

## 2021 Annual Legal Update

# Technical/ZOOM FREQUENTLY ASKED QUESTIONS

#### >> How do I attend KMK Law's live interactive webinar?

- 1. Click on the link in your calendar appointment or in the most recent email reminder sent on December 9<sup>th</sup> at 10:30 a.m. from no-reply@zoom.us.
- 2. Enter the webinar ID, and click Join or tap Join Meeting.
- 3. If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.

**NOTE:** There are two ways to join meeting audio: <u>joining via computer</u> or <u>joining via telephone</u>. You can follow these sections to test your audio before or after joining a meeting.

#### >> I did not add the event to my calendar and I cannot find the reminder email. What now?

Please check your Spam folder and confirm that <a href="mailto:no-reply@zoom.us">no-reply@zoom.us</a> is permitted or email <a href="mailto:legalupdate@kmklaw.com">legalupdate@kmklaw.com</a>.

#### >>> How do I reset my Zoom password?

Click <u>here</u> and type in the email address used to create your Zoom account. Zoom will send an email with instructions on how to reset your password to this email address.

#### >> I didn't receive a confirmation email when I tried to reset my password. What do I do?

Please check your Spam folder and confirm that <u>no-reply@zoom.us</u> is permitted. If you still do not receive the password reset email, please visit the <u>Zoom Support Center</u>.

#### >>> My video/camera isn't working. Can you help?

For webinars, participants join in "listen only" mode and <u>do not</u> need access to a webcam. You will have the ability to interact via the Q&A/Chat feature.

### >> How do I fix an echo in my webinar?

Generally, if you are hearing echo, it means that there is a device out there that is channeling your audio back. Click <u>here</u> to access instructions for resolving this issue.

#### >>> Why can I see the presentation, but I can't hear it?

You can access your audio settings and test your audio. Click here for help.

### >> How do I ask a presenter a question?

The Q&A and chat feature allows webinar attendees to ask questions. In your controls at the bottom window, click or tap **Chat**. Type your message and press **Enter** to send it. Click <u>here</u> for more information.