ATTENDING A STANFORD CME ZOOM WEBINAR

Tips for joining and participating in a video conference

1. **CHECK YOUR CONNECTION**
   - It is strongly recommended that you test your connection before the webinar.
   - Please note: Connecting via a wired Ethernet jack prevents WiFi dropouts and speed issues.

2. **POWER UP**
   - If connecting from a laptop, plug into the laptop wall power. Battery use can adversely affect video quality.

3. **EQUIPMENT**
   - Ensure your headphones or speakers are working properly. Earbuds or headphones are preferable to avoid audio feedback and echo.

4. **JOINING THE WEBINAR**
   - To join the webinar, click the link in the e-mail Stanford CME provided you after you registered. You may also join manually by locating the webinar ID from your registration e-mail.

5. **SPEAKER Q&A**
   - Once the webinar is opened, you may use the “Chat” or “Q&A” functions. If you want to ask the speaker a question, click the “Q&A” button, click “Ask”, type into the text field, and click send.

6. **NEED HELP?**
   - If you are having problems with the webinar, you can talk directly to our staff using the “Chat” button. A member of the ECHO team will help troubleshoot any technical issues with you.