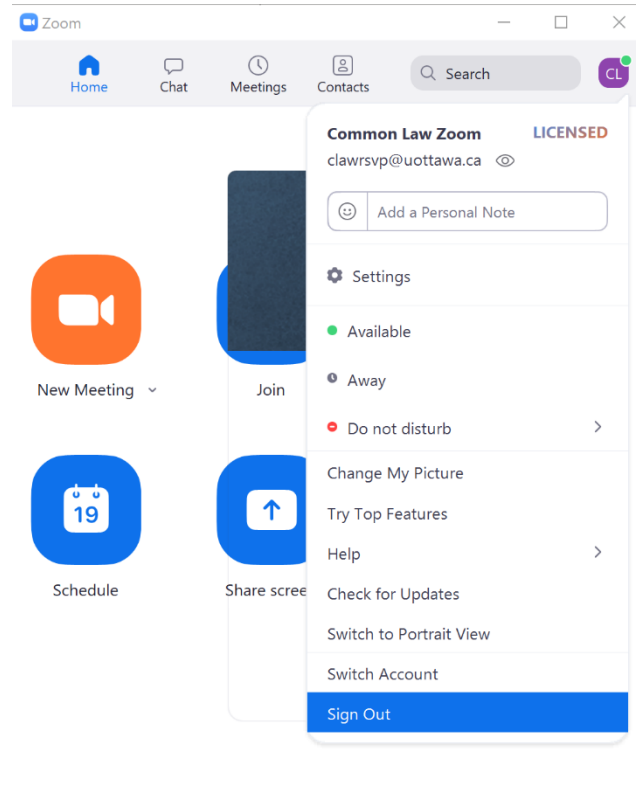


Logging into the webinar host (USER):

1. Sign in to the desktop Zoom client.

You will most likely already be signed in under your personal or work account. You must sign out of it and sign in using clawhost1@uOttawa.ca instead:



Open Zoom, click your initials in the upper right-hand corner and click **Sign Out**. Sign in with clawhost1@uOttawa.ca and the password you're given.

2. Sign in to your browser.

Open your browser. Sign out of your personal or work account if you're signed in. Sign in with clawhost1@uOttawa.ca and the password you're given.

3. Once you're signed in, click the webinar link provided in your email for the webinar.
4. The webinar should open in the Zoom desktop client. Don't run the Zoom webinar through a mobile device, tablet or browser.
5. Once the webinar is over, end the meeting and sign out of the Zoom account on both the Zoom client and your browser.

Use this process for both a practice session and for the live event.

Learn [more about administering webinar features](#) and other features (you can ignore the info not relevant to your needs).

Enabling live closed captioning (if requested):

If you've requested live closed captioning, follow these steps. We're using the Rev platform to close caption. It will be available approximately 12 hours before the indicated webinar start time. It can't be made available earlier due to platform restrictions.

1. When you're ready to enable captioning, ensure the webinar is on (it does not have to be live — just on in the Zoom client). Click **More** in the Zoom webinar client and then **Live on Custom Live Streaming Service**. This will open a new window in your browser, which might ask for Zoom sign-in credentials. If it does, sign in with clawhost1@uOttawa.ca and the password you're given.
2. Go back to the Zoom webinar client and start the webinar.
3. Start speaking. The closed captioning feature will be available to participants.
4. To show captions: in the bottom of the Zoom window, click the "^" arrow button next to "Closed Caption" and then click **Show Subtitle**.

Everyone who wants closed captioning must follow this step. Tell participants when you start: *To enable live closed captioning: in the bottom of the Zoom window, click the "^^" up arrow button next to "Closed Caption" and then click "Show Subtitle."*

