

## **Alberta Lamb Producers Zoom Meeting/Webinar Information**

To help facilitate a zoom meeting webinar, ALP has put this document together that provides information on how to join the meeting and tips for a successful meeting.

ALP staff will be available during the meeting to help facilitate it and to help problem-solve any technical difficulties you may have.

We are asking that you join the webinar at least **15 minutes** in advance so that we can cross reference you with our registration list.

**PLEASE NOTE: You need to join the zoom meeting from a device through the web link that will be provided to you (a device would be a computer or smart phone) in order to participate in the 'Poll' feature, if it is included in the specific webinar**

**If you join by phone (only calling in), you will NOT be able to participate in the Poll feature.**

### **Tips for a successful webinar:**

1. Download the zoom software ahead of the webinar.
2. Have your camera at the level of your eyes.
3. Have adequate lighting so people can see you. A light on the side is better than in the back.
4. Close all unnecessary programs on your computer when in your meeting
5. Check to make sure you are running the latest version of your browser.
6. During the call please mute yourself when not speaking.
7. If your audio quality is poor, have your phone handy to dial in.
8. Please do not use speaker phone for your audio.

### **Ways to join a meeting**

You can choose to join your meeting in one of three ways. Please watch the brief training video below on how to join a meeting or you can read the verbiage listed below.

Joining a meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

### **Join from the URL**

When you receive your Zoom webinar invitation from ALP, the meeting will include a unique link in the meetings details (example is noted in green box below). This is the Join URL; simply click on the link to have it open in your browser.

Your meeting may also ask you to enter an access code. It can be found at the bottom of the meeting details (example noted in yellow below).

You will now automatically join your meeting.

