



# RRES & Zoom Training

## Webinar FAQ

Open the email with the subject line: "You're Invited"

CONTAINS:

- Link to the webinar course
- Instructions for audio & speaker settings



Sign-on at least 10 minutes early.

### PRO TIP

This allows time to test your audio settings and get comfortable.

## Follow the 4 Step Sign-On Checklist

### #1: Audio Selection

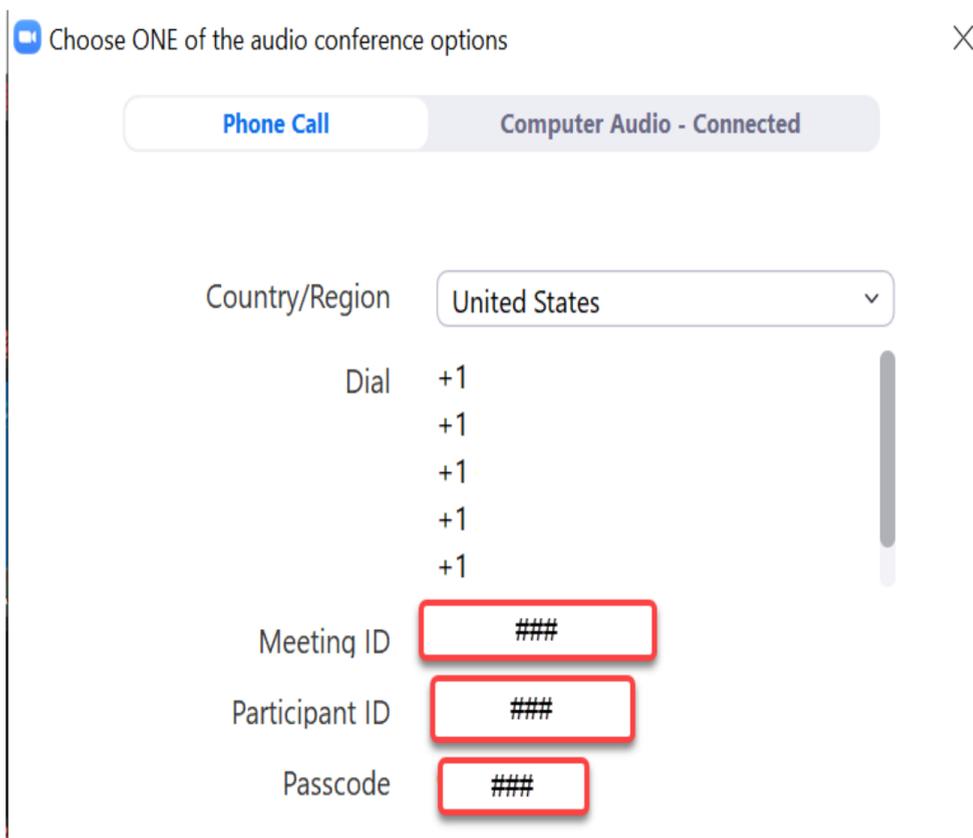
Choose how you would like to hear your instructor and classmates:

- Through your computer
- Through a phone



### PRO TIP

Use headphones or a headset for the best audio quality.



### #2: Microphone & Speaker Selection

Choose how you would like to speak up with your own questions:

- Microphone (through your computer)
- External (a different speaker)

### #3: Mute & Unmute Button

Don't forget to make note of how to mute your own audio! This helps mitigate distracting background noise.



### PRO TIP

As a courtesy to your classmates, stay on mute when you aren't asking a question!



### #4: Chat Box

Make note of the chat box where you can participate in the discussion without interrupting.

### PRO TIP

This is a great way to submit questions for later.

## MORE QUESTIONS?

[ChicagoREALTOR.com/Zoom](https://ChicagoREALTOR.com/Zoom)