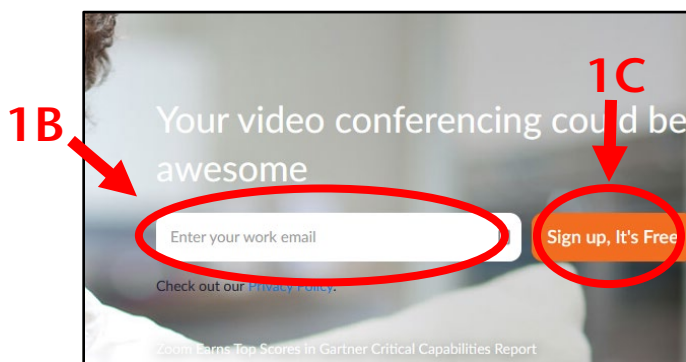


# Steps for connecting to the WSU Extension Forestry Webinars

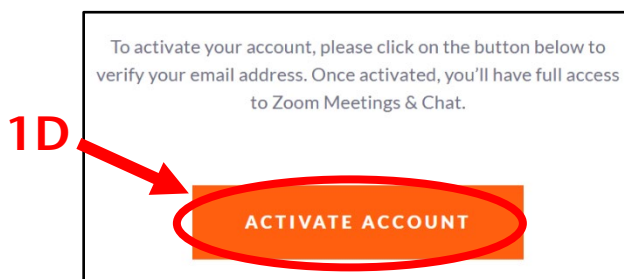
## Step 1: Create a free Zoom account if you don't have one already

*\*If you already have a Zoom account, skip this step and proceed to step 2.*

- A. Go to <https://zoom.us/freesignup/>
- B. Enter your email address (doesn't actually have to be a work address)
- C. Click the orange button, and it will lead you through the rest of the sign-up process.



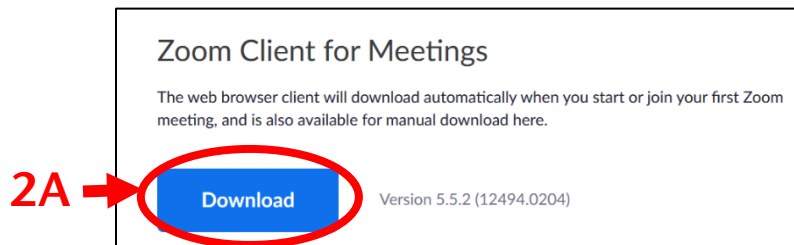
- D. As part of this process, you will be sent an activation email. Click the orange "Activate Account" button in the email and then enter your name and create a password to complete the process



## Step 2: Download and install the Zoom desktop client

*\*If you already have the Zoom desktop client installed, skip this and proceed to step 3.*

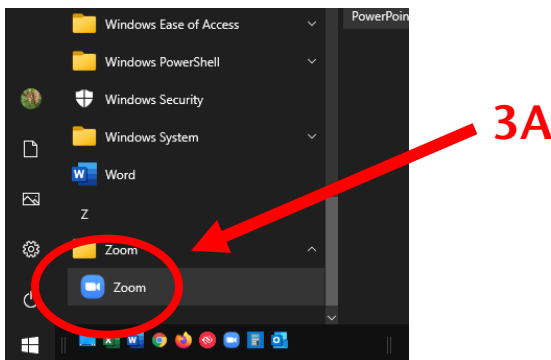
- A. Go to <https://zoom.us/download> and download the Zoom Client for Meetings (if on a mobile device, download the Zoom app from the Apple App Store or Google Play).



- B. Install the Zoom client.

## Step 3: Check for any updates to the Zoom desktop client

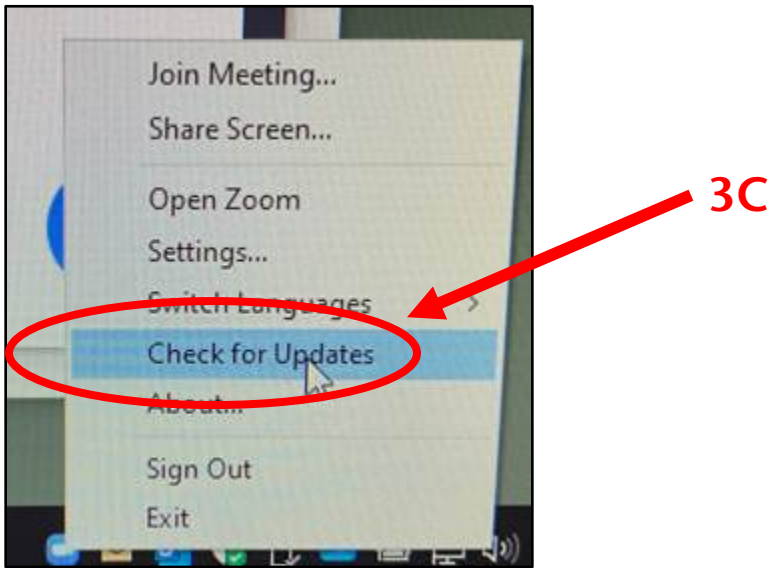
- A. Open Zoom from your start menu



- B. A Zoom icon should now appear in the icon tray at the bottom right of your screen.



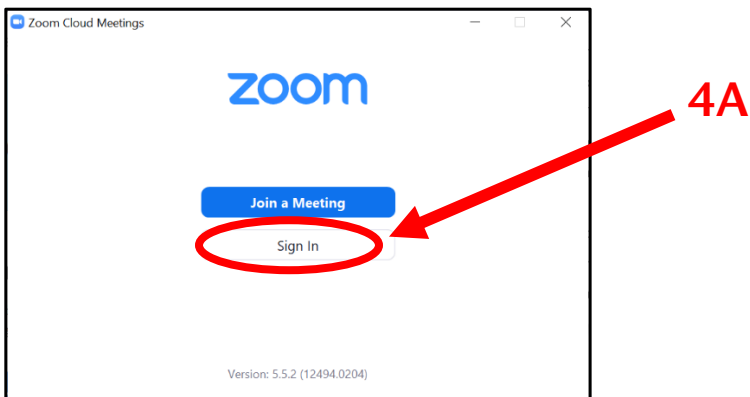
C. Right-click the Zoom icon and select “Check for Updates”



D. Install any available updates.

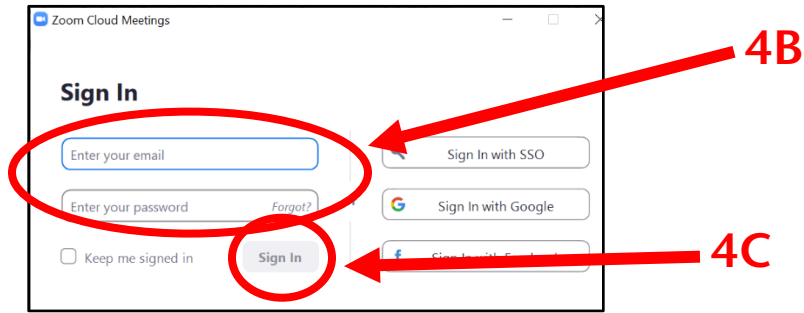
## Step 4: Sign into your Zoom account

A. From the Zoom desktop client, click the “Sign In” button.

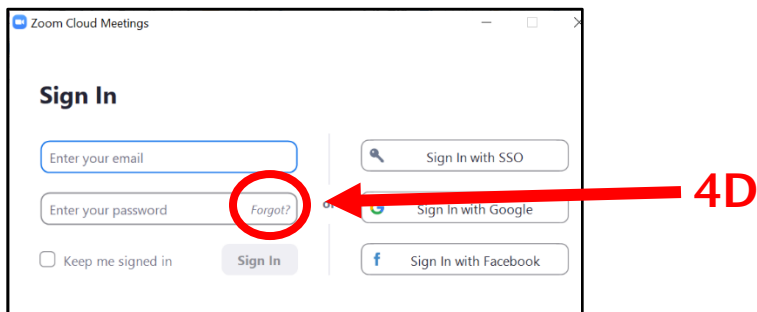


B. Enter the email address and password for your Zoom account

C. Click the “Sign In” button.

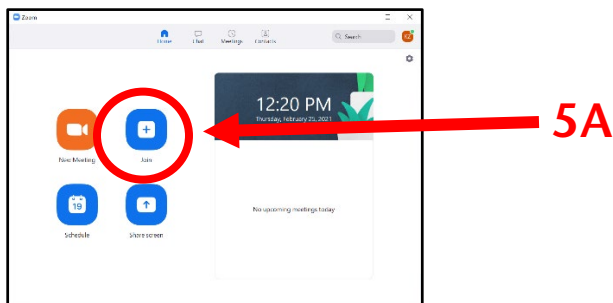


D. [If applicable] Already have a Zoom account but forgot your password? Click “Forgot” and follow the instructions.



## Step 5: Join the webinar

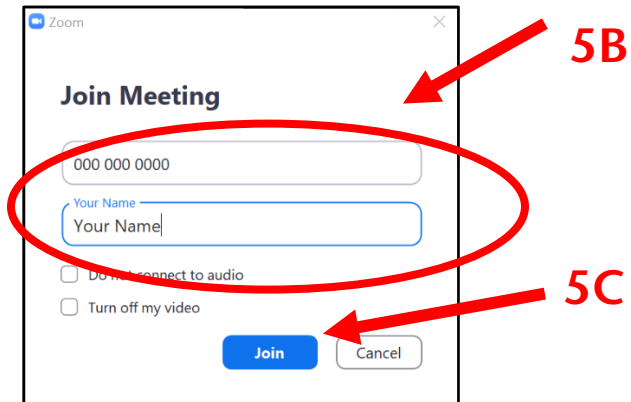
A. Click the Join Button



B. Enter the webinar/meeting number for the session you want to attend and your first and last name.

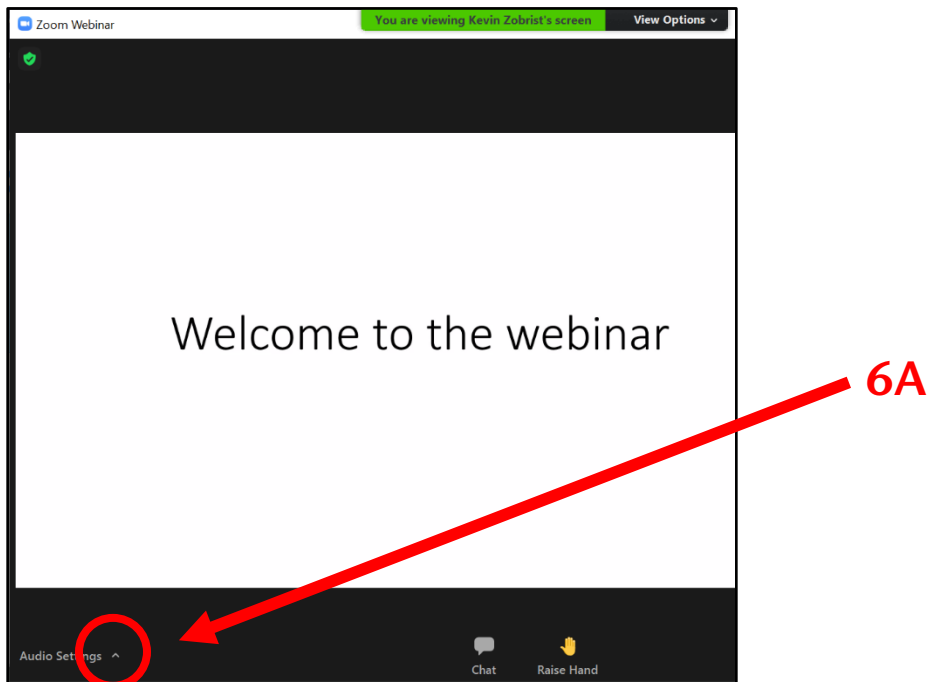
*The webinar/meeting number will be provided by email to registrants a couple days before the webinar.*

C. Click the “Join” button.



## Step 6: Adjust your audio settings, if necessary.

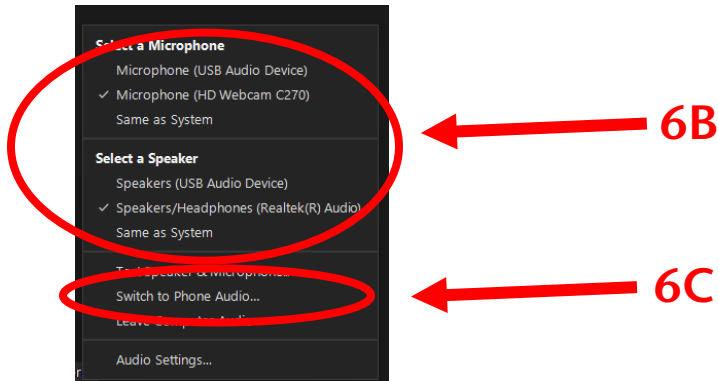
A. Click the “Audio Settings” button



B. Select the speaker/microphone you want to use.

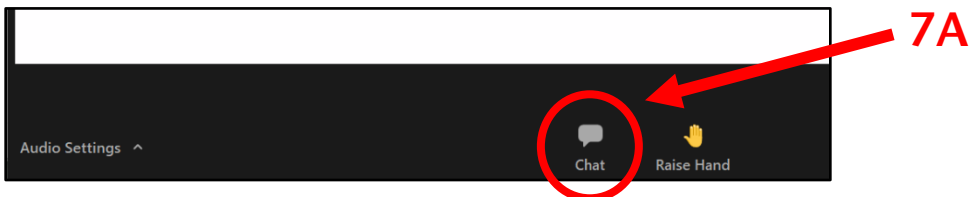
C. Test your speaker and microphone to make sure they are working properly.

Note: you will not be able to use your microphone for the webinars, only for the landowner roundtables and virtual networking lunch.

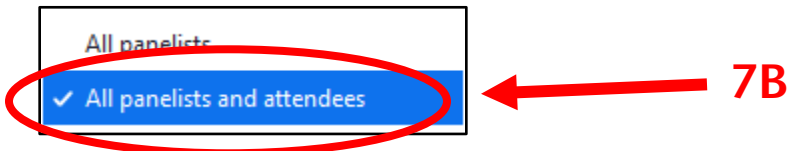


## Step 7: Set up your chat box.

- A. Click the “chat” button at the bottom of the Zoom window to open the chat box.

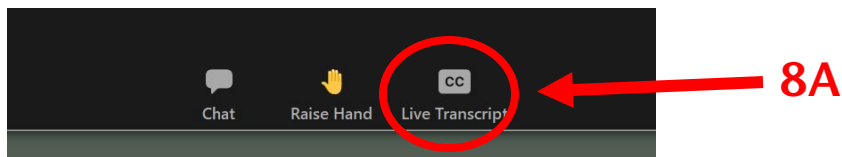


- B. In the chat box, change “To: All Panelists” to “To: All Panelists and attendees” or we won't see your questions!!

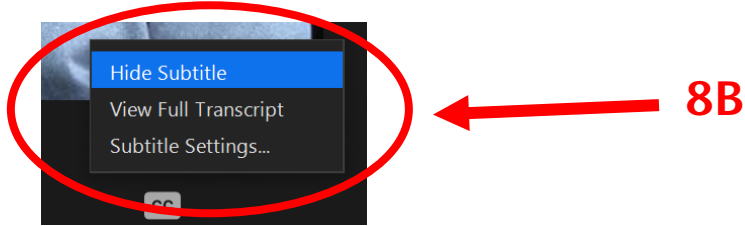


## Step 8: Turn live transcript on or off (optional)

- A. Click the “CC” button at the bottom of your screen.



**B. Adjust the settings to meet your needs.**



**You should be all set!**

*Repeat steps 5 – 7 to attend subsequent webinars.*

## **Two common sign-in problems**

- 1. You try to join a webinar and it says “you are not authorized.”**

Most common cause: not being signed into your Zoom account.

Solution: sign into your Zoom account before joining the webinar (Step 4).

- 2. You try to sign in and it asks you for WSU credentials (i.e. as if you were WSU faculty or staff).**

Most common cause: a bug in Zoom.

Possible solution: uninstall and reinstall Zoom (Step 2).