Zoom Participant's Guide

The NWNY Team will utilize Zoom for the 2022 Virtual Corn Congress. This interface is very easy to use, but if you are new to Zoom or to webinars altogether, this guide will get you up and running.

What to Expect

Our webinar will feature live video, you will want to have a strong Internet connection.

You will be muted for the webinar, but we still want to hear from you! Muting participants' audio is necessary to prevent background noise and audio feedback, but we strongly welcome you to participate in webinars - we encourage you to use the Q&A feature to ask questions for each presenter.

The webinar will feature a speaker using slides from a Powerpoint. You will hear the speaker's voice and see their images and text, and you can use the Q&A feature to ask questions.

Getting In

The day before the event you will receive a Zoom Webinar Invitation, an email containing a link to join the event and other information such as the Webinar ID and Passcode. An invitation will be sent for each day of the congress.

About 15-20 minutes before your webinar is scheduled to begin, click on the link to the webinar. When you click on this link two things should happen.

1. The Zoom app will be downloaded onto your PC, Mac, or smart phone. You might see a prompt like this:

Put a check in the checkbox and click OK.

2. The conference will automatically start.
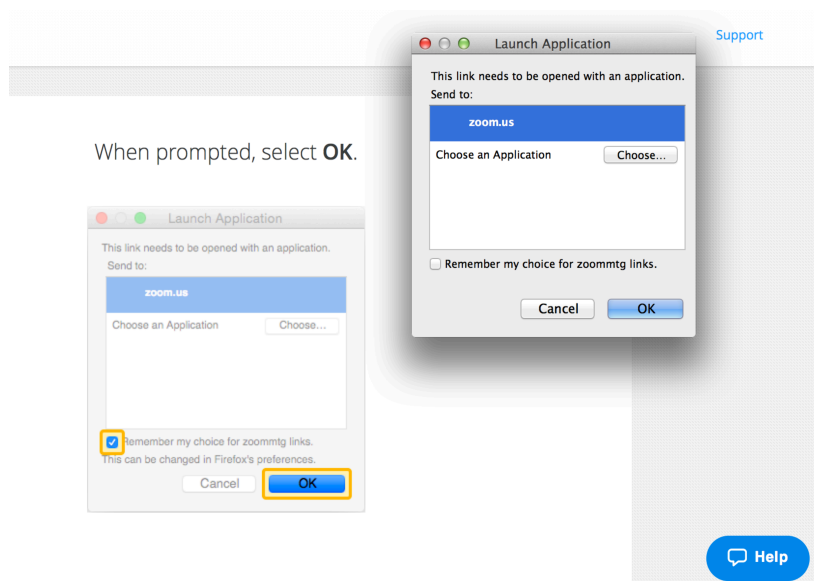
Depending on your device, operating system version and web browser, if it's your first time using Zoom, you may be prompted to start/run/install the app. On a Mac, you may be prompted to enter the administrative password for your system.
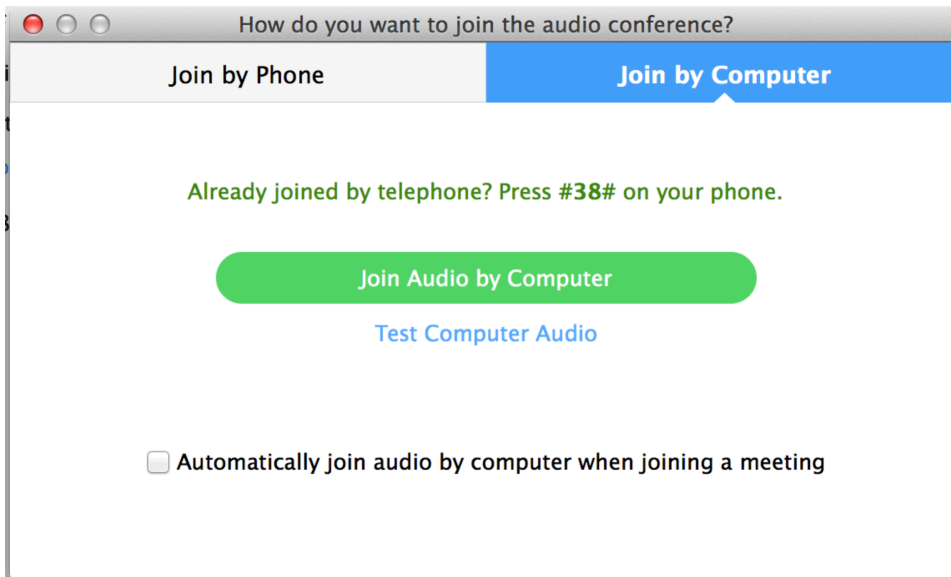
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Cornell began requiring a password as of Spring 2020, so you may be required to enter a passcode when entering the webinar. Look for the passcode in the email invite that contained the link to join. *Tip: write down the passcode before clicking the link in the email, so you don't have to go back to your email if it asks you for the passcode.* Enter the passcode if prompted, and the webinar should start automatically.

Joining Audio

When you are in the meeting, you should be prompted to "Join Audio" so that you will be able to hear the presenter. You'll see a pop-up window that looks like the one below.

If you have functioning computer speakers, select "Join by Computer". To test your computer's audio systems, select the blue "Test Computer Audio" link below the green "Join Audio" button.

If you prefer to join the audio by phone, click the "Join by Phone" tab at the top of the pop-up box, and follow the instructions to dial into the audio portion of the webinar.

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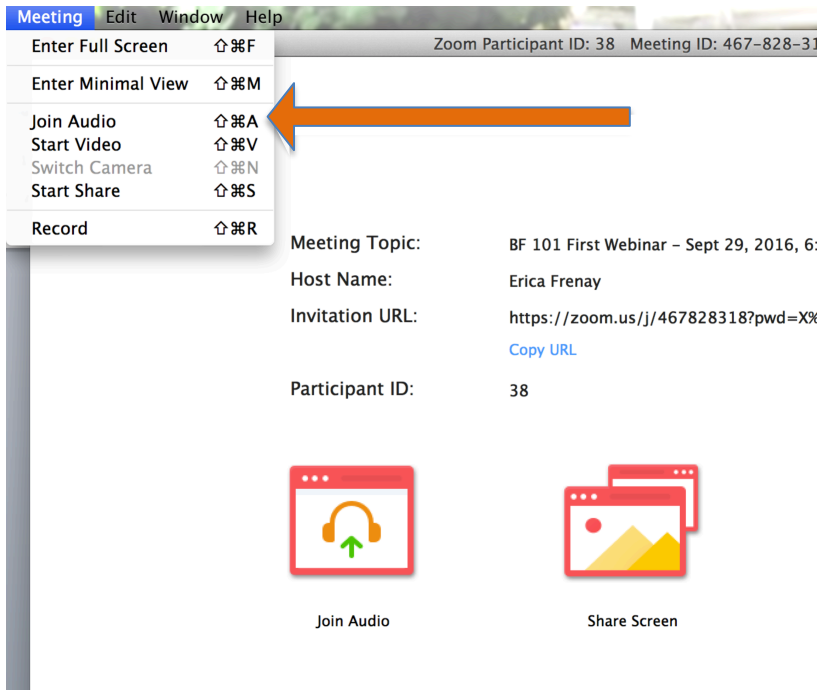
If for some reason this "Join Audio" window doesn't pop up automatically, you can still connect to the audio portion of the webinar by going to the "Meeting" menu at the top lefthand part of your computer screen and selecting "Join Audio." Follow the instructions above from there.

Joining a Zoom Webinar Via Mobile Device

You may also join the webinars via a tablet or phone, though your ability to participate actively may be diminished, and it will be harder to see images and text on the smaller screen. Simply go to your preferred app store and download the official Zoom app.

About 15 minutes before your webinar is scheduled to start, open the app and enter the meeting ID number provided in the email invite for that day's webinar. The meeting should open immediately, as long as the host has already started the webinar. *Remember to write down the passcode in case it asks you for it.

System Requirements

Check out this link to determine whether your computer system will be able to support Zoom meetings.

Troubleshooting

The Zoom Support Page has more information about joining a Zoom Webinar, https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee-#h_42f6b81f-ad7c-4ce2-af89-97e7d06a2e90. Information on how to join from your phone is all the way at the bottom of this page.