

How to ask a question in a Zoom webinar



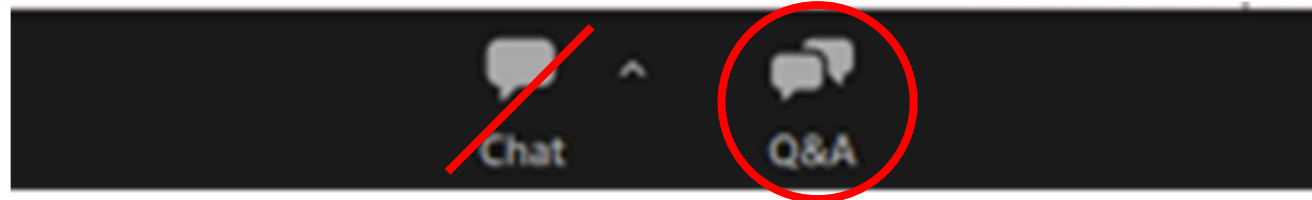
for anxiety and depression

Service provided by Hertfordshire Partnership University NHS Foundation Trust

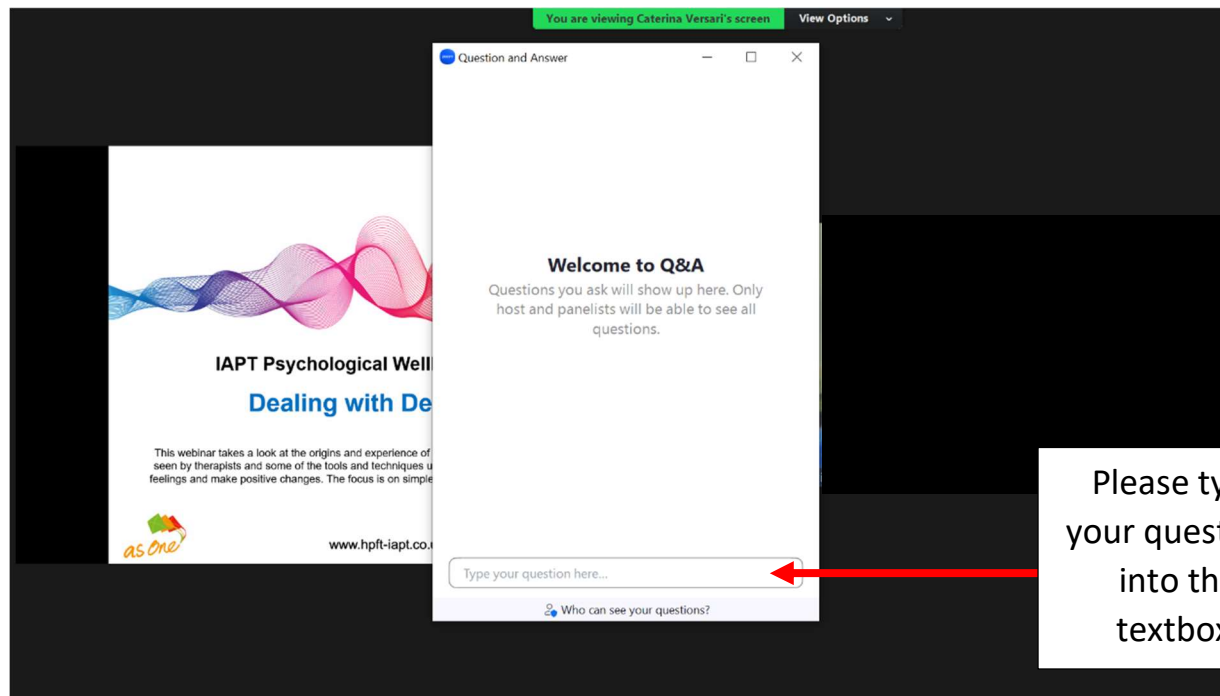
Step 1. Once you have joined the webinar on Zoom, you will see a toolbar at the bottom of your screen. On the toolbar you will see a chat function and a Q&A function. Please click the Q&A function.

The chat is not enabled for attendees. Please do not try to use the chat to send questions.

Please ask questions through the Q&A function.



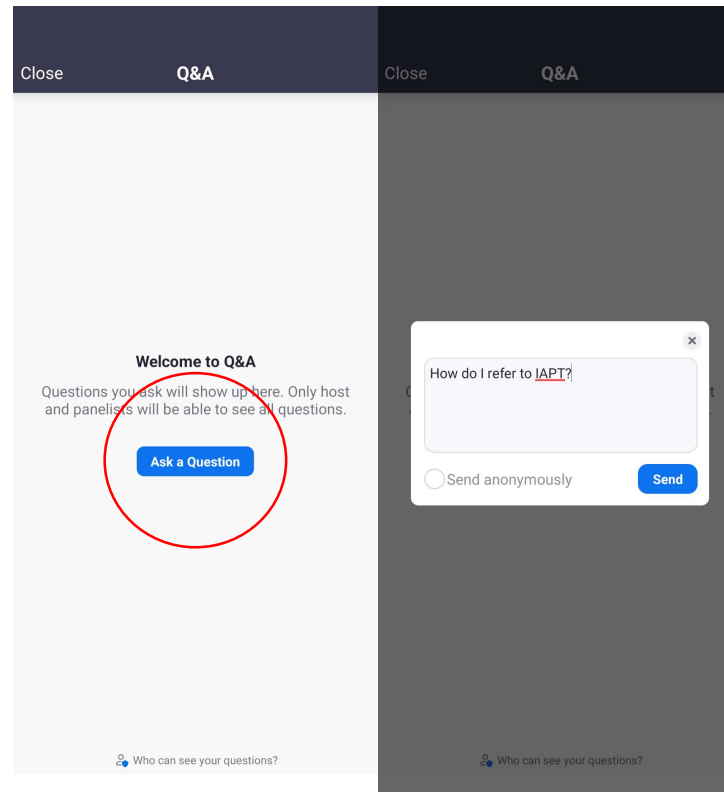
Step 2. Computer or tablet. To ask a question during the webinar through a computer or tablet, click on the Q&A symbol to see the questions text box. This will appear on top of the presentation slides. Type your question into the text box and click send. Please feel free to close the Q&A text box after asking your question.



The screenshot shows a webinar interface. On the left, a presentation slide is visible with the following text: "IAPT Psychological Wellbeing", "Dealing with Depression", and "www.hpft-iapt.co.uk". A central window titled "Question and Answer" is overlaid on the slide. The window contains the text: "Welcome to Q&A", "Questions you ask will show up here. Only host and panelists will be able to see all questions.", and a text input field with the placeholder "Type your question here...". A red arrow points from a callout box to the input field. At the bottom of the window, there is a link that says "Who can see your questions?".

Please type your questions into the textbox.

Step 2. Phone. To ask a question during the webinar through a phone, click on the Q&A symbol to see the below window. This will take up your entire screen as shown here. To send a question, click on the button 'Ask a Question'. Type your question into the textbox and click send. Please feel free to close the Q&A function after asking your question.



Please note: Your question will reach the organiser of the webinar. Your questions will be shared with the presenters in the Q&A section towards the end of the webinar.

We will aim to answer all questions, if possible. Sometimes we receive a great number of questions and may be unable to answer them all in the time we have. To make sure we have time to answer as many questions as possible, please send your questions throughout the webinar, so we are ready to answer these as soon as we reach the Q&A section. The Q&A will not be monitored in the last few minutes of the webinar, the organiser will indicate when the Q&A section has ended.

The option to send questions anonymously has been disabled, but other attendees cannot see your questions. If your questions have any personal information, this will be removed before being read out to the presenters to maintain your confidentiality.