



WGA **Global Webinars**  
THE DIGITAL GLAUCOMA NETWORK

# WEBINAR JOINING GUIDELINES

## *For Chairs*

### **Before joining the Webinar**

- Turn off your Audio & Video when joining the webinar

### **During the Webinar**

- Use the WGA Global Webinar Zoom Background
- Update your name to first name + last name + (country)
- Using the chat: only use private chats

# Audio & Video

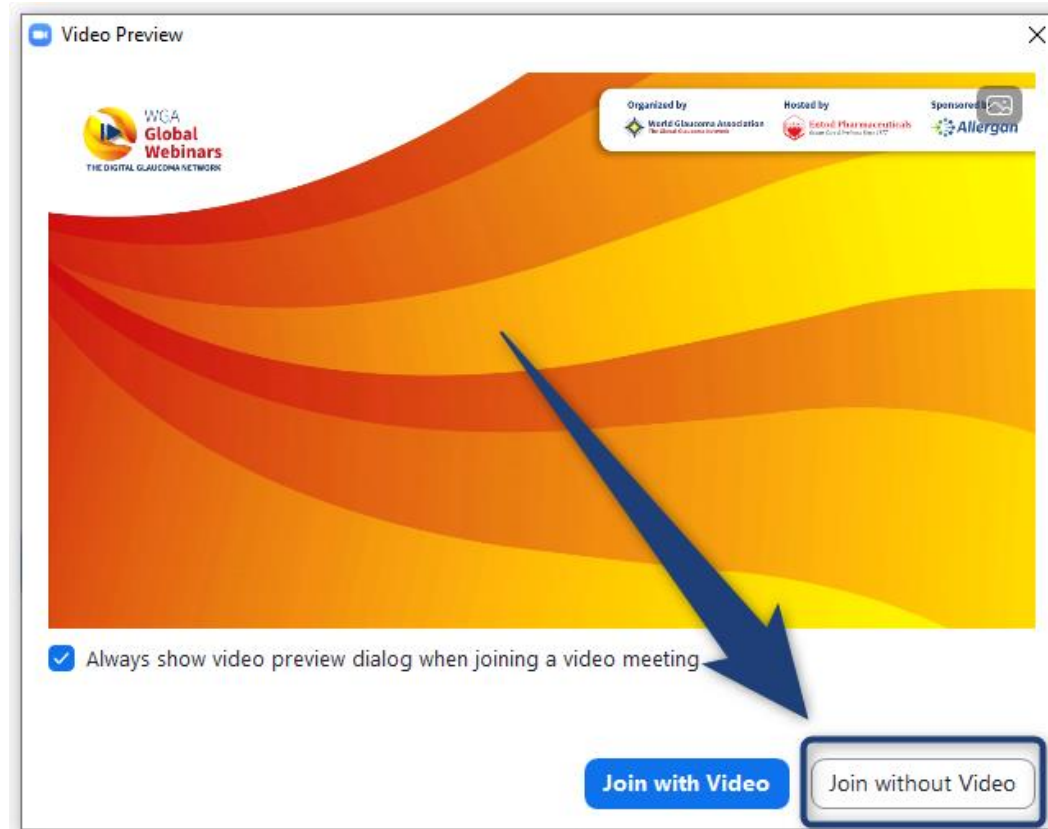
How to Turn off your Audio & Video when joining the webinar?

**There are 2 options of joining the webinar:**

- **Option 1** Click on the meeting weblink:  
<https://us02web.zoom.us/j/88957330207?pwd=Sk1CVUMyODdEdVR6MXUyZndac1dBdz09>
- **Option 2** Login with the meeting ID and Password via your Zoom Desktop  
Meeting ID: 889 5733 0207  
Passcode: abpresspf

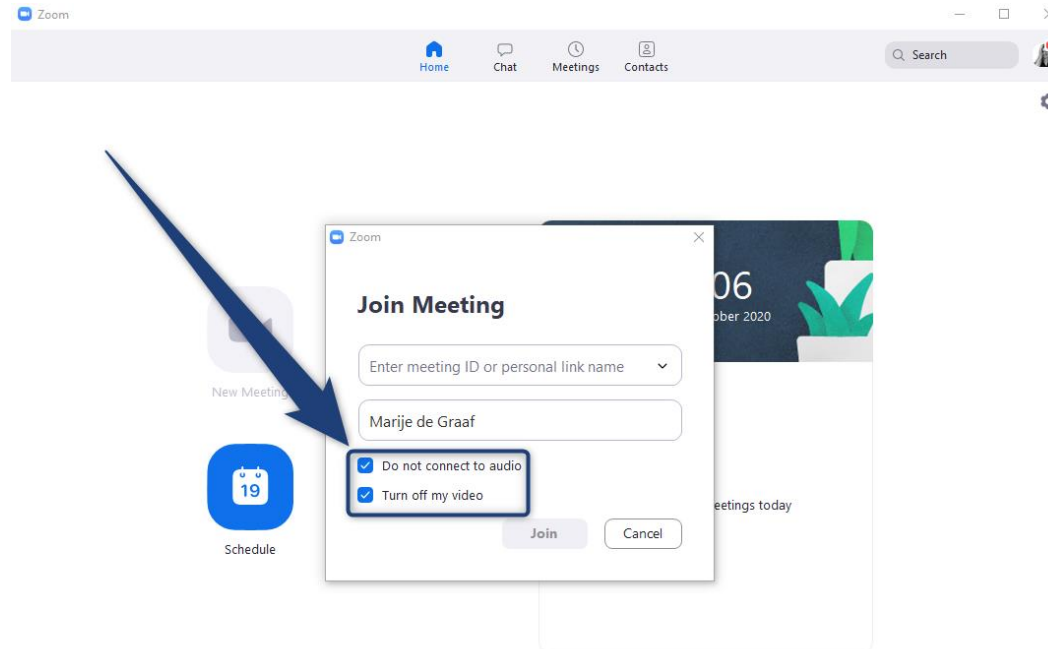
## Option 1: How to join through the meeting weblink?

When joining through the meeting weblink, click **Join without Video** before you enter the meeting.



## Option 2: How to join through your Zoom Desktop?

When joining through the Zoom Desktop, fill out the meeting ID and select **Do not connect to audio** and **Turn off my video** before joining the meeting.



# WGA GLOBAL WEBINAR BACKGROUND

*How to upload the WGA Global Webinar Zoom Background?*

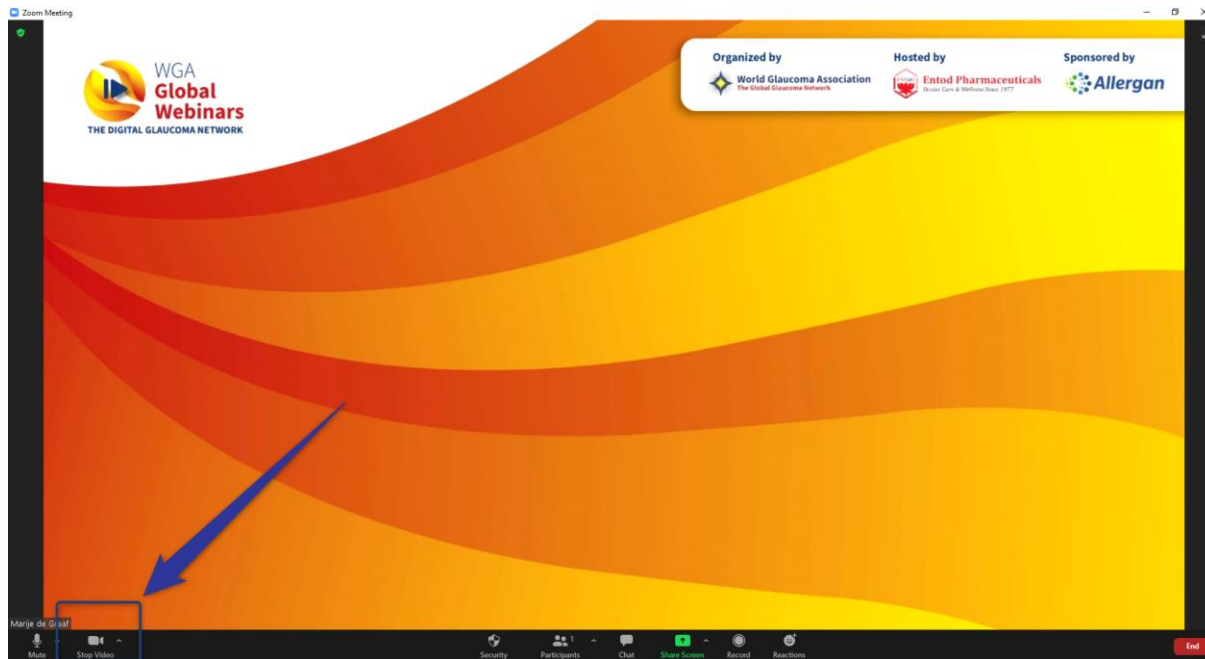
**Step 1:** Download the WGA Global Webinar Background [here](#) and save it to your desktop.

**Step 2:** There are two ways to upload a new background in Zoom:

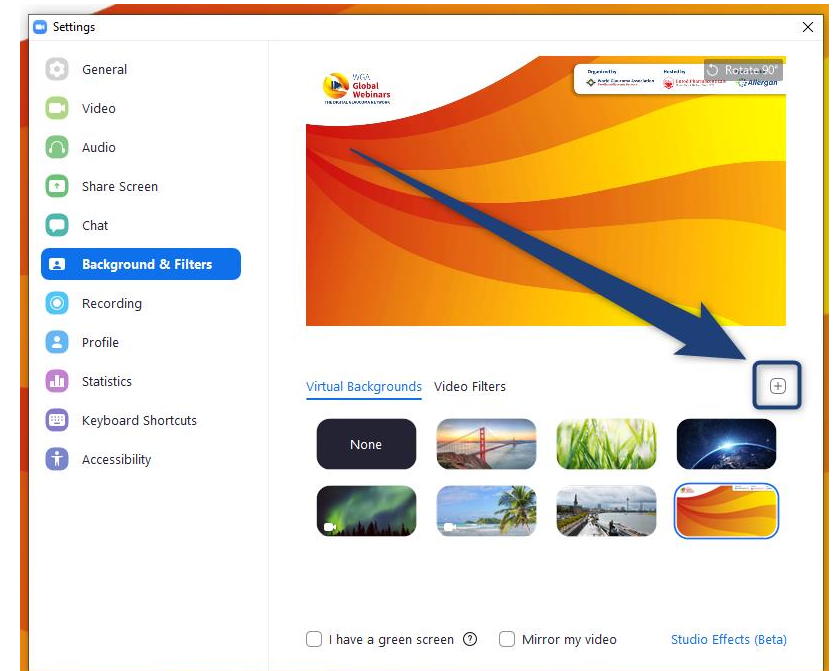
- **Option 1** is to do this as soon as you are logged in to a Zoom meeting
- **Option 2** is to upload it through your Zoom Desktop

## Option 1: How to upload a new Zoom background during a meeting?

**Step 3:** Click on the arrow right next to the **Stop Video** button, and click **choose virtual background...**



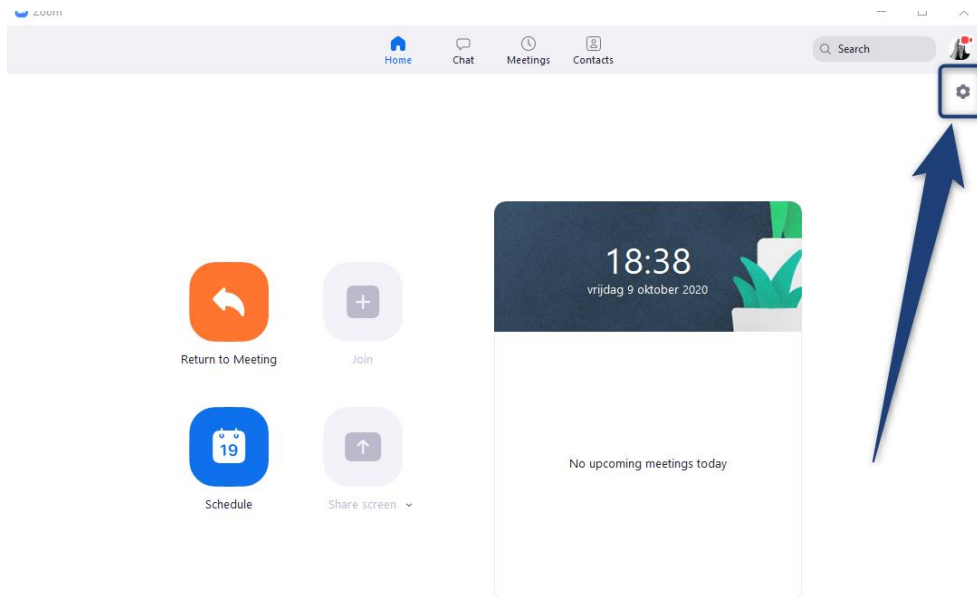
**Step 4:** The below frame will pop up. To add your WGA Global Webinar background, click on the little **+ icon** on the right side, and choose **add image** to upload the background.



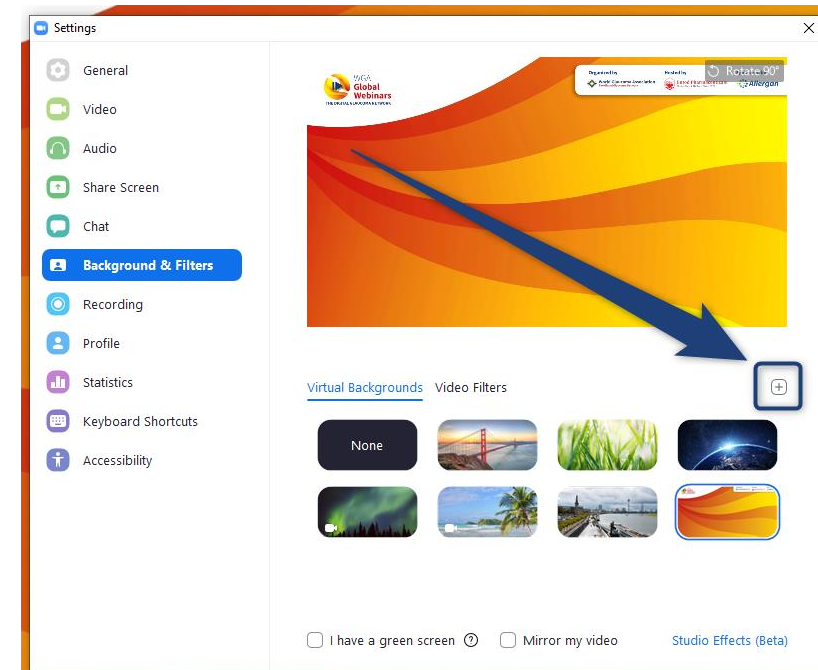


## Option 2: How to upload a new Zoom background through your Zoom Desktop.

**Step 3:** Click on the **sprocket icon** on the right side of your Zoom Desktop App. You will be redirected to your settings.



**Step 4:** In your settings, click on **Background & Filters**. The below frame will pop up. To add your WGA Global Webinar background, click on the little **+ icon** on the right side, and choose **add image** to upload the background.



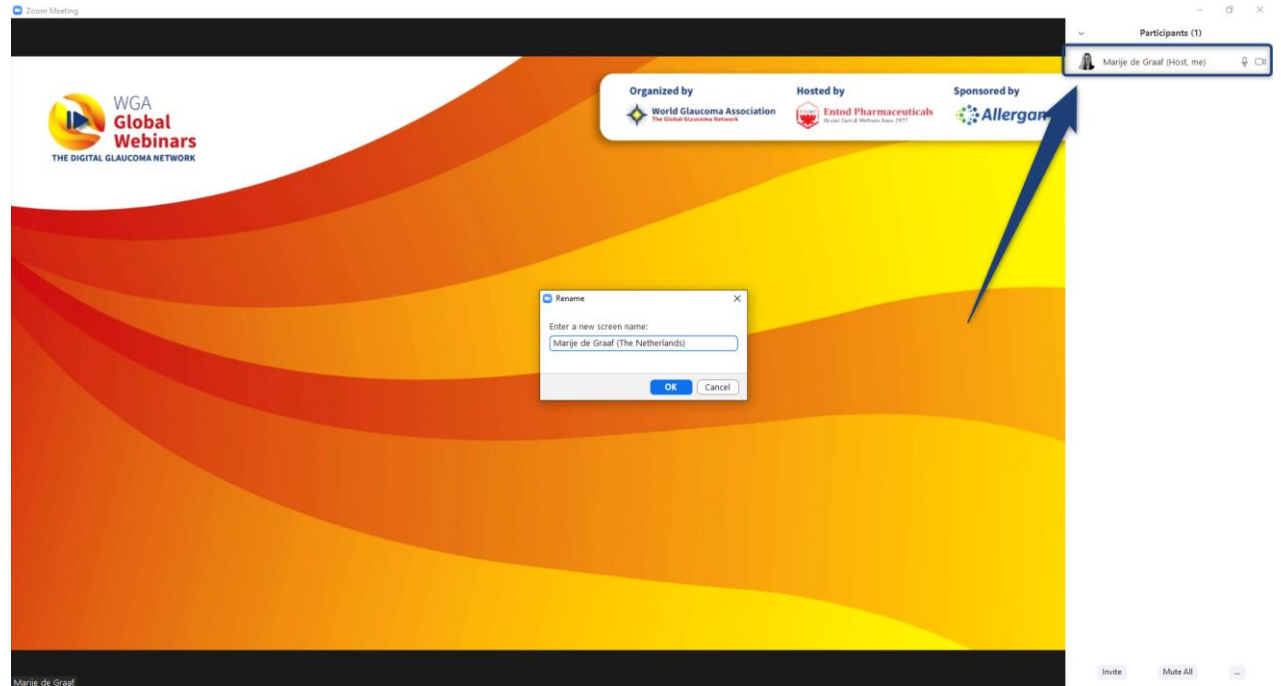


# UPDATE YOUR NAME

*How to update your name during the Zoom meeting?*

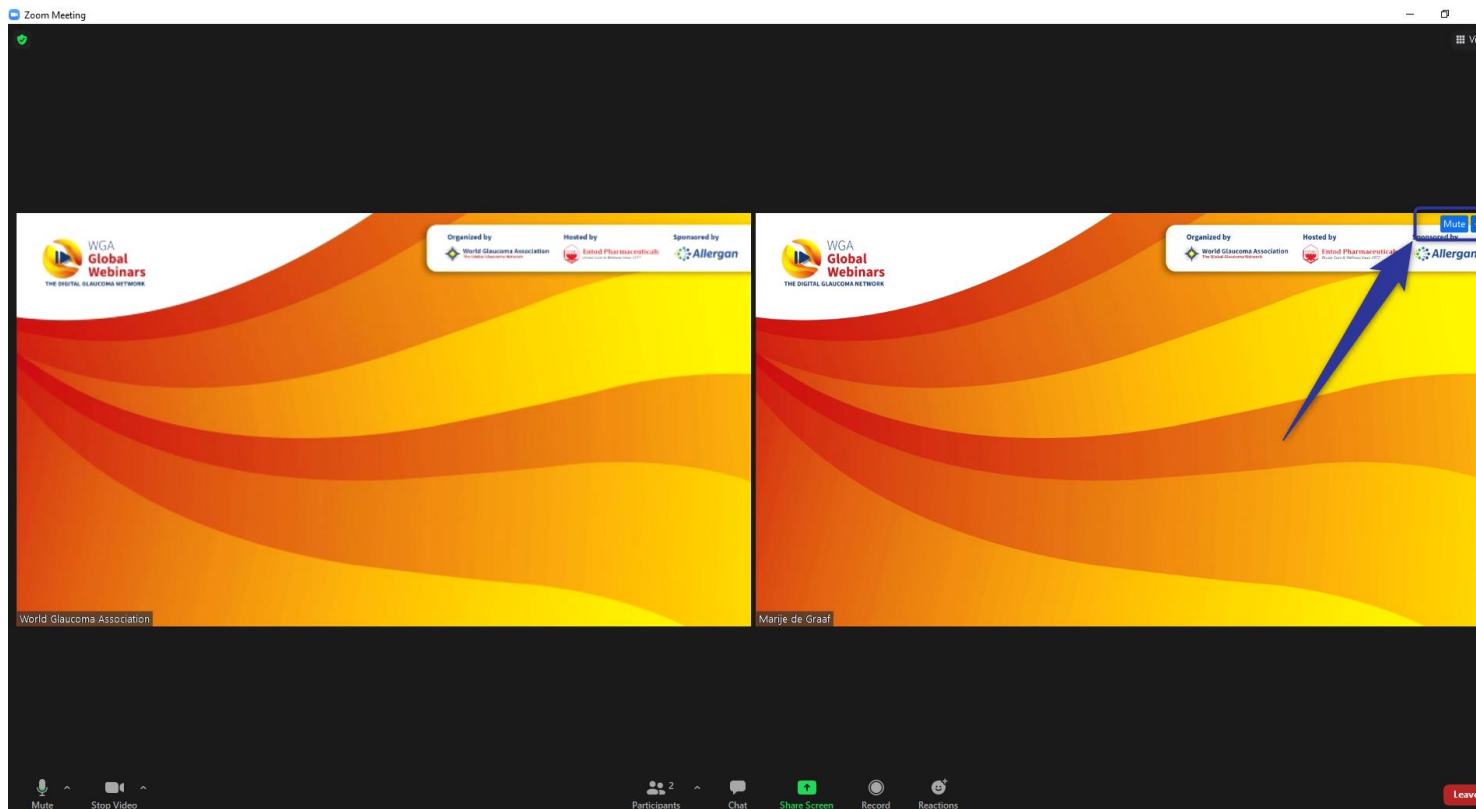
There are 2 options to update your name during the Zoom meeting.

**Option 1:** Hover above your name within the participants list, click on **more**, click on **rename** to rename to first name + last name + (country). To save your changes, click **OK**.



*How to update your name during the Zoom meeting?*

**Option 2:** hover above your video screen and click on the **3 dots** in the right top corner. Click on **rename** to rename to first name + last name + (country). Click **OK** to save your changes.



# USING THE ZOOM CHAT

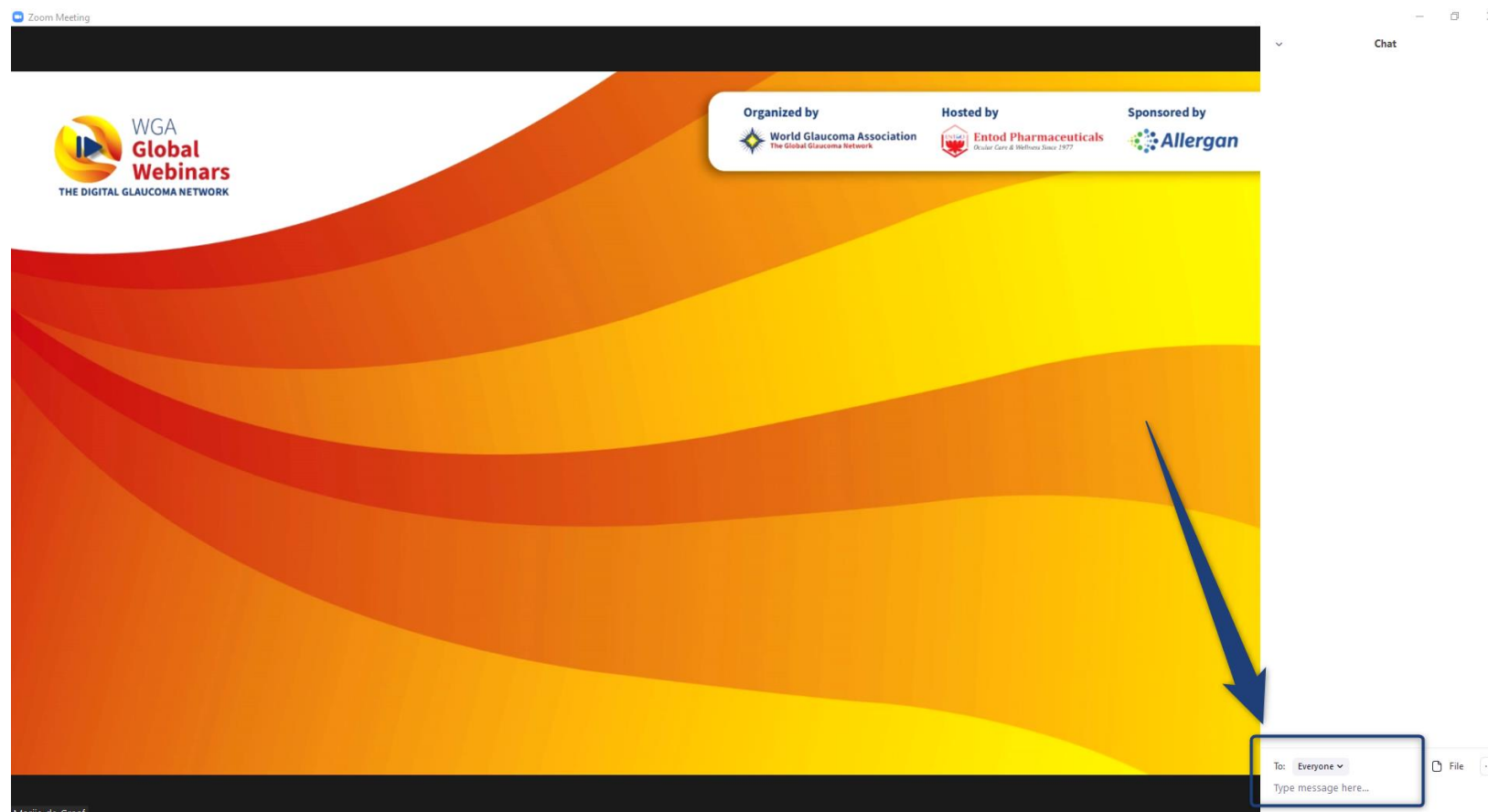
*How to use a Zoom private chat?*

**Important note: please only use a private chat during the webinar and do not send a chat to everyone. Private chats will not be visible for viewers. A chat to everyone will pop up during the webinar.**

# Zoom Chat

*How to use a Zoom private chat?*

**Step 1:** to start a **private chat**, click on the **drop down** in the chat function and **select the name** of the person you want to send a private chat to.





WGA **Global Webinars**  
THE DIGITAL GLAUCOMA NETWORK