

Technical tips for ICMS webinar participants

General technical requirements and recommendations

You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

The Session Chairs and lecturers **are required** to download the [Zoom Client for Meetings desktop application](#).

Whenever possible, **we recommend** that participants also download the [Zoom Client for Meetings desktop application](#) for the best experience. If this is not an option, it is possible to use the Zoom web client with the following web browsers:

- Internet Explorer 10 or higher
- Microsoft Edge 38.14393.0.0 or higher
- Google Chrome 53.0.2785 or higher
- Safari 10.0.602.1.50 or higher
- Firefox 49.0 or higher

[Google Chrome](#) is the only browser that will allow you to join the computer audio for Zoom meetings. With the other browser options, you will have to use simultaneously your phone to dial into the meeting.

Joining the Webinar

1. Click the link in your email invitation or calendar event to join the webinar.
2. You can also go to <https://icms.bg> to join the meeting following the dedicated button on the site.
3. If you already have the Zoom desktop application installed, “Open zoom.us?” prompt will pop up - please, confirm. The meeting will launch via the application, giving you the best experience with a complete feature set.
4. If it is your first time using Zoom on your device or you have not downloaded the software prior, you will be instructed to download the Zoom application. An option “Join from your Browser” will also appear underneath (fig. 1).
5. If you don’t want to install the application, click “Join from your Browser” instead of running the installer for the desktop application. We remind you that the experience is limited within the browser!

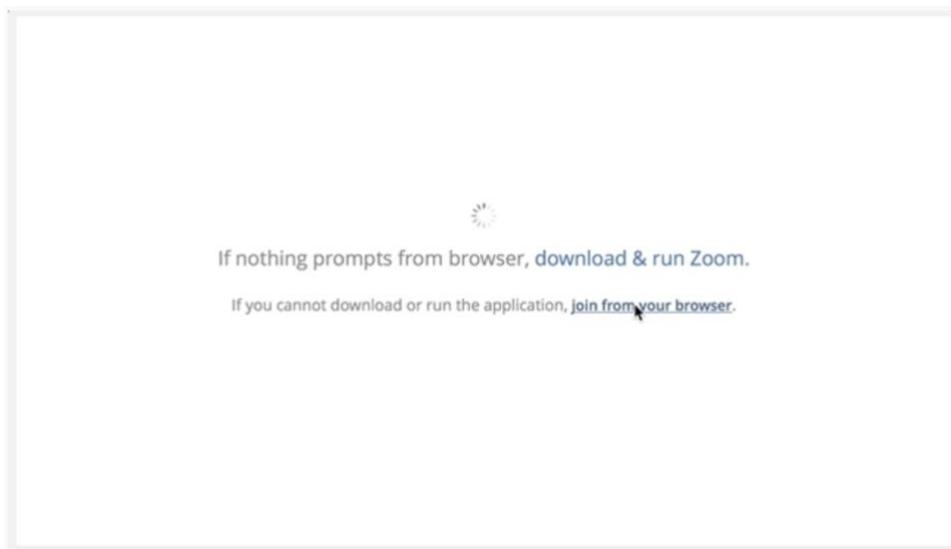


Figure 1. Join from your browser link

Attending the webinar

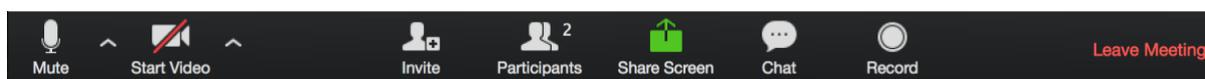


Figure 2. Zoom toolbar

Using the icons on the Zoom toolbar (fig. 2), you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a side window to view list of participants in the meeting. Includes options to:
 - Raise Hand - icon that you may use to raise a virtual hand.
 - Rename - Change your screen name that is seen in the participant list and video window.
- Share your screen (only lecturers have this icon)
- Open Chat window
- Record the meeting locally (far right)

Once the webinar is done, the host will end the meeting. Alternatively, you can leave the meeting at any time, click the red "Leave Meeting" button in the right corner.

Sharing your screen (lecturers only)

As a lecturer, you may want to share your desktop or an application. During a meeting, you can switch back and forth between sharing your screen and watching as often as needed.

1. While in the watching mode, hover your mouse over the Zoom toolbar and click **Share Screen** (fig. 3.)

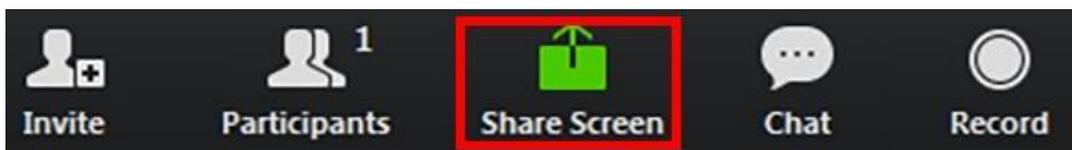


Figure 3. Share screen icon

2. You can now pick what window or application you want to share. Click what you want to share and then click **Share Screen**.
If you have trouble sharing specific applications, stop the screen share, restart it and select **Desktop** (fig 4.) This will show your entire desktop including any applications you open. The Zoom toolbar typically repositions to the top of the screen.

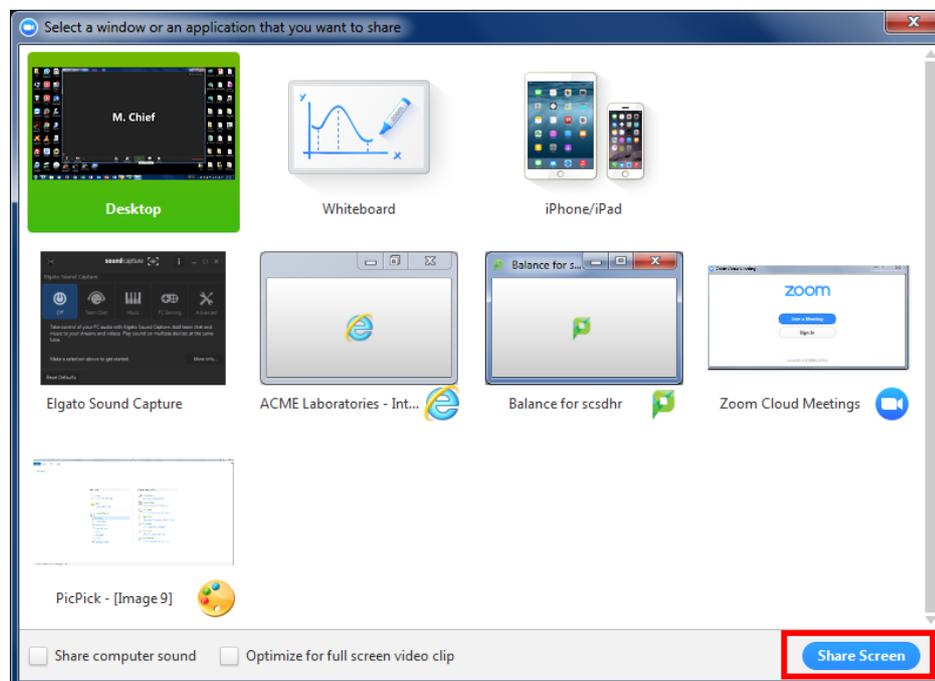


Figure 4. Share screen

3. If you want to stop sharing and to return watching mode click the **Stop Share** button. This is typically at the top center of the screen (fig 5.)

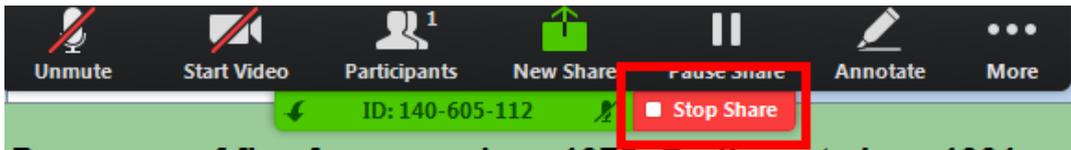


Figure 5. Stop sharing your screen

Zoom chat

The chat feature provides the ability to send instant messages during the session. You can send a message to a single participant or the entire meeting. This is useful if you want to discuss the meeting without disturbing the lecturer or if the host has muted all participants. To open the chat window, click the **Chat** button on the Zoom menu.

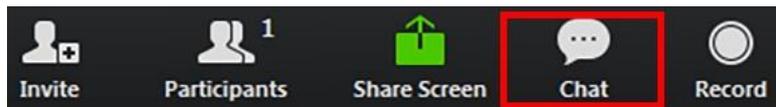


Figure 6. Chat

Type the message and press the **Enter** or **Return** key on your keyboard to send the message. You can also use the pull-down menu above where you enter text to select who you want to send the message to (fig 7.)

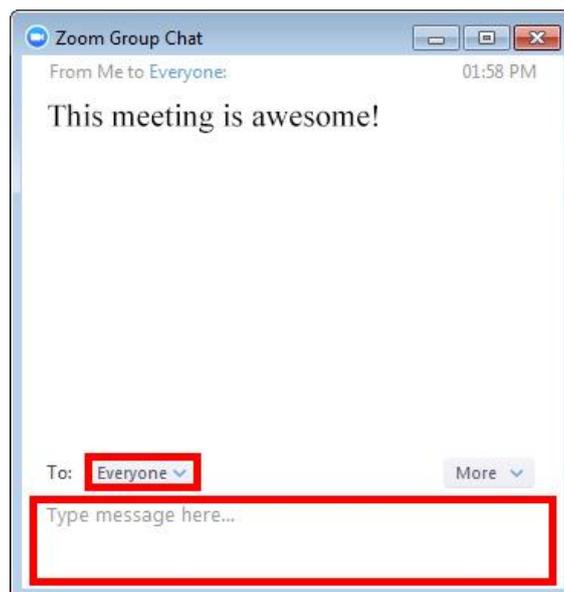


Figure 7. Directing messages