



Zoom Webinar Job Aid

To Disable Closed Captioning: Click on the CC icon to turn this function on or off.

To Chat  : Open [webinar chat](#), allowing you to send chat messages to the host or co-hosts.

To Utilize the Question & Answer function  : Open the Q&A window, allowing you to ask questions to the presenter. They can either reply back to you via text in the Q&A window or answer your question live.

To ask a question:

1. Enter your question into the Q&A box, then click **Send**.

Note: Select **Send Anonymously** if you do not want your name attached to your question in the Q&A.

2. If the host replies via the Q&A, you will see a reply in the Q&A window. The host can also answer your question live (out loud).

To Leave Meeting: Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.

