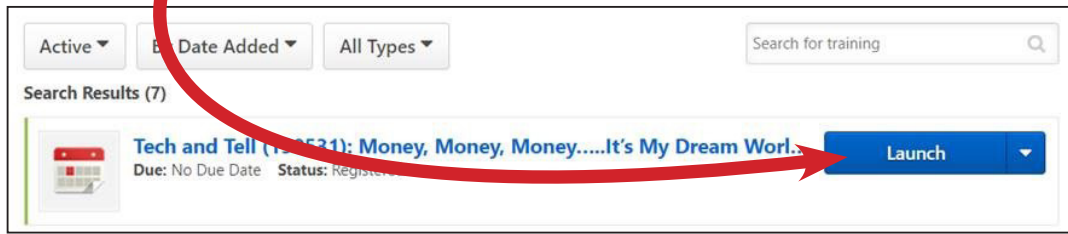


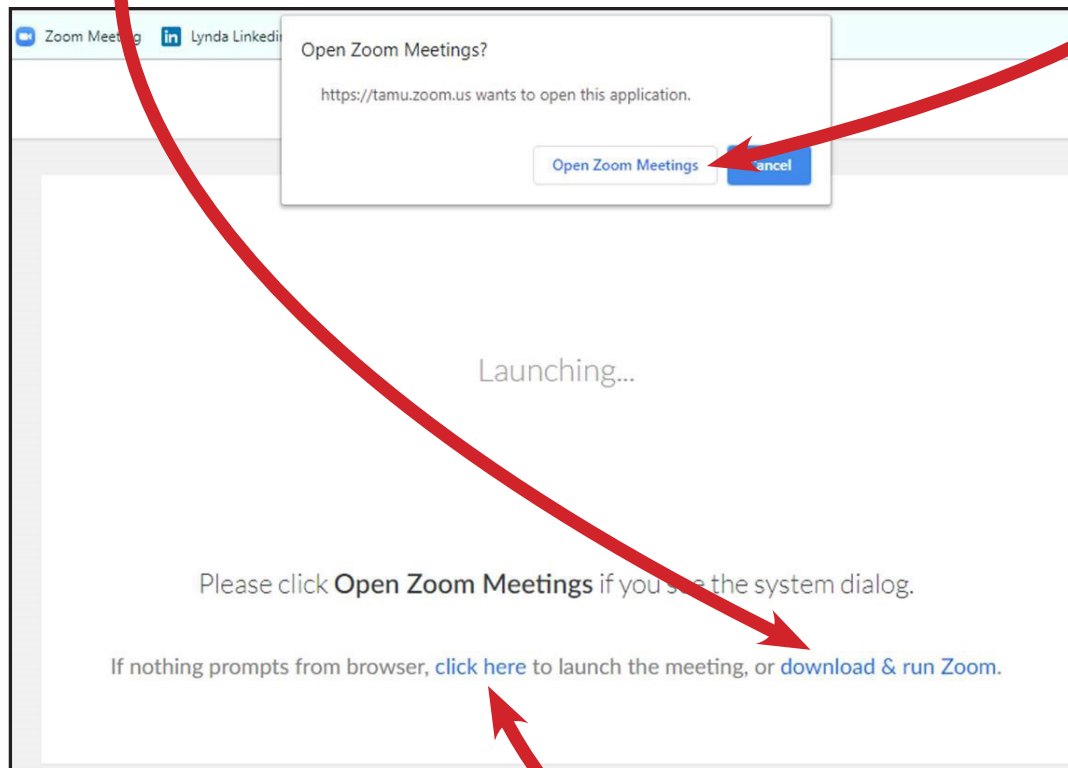
Launching a Live Webinar via a Desktop Computer or Laptop

1. On the day of the webinar, return to the active section of your transcript. Click **Launch** to join the webinar.



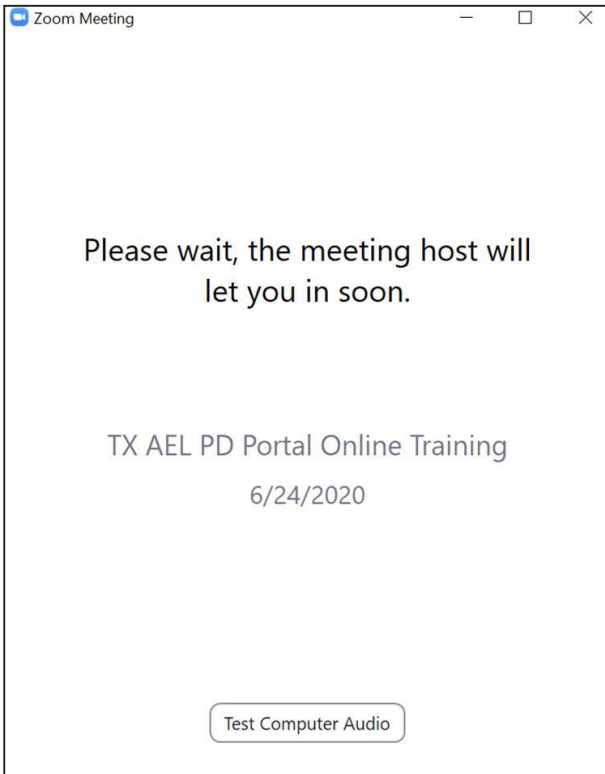
NOTE: We recommend launching the webinar at least 15 minutes in advance, especially if this is your first time joining a webinar.

2. After launching the webinar, a screen will appear. If you have Zoom downloaded on your computer, click **Open Zoom Meetings**. If you do not have Zoom downloaded on your computer, click **download & run Zoom**.

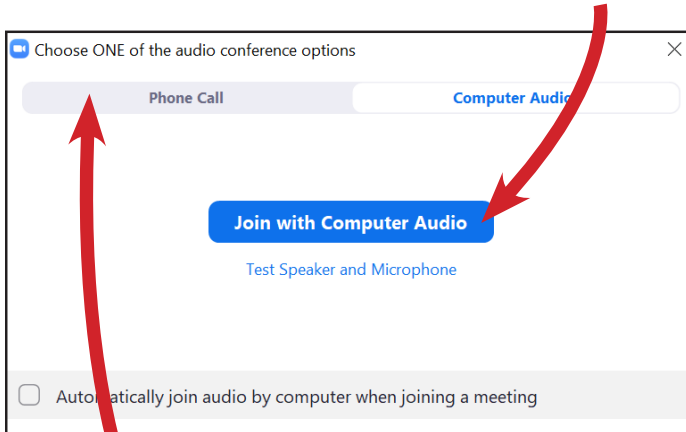


NOTE: Can't download Zoom on your computer? Join from a web browser.

3. Please wait until you are welcomed into the Zoom room by the host.



4. Click the button **Join with Computer Audio**.



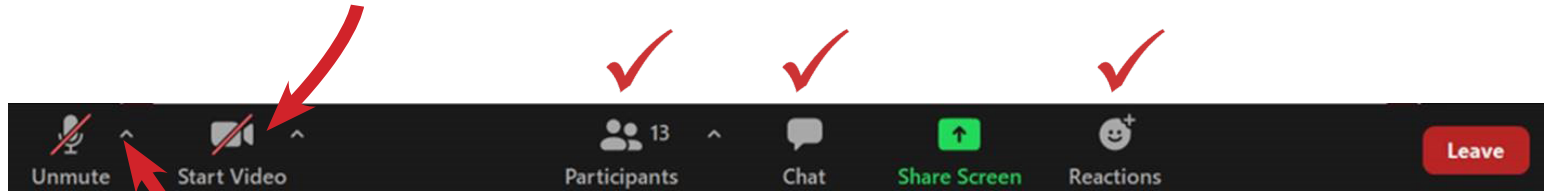
NOTE: If you do not have a headset and need to join by phone, click on Phone Call.

Get acquainted with the layout and Zoom features on your computer.

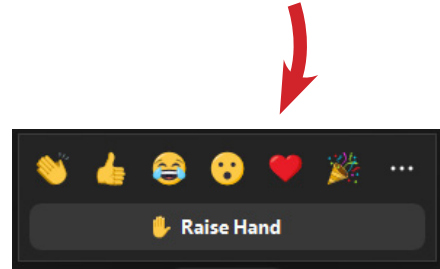
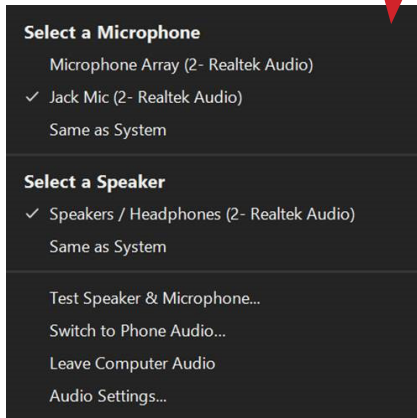
Hover on the screen so the Zoom meeting control panel will appear.

Please keep your video camera off.

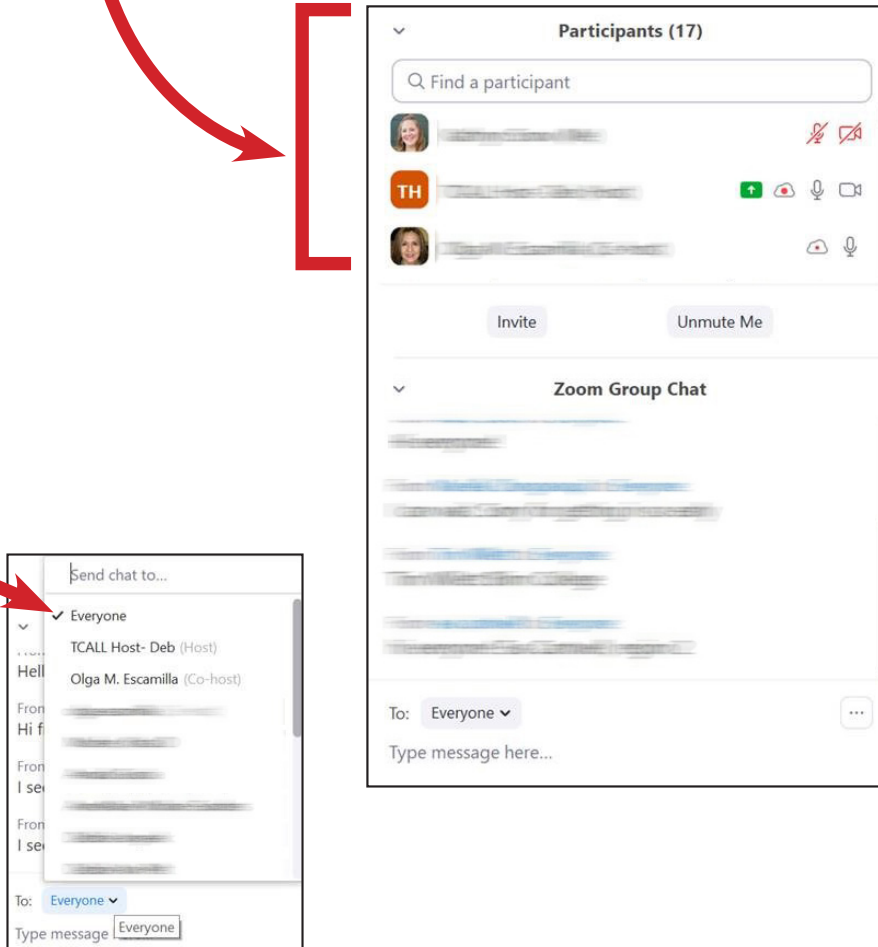
Click on **Participants**, **Chat**, and **Reactions** so you can actively engage in the training.



Click on the up arrow next to Unmute/Mute icon to view your audio options. Please stay muted.

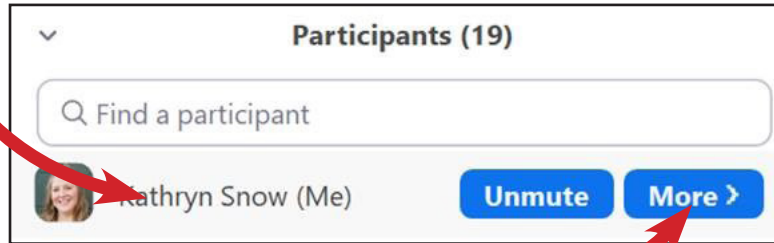


NOTE: Please make sure that *Everyone* is checked on your Chat Pod so you can communicate with all webinar participants.

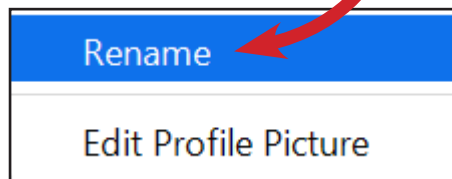


! **IMPORTANT:** To ensure you receive PD credit, please make sure your Zoom name matches the name you have in the PD Portal. If you need to rename yourself, please follow the steps.

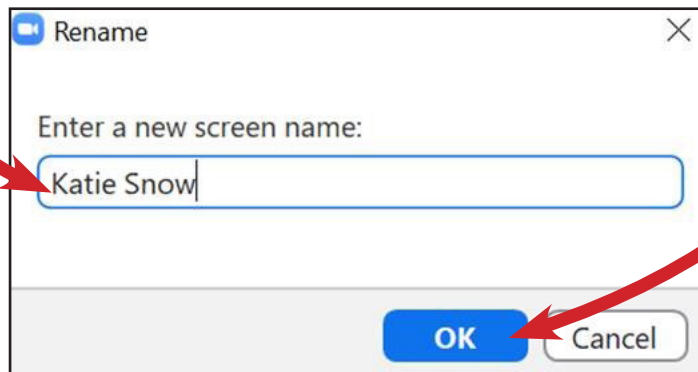
1. Hover on your name at the top of **Participant's** box.



2. Click on **More** and select **Rename**.



3. Type in the name you go by in the PD Portal and then click **OK**.



Having trouble connecting to the live webinar?
Please contact us at 1-800-441-7372 or PDPortal@tamu.edu.