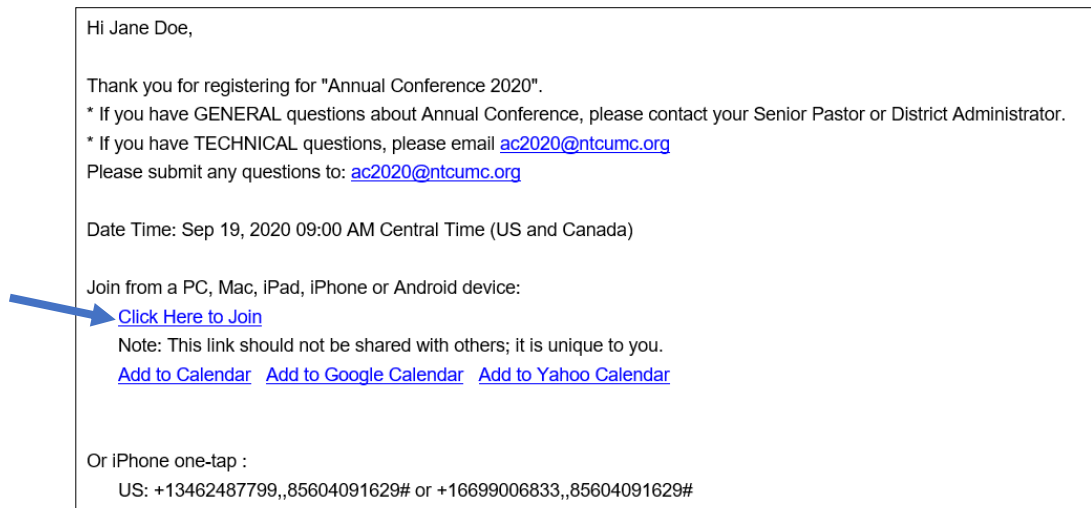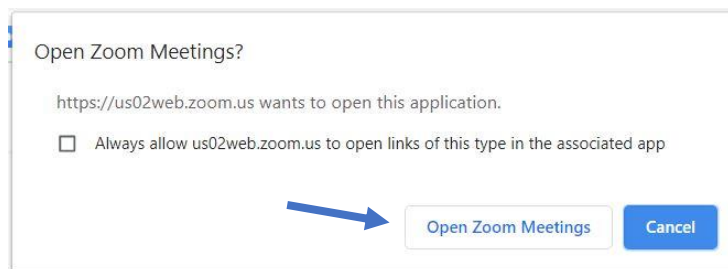# How to Join the Webinar, Ask Questions, and Vote

It is time to join the webinar! You must have the most current version of the Zoom app installed on your device to join the webinar. Please follow this link https://ntcumc.org/annual-conference-2020/resources to watch a video or read the document called "How to Prepare Your Device for the Zoom Webinar".

The webinar will be open **30 minutes** prior to the start time to give you plenty of time to join. Find your confirmation email, or any of your reminder emails. Click the link "Click here to join". You must join by clicking this link. You will not be able to join the webinar by entering the meeting ID.
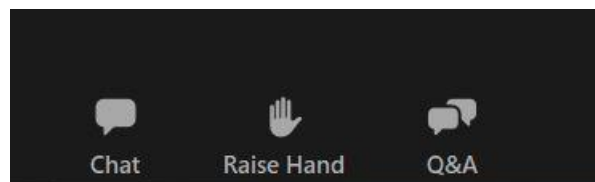

When Zoom launches, click "Open Zoom Meetings". If you are not signed into Zoom, it will prompt you to sign in first. Zoom will then connect you to the webinar.

I've Joined the Webinar!

Once you have joined the webinar and the webinar is in progress, move your cursor to the bottom of the screen. You will notice three icons: Chat, Raise Hand, and Q&A. These options will go away when you move your cursor up from the bottom of the screen, but will reappear when you move your cursor to the bottom of the screen again.

Asking Questions

Chat

Use the chat function to ask technical questions, like "I can see the conference, but I can't hear". Your chat will only be visible to those answering the questions. The chat, and the email ac2020@ntcumc.org, will be closely monitored and someone will get back to you as soon as possible. If you have a non-technical question, please use the Q&A function, which will be described next.

Q&A

If you have a question regarding an item of the conference, please click Q&A. Use Q&A as you would use the microphone if this was an in-person Conference. Identify yourself by providing your district and church (your name is already provided), and then type your question. Q&A will be closely monitored, and any questions that need to be addressed by the Bishop will be passed along for him to answer. Other questions may be answered directly by our panelists by typing a response.

Voting

Raise Hand

The Raise Hand feature will be used for some voting functions. If the vote will be using the Raised Hand, you will be provided with clear instructions on how to vote in that fashion. When you click "Raise Hand", you will notice that the hand icon changes color and the words "Lower Hand" are displayed. If you decide that you do not want your hand raised, click the hand again and it will lower your hand. At the end of the vote, all hands will be lowered automatically.

Poll

The Zoom polling feature will be used for most of the voting. When a poll is introduced, it will be displayed on your screen. Click the small circle to the left of your choice and click "Submit" to cast your vote. The results of the vote will be displayed on your screen after the vote closes.