



# EQUIP ZOOM MEETING GUIDE



# OUR PROCESS

- 01** You'll receive a link to invite you to register for a meeting or webinar via Zoom.
- 02** Click the link through to our registration page and enter your details.
- 03** Once completed, you'll receive a confirmation email with a link that goes directly to the event.
- 04** Add the event to your calendar, so you're prepared to join the event when it comes around.
- 05** It's time! Open the calendar event and click the link. New users will be asked to download Zoom.
- 06** If you've joined a meeting, you'll be able to turn your audio and video on and off.
- 07** If you've joined a webinar, only the session panelists will be visible and audible.
- 09** Meetings allow you to ask questions, vote in polls, use whiteboards, and separate into groups.
- 10** Webinars feature many of the same features, but are typically deep-dives with expert panelists.

A webinar is a more controlled environment. Webinar roles are separated into panelists, who are able to present in the webinar, and attendees who can join in live polling, and Q&A.

A meeting is a Zoom event where one person hosts and all other participants have equal footing. The host can share hosting responsibilities with other participants.

It doesn't matter if you've attended a webinar or a meeting, you'll receive a copy of the event on-demand every time.

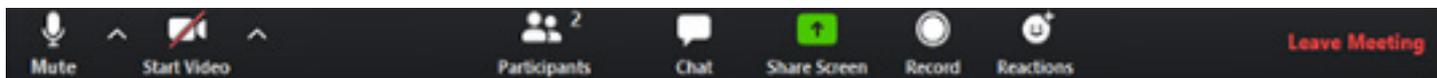


# YOUR CONTROLS

## OVERVIEW

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting will have host controls.

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

- **Mute/Unmute:** Mute and unmute your microphone.
- **Audio Controls** (click the ^ arrow next to Mute/Unmute).
- **Start Video/Stop Video:** Turns your camera on or off.
- **Video Controls** (click the ^ arrow next to Start Video/Stop Video).
- **Participants:** See who's currently in the meeting and invite others. You can also access to these options:
  - **Rename:** Hover over your name and click Rename to change your screen name displayed to others.
  - **Non-verbal feedback icons:** Places an icon beside your name to quickly notify the host.
- **Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.
- **Chat:** Access the chat window to chat with the participants or panelists.
- **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

< **TIP:** Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar. >

**Windows: Alt + A**

**Mac: Shift + Command + A.**



**We are.  
LGNZ.  
Equip**

The  
Centre of  
Excellence

PO Box 1214  
Wellington 6140  
New Zealand

P. 04 924 1200  
E. [equip.pd@lgnz.co.nz](mailto:equip.pd@lgnz.co.nz)  
W. [lgnz.co.nz/equip](http://lgnz.co.nz/equip)

Equip is LGNZ's Centre of Excellence. We deliver tailored services, best practice guidance, business solutions, and governance and management support to strengthen the local government sector.