

## Webinar Instructions

Thank you for your interest in joining our webinar!

### **Platform**

Process IQ uses the Zoom platform to run our webinars. **The Zoom URL has been provided in your confirmation email you would have received on registration and approval.**



### **Lost Registration Details?**

**Automatic reminder emails are sent to you 1 day prior and 1 hour prior to the webinar from the Zoom portal.**

Any further queries, email [paula@processiq.com.au](mailto:paula@processiq.com.au)

### **Joining the Call**

Please refer to your email for the **Click Here to Join** link will be provided in the email.

Once clicked, your access button to the webinar can be found on the bottom of your screen should you have difficulties finding this.

The screenshot shows a 'Webinar Registration' form with fields for First Name, Last Name, Email Address, Country/Region (dropdown), Organization, and Job Title. A blue button at the bottom right is labeled 'Join Webinar in Progress'. A red arrow points from the text above to this button.

### **Zoom Software Blocked?**

The Zoom invitation will prompt you to download the desktop application to participate in the webinar. Some organisations have a block against the Zoom software. In this case you can still login and participate in the webinar, but **you must run it on your browser** rather than through the application.

**If Zoom is blocked for you, please follow the below steps:**

**Step 1** – Go to <https://zoom.us/> (Chrome recommended)

**Step 2** – Click 'Join a meeting'

**Step 3** – Enter the Meeting ID and click join (Meeting ID in your outlook calendar invitation)

**Step 4** – When prompted to open Zoom Meetings, select 'cancel' and then select 'launch meeting'

**Step 5** – Then select 'Join from your browser' instead.

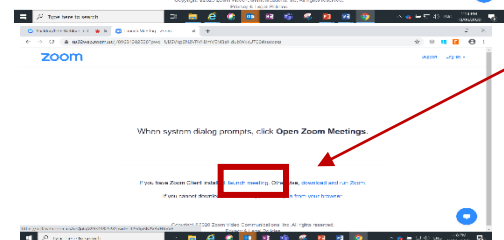
**Step 6** – Enter your details when prompted.

**Step 7** – Once logged in, you should receive some prompts to allow audio and video. If not, select your security lock icon next to the URL. On microphone and video switch this to 'allow'.



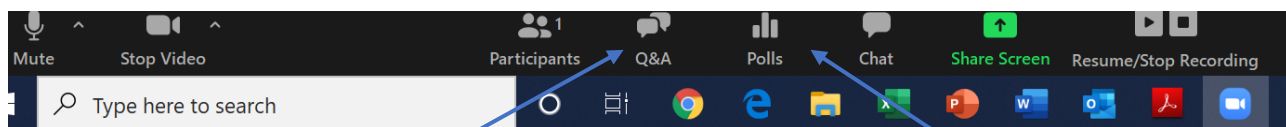
When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.



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### **Q&A**

During the presentation, place your questions in the Q&A box and will be answered at the end of the presentation.

**Upvote a Question** Has someone asked a question you were going to ask or one that you most want an answer to? Hit the thumbs up button to Upvote the question.

### **Polling**

We may run a Poll during our webinars. Please follow the guide from the presenter to participate in this interactive feature!

**We look forward to welcoming you to our webinar**