**Signing up and activating your Zoom account**

*Creating your own account*

To sign up for your own free account, visit [https://zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.

*You need to sign up for a Zoom account to be an authenticated user.*

*Downloading the Zoom client*

You can download the Zoom Desktop Client for Mac, Windows, ChromeOS and Linux, as well as the Zoom Mobile App for iOS and Android from our Downloads ([https://zoom.us/download](https://zoom.us/download)) page.

**About Zoom Webinar**

Zoom Video Webinar allows you to broadcast a Zoom meeting to up to 10000 view-only attendees, depending on the size of your webinar license. Webinar licenses start at a capacity of 100 participants and scale up to 10,000 participants. As the host or a panelist, you can share your screen, video and audio in a webinar and attendees can use the chat or question and answer options to interact with the host and panelists.

Webinars can require preregistration, with the option for the host to add custom registration questions, or registration can be turned off for attendees to join by simply clicking a link at the time of the webinar. Webinars can be held once, can reoccur in a series, or can be the same session held multiple times.

*For this ISPRS Virtual Rooms, you will be required to register to attend the webinar. Panelists will be sent an email with a link to join the webinar.*
Meetings versus webinars

<table>
<thead>
<tr>
<th>Description</th>
<th>Meeting</th>
<th>Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom meetings</td>
<td>are ideal for hosting more interactive sessions where you’ll want to</td>
<td>Think of webinars like a virtual lecture hall or auditorium. Webinars</td>
</tr>
<tr>
<td></td>
<td>have lots of audience participation or break your session into</td>
<td>are ideal for large audiences or events that are open to the public.</td>
</tr>
<tr>
<td></td>
<td>smaller groups.</td>
<td>Typically, webinar attendees do not interact with one another. Though</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zoom provides options for you to get more social with your attendees,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>your average webinar has one or a few people speaking to an audience.</td>
</tr>
</tbody>
</table>

Feature comparison

<table>
<thead>
<tr>
<th>Feature</th>
<th>Meeting</th>
<th>Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participant roles</td>
<td>Host and co-host Host and co-host Participant Panelist Attendee</td>
<td></td>
</tr>
<tr>
<td>Audio sharing</td>
<td>All participants can mute/unmute their own audio Host can mute/request</td>
<td>Only the Host and panelists can mute/unmute their own audio Attendees</td>
</tr>
<tr>
<td></td>
<td>to unmute participants The Host can set all participants to mute upon</td>
<td>join in listen-only mode* The Host can unmute one or more attendees</td>
</tr>
<tr>
<td></td>
<td>entry</td>
<td></td>
</tr>
<tr>
<td>Video sharing</td>
<td>All participants Hosts and panelists</td>
<td></td>
</tr>
<tr>
<td>Screen sharing</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Nonverbal feedback</td>
<td>✔</td>
<td>Only raise hand</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>N/A</td>
<td>✔</td>
</tr>
</tbody>
</table>

*Note: If the host or co-host enables Allow to talk for an attendee, they will be able to enable their microphone as well as mute and unmute themselves.

Roles in a Webinar

There are multiple roles available for a webinar: host, cohost, panelist, and attendees. The role that you have in the webinar will be designated by the host.

The host of the webinar is the user who the webinar is scheduled under. They have full permissions to manage the webinar, panelists, and attendees. There can only be one host of a

*Contents of this document were taken from the Zoom Help Center (https://support.zoom.us/)
webinar. The host can do things like stop and start the webinar, mute panelists, stop panelists' video, remove attendees from the webinar, and more.

**Co-hosts** share many of the controls that hosts have, allowing the co-host to manage the administrative side of the webinar, such as managing attendees or starting/stopping the recording. The host must **assign a co-host**. Co-hosts cannot start a webinar. If a host needs someone else to be able to start the webinar, they can assign an **alternative host**.

**Panelists** are full participants in a webinar. They can view and send video, screen share, annotate, etc. You must be assigned panelist permissions by the webinar host. The host can also disable some features for panelists, including starting video, sharing your screen, and recording.

**Attendees** are view-only participants who can be unmuted if the host chooses. Their view of the webinar is controlled by the host. They can interact with the host and the panelists through the Q&A and the chat.

**Participating in the Zoom Webinar**

*Joining a webinar by invitation link (Attendees)*

To join the webinar, click the link that the host provided you or that you received in the confirmation page after you registered. If the host sent a registration confirmation email, the link can also be found there.

*Contents of this document were taken from the Zoom Help Center ([https://support.zoom.us/](https://support.zoom.us/))
**Joining a webinar as a Panelist**

As a Panelist, the host will be adding your name and email address in the Zoom Webinar. As soon as your name is added in the Panelists, you will receive an email containing the link and password to join the webinar under this role.

**Screen Sharing**

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share Screen** in the meeting controls.
4. Select your monitor then click **Share**.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.

*Contents of this document were taken from the Zoom Help Center ([https://support.zoom.us/](https://support.zoom.us/))
As an alternative or back-up plan, you can send your presentation to the ISPRS Student Consortium President, Sheryl Rose Reyes (sherylrose.reyes@gmail.com). The ISPRS Student Consortium as host can share your presentation and you can provide the instructions to move on to the next slide.

Questions and Answers

The Question & Answer (Q&A) feature for webinars allows attendees to ask questions during the webinar and for the panelists, co-hosts and host to answer their questions.

The mode Q&A dialog box will be visible to the host and panelists with two available modes of answers – Answer Live and Type Answer. Questions can be marked as answered or dismissed and will be removed in the current list. Panelists do not need to bother with the controls for the Q&A dialog, the host will be managing this.

Answering questions

1. As the host, co-host, or panelist, click Q&A in the webinar controls.
2. Find the question you would like to answer.

3. Click **Answer Live** to answer the question out loud during the webinar.

4. Click **Type Answer** to type out your answer for the attendee. Type your answer and click **Send**.

**Additional Information**

1. To accommodate a bigger audience, the Zoom Webinar will be live-streamed via the ISPRS Student Consortium YouTube channel: [http://www.youtube.com/c/ISPRSSC](http://www.youtube.com/c/ISPRSSC)
   The link to the live-stream will only be available as soon as the webinar is broadcasted. It will be shared via the chat box in the webinar and in ISPRS SC social media accounts.
   Facebook: [https://www.facebook.com/groups/isprssc/](https://www.facebook.com/groups/isprssc/)
   Twitter: [https://twitter.com/isprs_sc?lang=en](https://twitter.com/isprs_sc?lang=en)

2. A shareable link for the Zoom Webinar will be provided prior to the event but we kindly request you to share the link privately to your friends and colleagues to avoid any issues with uninvited guests.

**Video Resources**


2. [https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen](https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen)

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