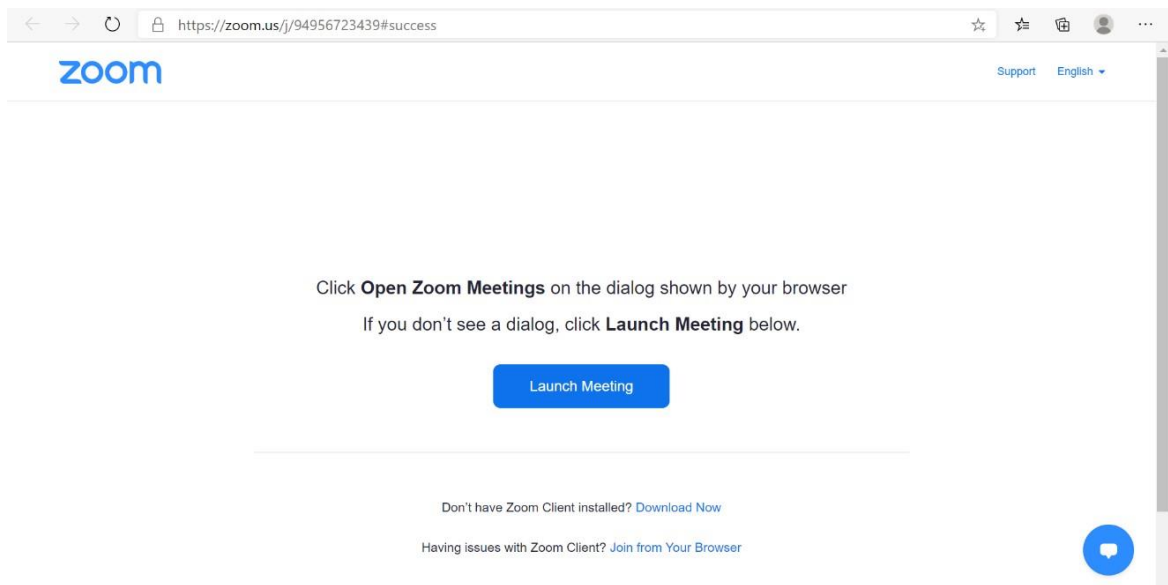


## Instructions for How To Access Zoom Sessions

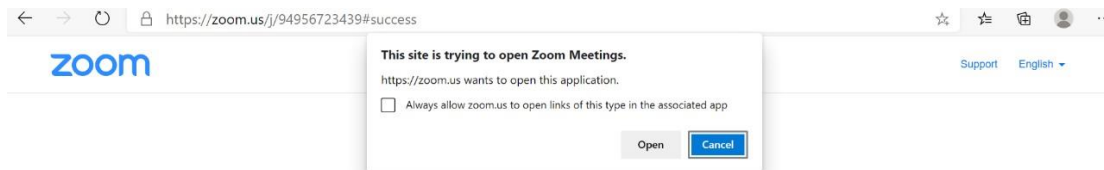
**NOTE:** You will only be able to access zoom links after you completed RSVP

You have to use the email you used for RSVP to access the zoom link

1. Click on “Click here to access the sessions” for the session you wish to join.
2. After you click the link to join a session a window will pop up prompting you to click on a blue button “Launch Meeting”.



3. After clicking the blue “launch meeting” button, you will either be automatically connected to the meeting or a pop up box will prompt you to open the session in the Zoom app if you already have it downloaded, click the “open” button.



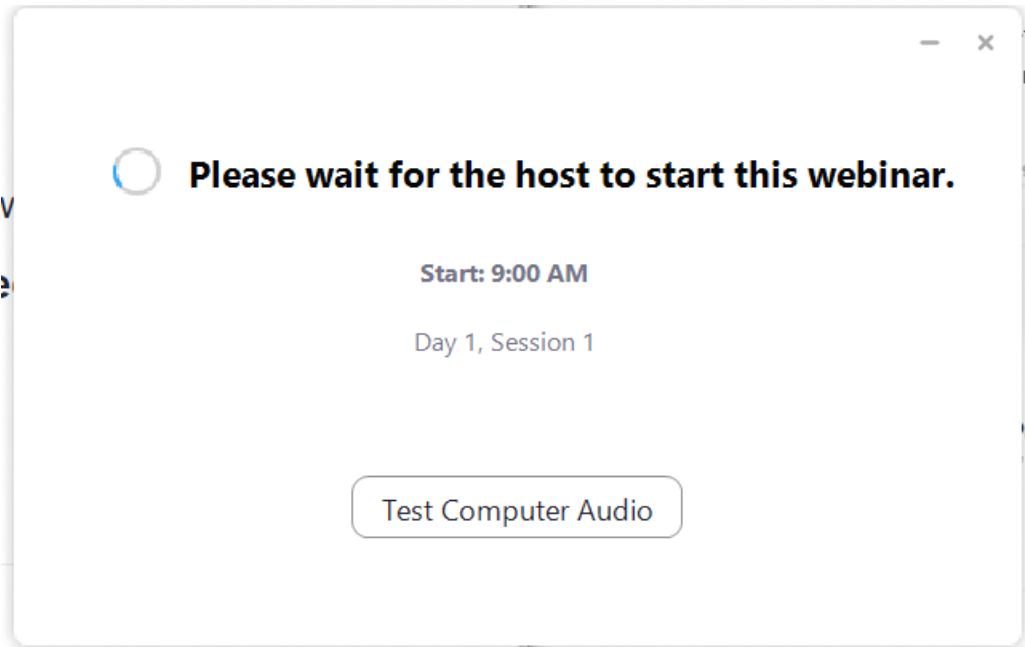
Click **Open Zoom Meetings** on the dialog shown by your browser  
If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

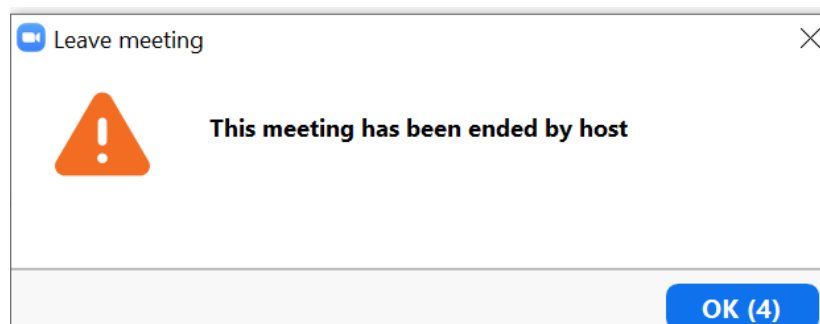




4. If host has not started the session, a window will display asking you to “Please wait for the host to start this webinar.” And as soon as the session starts you will be connected.
  - If a box prompting you to enter a webinar ID pops up, you can find the ID located on the agenda under the session time.

Day 1: October 20		Title
7:15 pm	<a href="#">Click here to access this session via zoom</a> (password required and embedded with the link)	Opening and Overview of the Workshop.; Dr. Rebecca Johns, ICAR Director of Education and Outreach
7:20 pm		Welcome: Dr. Barnali Dixon, ICAR Executive Director
7:25 pm		Introduction to Keynote Speaker Dr. Martin Tadlock, Regional Chancellor, USFSP
7:30 pm		Keynote Address: 'Confluences of Environmental And Climate Justice: Bringing Diverse Partners Together For Community Resilience' by : Dr. Robert Bullard, Texas Southern University
8:30 pm		Q & A
9:00 pm		Adjourned

5. When the session has ended you will be greeted with a pop-up box “This meeting has ended by host”. Exit this window and Click on the next session.



## iCAR: Frequently Asked Questions

1. How do I unmute myself?
  - For this event microphones will remain muted.
2. How do I turn my camera on?
  - For this event attendee cameras will be disabled.
3. How do I change from gallery to speaker view?
  - For this event attendees will not be allowed to switch views between speaker or gallery. Attendees will see what the host wants them to see for the presentation.
4. Is this event being recorded?
  - Yes. All sessions and Q & A will be recorded and available from the iCAR website.
5. How do I ask a question?
  - Open the chat panel by selecting the chat box on the toolbar at the bottom of your screen. Type your question in the chat box that opens up. Questions will be answered during the Q & A portion of the session.
6. What happens when I raise my hand?
  - Please do not use the raise hand function for this event. Instead, ask your questions in the chat where they will be read by a panelist for you, then answered by the host. The question and answer portion will be held at the end of each presentation.
7. How do I send a message privately to the host or to the host and attendees?

- To send a message to just the panelist, select the option in the chat box at the bottom of the screen. To send a message to everyone, select that option in the same chat box at the bottom of the screen that includes panelists and attendees.

8. Who is speaking right now/ How long will they be speaking/ When is the next break?

- Questions like these are best answered by checking the agenda which is on the iCAR website ([click here](#)). You can also ask in the chat but in some cases the panelist may not be able to answer the question. Check the agenda for quickest answer.

9. How do I take the poll at the end of the breakout session?

- During the breakout session (occurs day 2 afternoon.) there will be an interactive polling portion for attendees to participate in. Once the poll is launched by the host it will appear in a window on your screen. Answer the poll questions to participate in this session.

10. How do I invite someone to this event?

- Forward the iCAR [RSVP link](#) and ask them to register. Once they register they can attend the workshop using meeting links posted on the agenda and the email they used to RSVP. The agenda is available via iCAR website and has the links to the events etc. or have them find the agenda through our Facebook page (Initiative on Coastal Adaptation and Resilience at USFSP). The link for agenda on the iCAR website and “Annual Workshop” tab can be accessed here : [Click here for agenda](#)

11. How do I leave this meeting?

- Click the red box at the bottom right side of your screen titled “leave meeting”. A box will pop up asking you to confirm you want to leave the meeting, click leave.