**Hosting a Zoom Webinar Program – Cheat Sheet**

**BEFORE STARTING YOUR MEETING**

* If you are already logged into with Zoom with a personal or work login you will need to sign out.
* The Executive Director (“ED”) will provide you with the WWBA Zoom login prior to the program.
* The Zoom Webinar meeting link will be sent out to the attendees prior to the program by the ED.
* The panelist(s) will receive a separate link.
* As the Host you will log in with the WWBA zoom login details. Panelists and attendees will utilize the emailed links.

**STARTING A MEETING**

* Go to [www.zoom.us](http://www.zoom.us) and login with the WWBA username and password (provided by the ED).
* Tap **Webinars** in the left panel.
* Tap the topic of your scheduled webinar.
* Tap **Start** to start the webinar.
* All webinars will be set up to record automatically.

**PRACTICE SESSION**

* A webinar practice session allows you to set up and run through your program before starting your webinar.
* Click [**here**](https://support.zoom.us/hc/en-us/articles/206316975-Webinar-practice-session?zcid=4357) for more detailed support

**MANAGING ATTENDEES**
**Admitting Attendees During a Meeting**

* Attendees are automatically admitted.

**Attendee Controls**

* You canprovide the following controls to attendees by scrolling over their name.
	+ Allow to talk, Chat, Promote to Panelist, Remove from the meeting

**Q&A**

* **Answering Questions**
	+ As the host, co-host, or panelist, click Q&A in the webinar controls.
	+ Find the question you would like to answer.
	+ Click Answer Live to answer the question out loud during the webinar.
	+ Click Type Answer to type out your answer for the attendee. Type your answer and click Send.
	+ (Optional): Check Answer Privately before clicking send, if you would like to answer to the attendee only.
* **Click** [**here**](https://support.zoom.us/hc/en-us/articles/203686015-Using-Q-A-as-the-webinar-host) **for more detailed support**

**Sharing the Screen**

* Click the **Share Screen** button located in your meeting controls.
* Select one of these screen share options: **Basic**, **Advanced** or **Files**.

**CLICK HERE FOR MORE DETAILED SUPPORT**: <https://support.zoom.us/hc/en-us/categories/201146643>