: a top bar with "You are viewing Kansalliskirjasto's screen" and "View Options"; a right sidebar with a "Participants (2)" list showing "Ossi Osallistuja (Takapihan kirjasto) (Me)" and "Kansalliskirjasto (Host)"; a "Zoom Group Chat" window with a message from Teemu Kokkonen; and a bottom toolbar with icons for "Start Video", "Invite", "Participants" (circled in red), "Share", "Chat" (circled in red), "Record", and "Leave Meeting". A red arrow points from the "Raise Hand" icon in the participants list to the "Participants" icon in the bottom toolbar.

- Check that Zoom works beforehand:
<https://zoom.us/test>
- Install the Zoom application from:
<https://zoom.us/support/download>