



**Deerfield Academy**  
**Information Technology Services**  
**Tips for Attending a ZOOM Webinar**

There are two different forms of ZOOM gatherings – ZOOM Meetings and **ZOOM Webinars**. You have likely participated in a ZOOM Meeting with your department or other small-scale group. **ZOOM Webinars** are used for a large number of attendees with a selected group of presenters (panelists). Deerfield will be using **ZOOM Webinars** for large virtual gatherings such as Faculty Meetings.

Following are a few tips for **ZOOM Webinar Attendees**:

- 1) Attendees are not seen or heard in a Webinar** – When you attend a Webinar, you should be able to see and hear the presenters. You will not be able to see or hear other attendees and they will not be able to see or hear you. The Webinar hosts will see your name on the attendee list and you will be able to post questions. If you cannot hear the presenters, check to make sure that your speakers are not muted and that the volume is set high.
- 2) Watch the Webinar in Gallery View** – The Gallery View setting enables you to see all of the presenters in a tiled format on your screen. The View Setting can be changed in the upper-right corner of your screen. You can toggle back and forth between Gallery View and Speaker View.
- 3) Use the Q&A Feature** – Zoom Webinars offer a Question & Answer feature (found on the tool bar at the bottom of the window). Please use this feature to ask a question of the presenters. Questions may be shared with the group or hidden. Each Webinar will have a moderator that will manage the questions.
- 4) Consider Audio Only** – If you are having any trouble with poor video or the signal cutting in or out, consider attending in audio mode and by-passing the video.