



Zoom Guidelines for the Scottish Autism Annual Conference

This guide is intended to be used by those registered to attend the Scottish Autism Annual Conference on Thursday 12th May 2022. It has been produced for Windows 10 users, however you can also access Zoom via a mobile device or tablet.

We recommend downloading the Zoom App as this will provide you with the best viewing experience. More information about downloading the app, can be found in this guide.

Please ensure your user name in Zoom is the name you used to register. For example if your zoom name is iPad1234 please change it to your name or the name that you used to register.

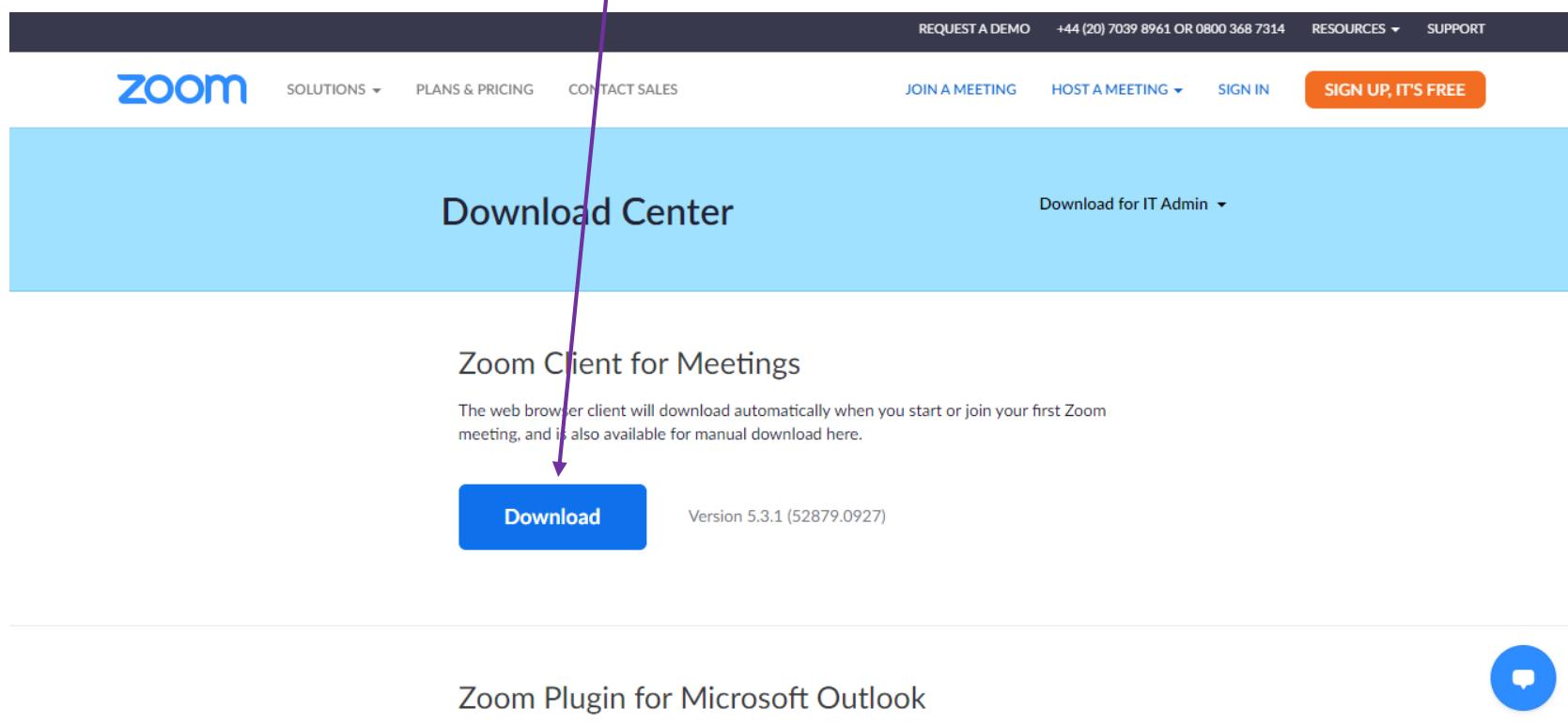
More information about Zoom and further support can be found by visiting their website: www.zoom.us.

Alternatively you can contact the Scottish Autism events team by emailing events@scottishautism.org.

Downloading the Zoom App using a Windows 2010 Device

Visit www.zoom.us/download to get the link to download the Zoom App.

Click on the Download button to begin the process



The screenshot shows the Zoom website's 'Download Center' section. At the top, there's a navigation bar with links for REQUEST A DEMO, +44 (20) 7039 8961 OR 0800 368 7314, RESOURCES, SUPPORT, ZOOM, SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. Below the navigation is a light blue header with the text 'Download Center' on the left and 'Download for IT Admin' on the right. The main content area has a white background. It features a section for 'Zoom Client for Meetings' with a blue 'Download' button. Below this, there's a note about the web browser client and its availability for manual download. Further down, there's a section for 'Zoom Plugin for Microsoft Outlook' with a blue circular icon containing a white downward arrow. The entire screenshot is framed by a thin gray border.

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

Download Center

Download for IT Admin ▾

Zoom Client for Meetings

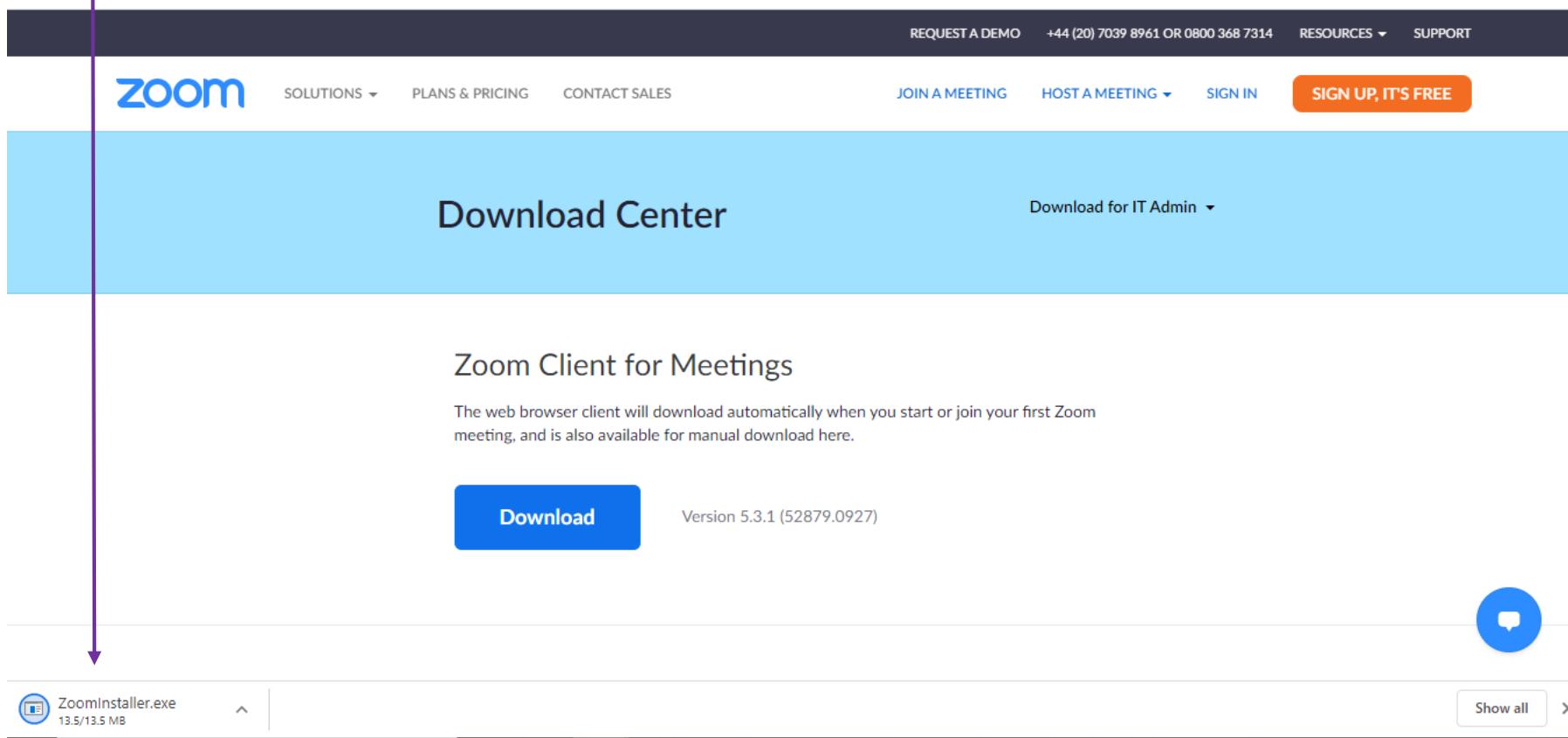
The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download Version 5.3.1 (52879.0927)

Zoom Plugin for Microsoft Outlook



You will then see a box appear on the bottom left of your screen, press on this box and it will begin the process of downloading the app





Once the app has downloaded you will have the option to sign in, please click on the Sign In button

A screenshot of the Zoom Cloud Meetings application window. At the top, there is a dark header bar with the Zoom logo, a "REQUEST A DEMO" button, a phone number "+44 (20) 7039 8961 OR 0800 368 7314", a "RESOURCES" dropdown, and a "SUPPORT" link. Below the header, the main interface shows the "Zoom Cloud Meetings" title and the Zoom logo. In the center, there is a blue "Join a Meeting" button and a grey "Sign In" button. A purple arrow points from the text above to the "Sign In" button. At the bottom of the window, it says "Version: 5.3.1 (52879.0927)".

zoom

SOLUTIONS ▾ PLAN Zoom Cloud Meetings

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES ▾ SUPPORT

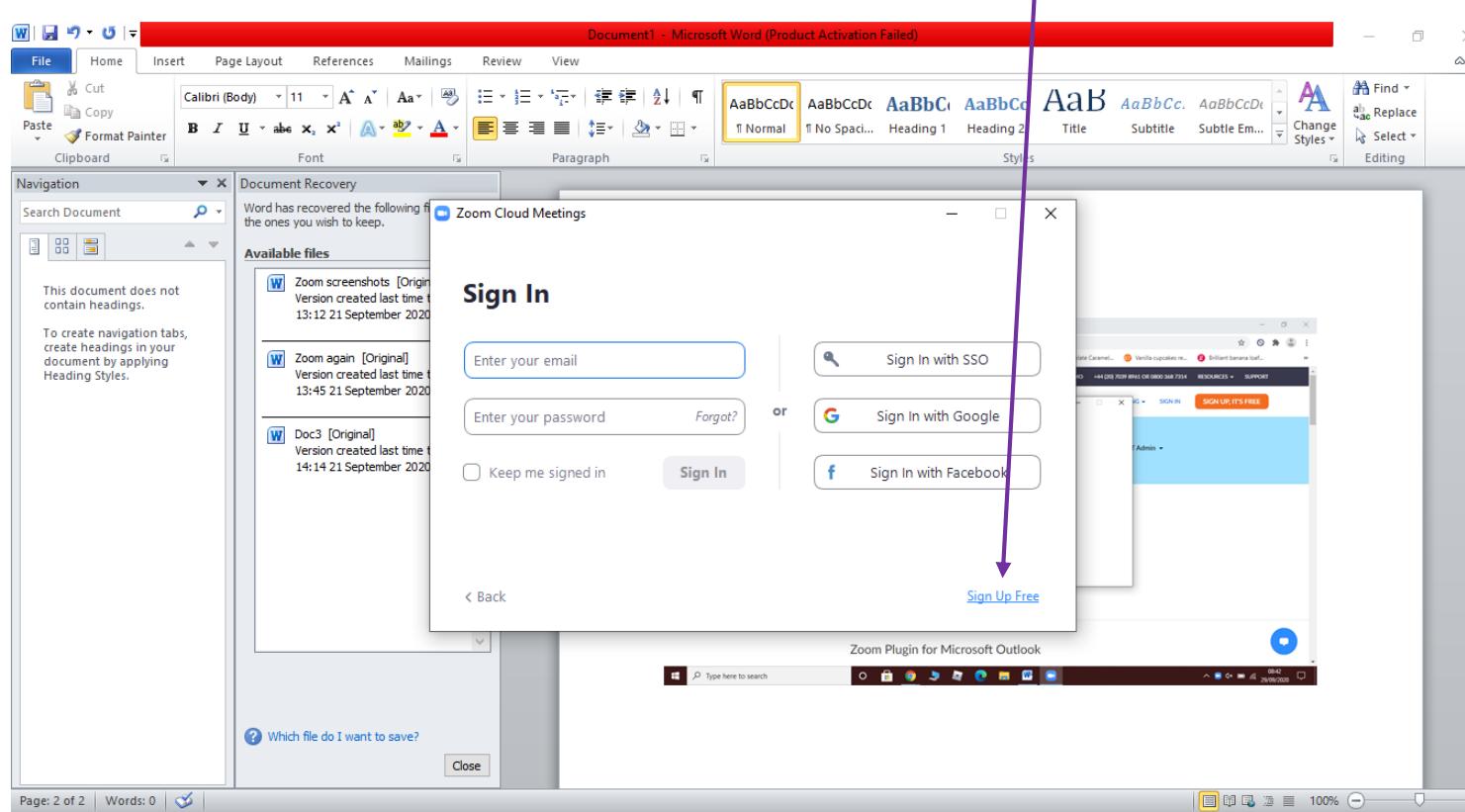
Join a Meeting

Sign In

Version: 5.3.1 (52879.0927)

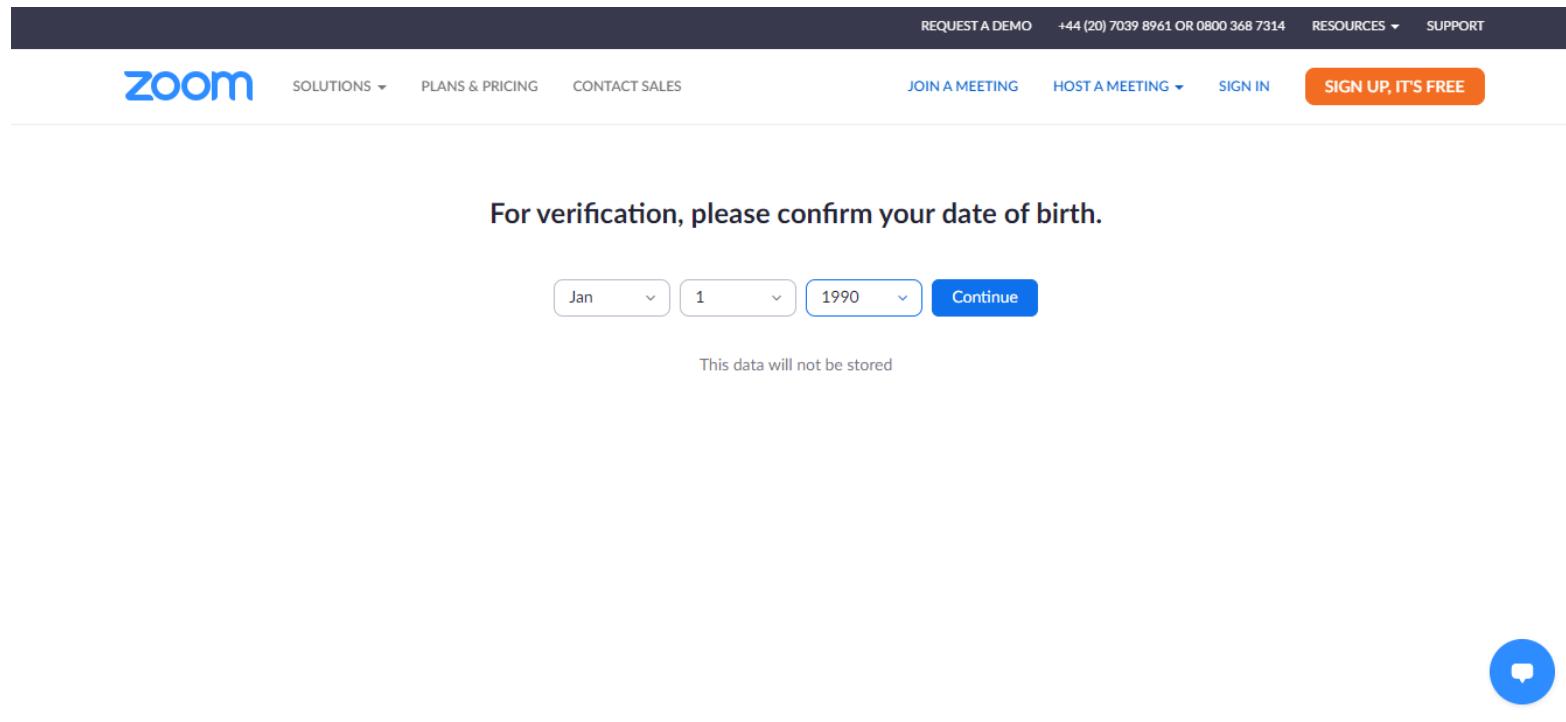
Zoom Plugin for Microsoft Outlook

A pop up box will appear on your screen with sign in options. If you have previously registered with Zoom, you can sign in using your sign in details. Otherwise, you can sign up by selecting the Sign Up Free link





You will be asked to enter your date of birth.



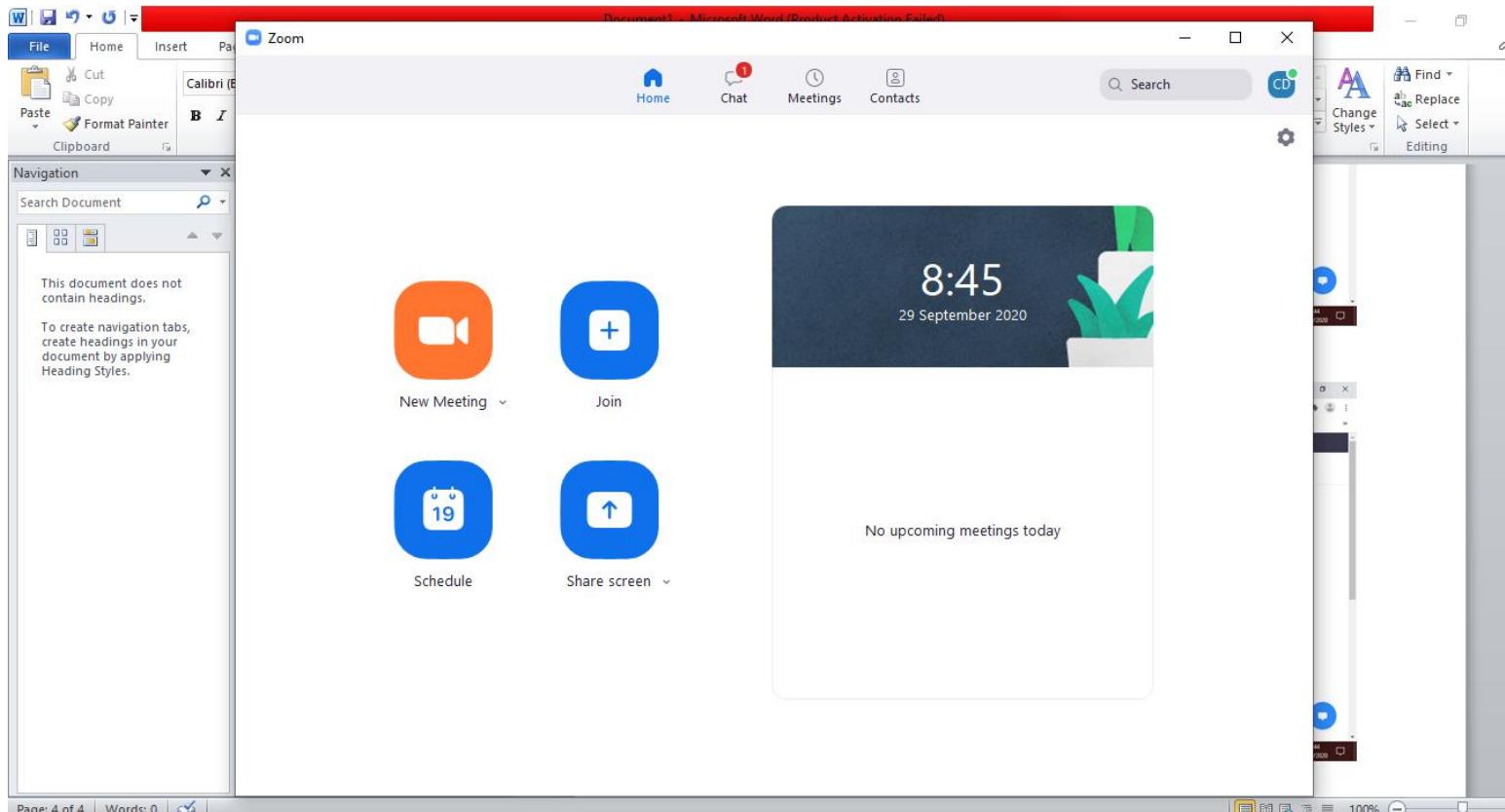
A screenshot of a Zoom verification page. At the top, there is a dark navigation bar with links for "REQUEST A DEMO", "+44 (20) 7039 8961 OR 0800 368 7314", "RESOURCES", and "SUPPORT". Below this is a lighter header bar with the "zoom" logo on the left, followed by "SOLUTIONS", "PLANS & PRICING", and "CONTACT SALES". To the right are buttons for "JOIN A MEETING", "HOST A MEETING", "SIGN IN", and a prominent orange "SIGN UP, IT'S FREE" button. The main content area has a light gray background. It displays the text "For verification, please confirm your date of birth." in bold. Below this are three dropdown menus: the first shows "Jan" with a dropdown arrow, the second shows "1" with a dropdown arrow, and the third shows "1990" with a dropdown arrow. To the right of these dropdowns is a blue "Continue" button. Underneath the dropdowns, the text "This data will not be stored" is written in a small, gray font. In the bottom right corner of the page area, there is a blue circular icon containing a white speech bubble symbol.



Please sign up using the email address that you submitted when booking your place for the event. It is important that you log in using this address otherwise it will not work.

The screenshot shows the Zoom sign-up page. At the top, there's a dark header bar with the Zoom logo and links for REQUEST A DEMO, +44 (20) 7039 8961 OR 0800 368 7314, RESOURCES, and SUPPORT. Below this is a light-colored navigation bar with links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button labeled SIGN UP, IT'S FREE. The main content area has a light gray background. It features a heading 'Sign Up Free' and a text input field containing the email address 'christine.dolan@scottishautism.org'. Below the input field, a note states 'Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.' A blue 'Sign Up' button is centered. Below the button, a link says 'Already have an account? [Sign in.](#)' followed by a horizontal line with the word 'OR'. Underneath the line are two sign-in options: 'Sign in with SSO' (with a magnifying glass icon) and 'Sign in with Google' (with a Google icon). In the bottom right corner of the page area, there's a small blue circular icon with a white speech mark symbol.

The Zoom App will now be open on your screen



Thu 10/09/2020 08:48
Scottish Autism <no-reply@zoom.us>
Panelist for My Webinar - Christine

To: Christine Dolan

Hi Christine Dolan,

You are invited to a Zoom webinar.

Date Time: Sep 10, 2020 09:00 AM London
Topic: My Webinar - Christine

Join from a PC, Mac, iPad, iPhone or Android device:
[Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.
Passcode: 282613

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap:
Germany: +493056795800,,66833460284# or +496938079883,,66833460284#

You will receive an email with your Zoom joining link on Tuesday 10th May. Please keep this email safe, as you will need this link to join the conference.

You can save the conference link to your calendar.

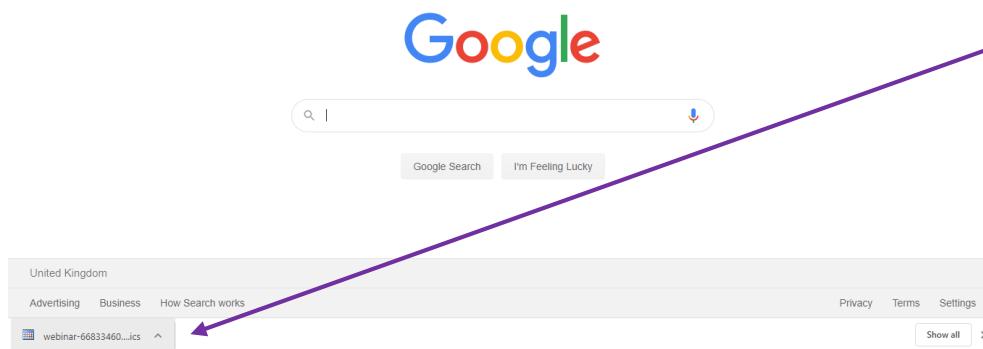
To save it to your calendar click on the blue link which says "Add to Calendar". Please note the format of this email may vary depending on what device you are viewing it on.



About Store

Gmail Images ■■■ Sign in

Once you have selected to add to your calendar, you will see a box appear in the bottom left of your screen, please click on this to open up the next screen.





To save the invite to your calendar, press the Save & Close button at the top left of your toolbar.

My Webinar - Christine - Appointment

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: https://eu01web.zoom.us/w/66833460284?tk=QN97otWW2A5gMpMT4oiD0d6hQi0xF9MENFM7ZXpniy...&pwd=K3J5Z2c2VghhcUvRUw5MWdyQIExQT09&uuid=W_yug

Passcode: 282613

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

Germany: +49 30 5679 5800 or +49 69 3807 9883 or +49 695 050 2596 or +49 69 7104 9922

Webinar ID: 668 3346 0284
Participant ID: 346202
Passcode: 282613
International numbers available: <https://eu01web.zoom.us/u/cNugszbSI>

In Shared Folder Calendar Last modified by Christine.Dolan@scottishautism.org at 10:09



Please use the blue joining link from your original invite, to join the event. If you have previously downloaded the Zoom app, you can select Open Zoom Meetings. If you haven't already downloaded the app, you can opt to join from your browser, however please be aware that there is limited functionality using this option.

zoom

Open Zoom Meetings?

https://eu01web.zoom.us wants to open this application.

Always allow eu01web.zoom.us to open links of this type in the associated app

Open Zoom Meetings Cancel

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

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Privacy & Legal Policies

Please note that the following pages of the guide are on the assumption that you have downloaded the Zoom App.

The conference will begin promptly at 10am, however we advise you join early to ensure you have no technical issues joining. The waiting room will be open from 9.30am. If the conference has not yet started you will be placed in the waiting room and you will see a message similar to the one seen here. Please do not leave this page, you will join automatically when the conference begins.

zoom

Support English ▾

Please wait. The webinar will begin soon.

Start: 2:00 PM

Christine Testing

Test My Speaker

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

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[Privacy & Legal Policies](#)

Feedback icon



When you enter the conference, you will see a screen similar to below. The conference chairperson will be visible on screen when they begin their introduction.

Please note we will not be using the raise hand function during this conference.

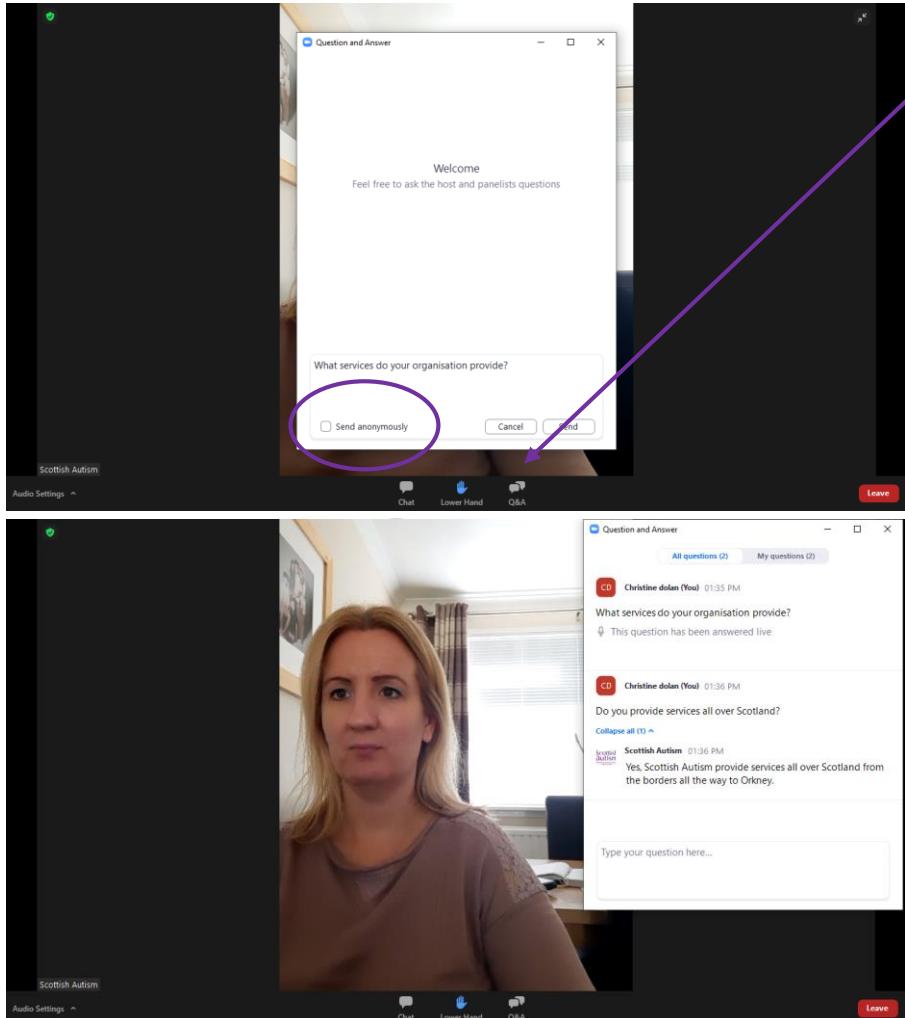
You will also notice, you do not have the option to turn your video on, this is because you won't be seen during the conference.

You do have the option to amend your audio settings, however as there will be no requirement for you to speak during the conference, you do not need to do anything.

Please be aware that this meeting is being recorded, however when the recording is distributed it will only show the speakers of the event and not any attendees.

Scottish autism

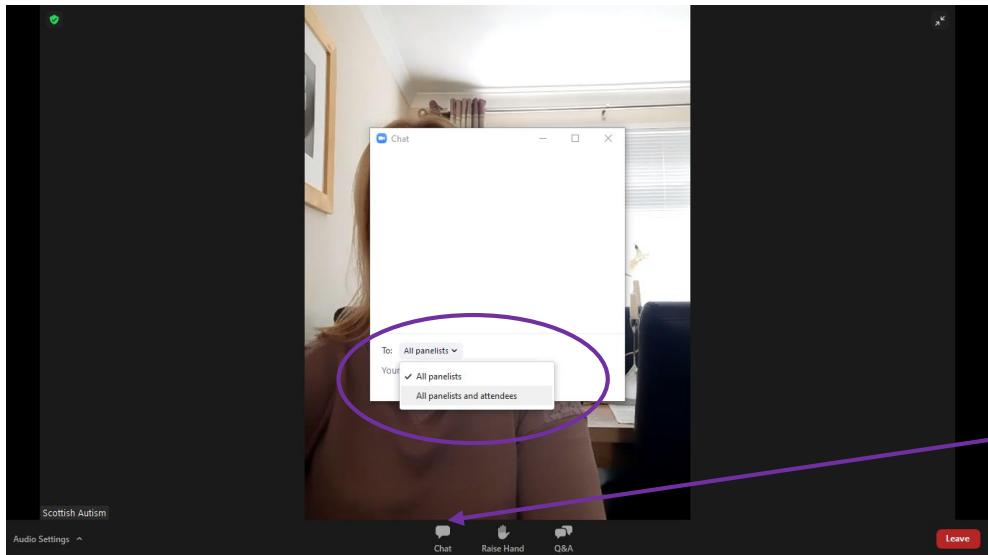
WHERE AUTISTIC PEOPLE
ARE VALUED



There will be an opportunity to ask each of the conference speakers a question during the conference. To ask a question, please use the Q&A button.

You can opt to send your question anonymously if you would prefer, by ticking this option.

Our chairperson will endeavour to get through as many questions as possible in the time available. Please note due to the limited time, it may not be possible to address all questions.



The chat facility will also be available to use throughout the conference. For any technical problems, please select to chat with all panellists. A member of the events team will endeavour to assist you.

You will also have the option to chat with all panellists and attendees. Please use this for general comments and remarks. We hope to make this conference as interactive as possible, so please feel free to use this chat facility to network with other attendees.

To use the chat function, press on the Chat button in the bottom centre of the page, and then select who you wish to send the message to.

Scottish autism
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ARE VALUED

Comfort Break

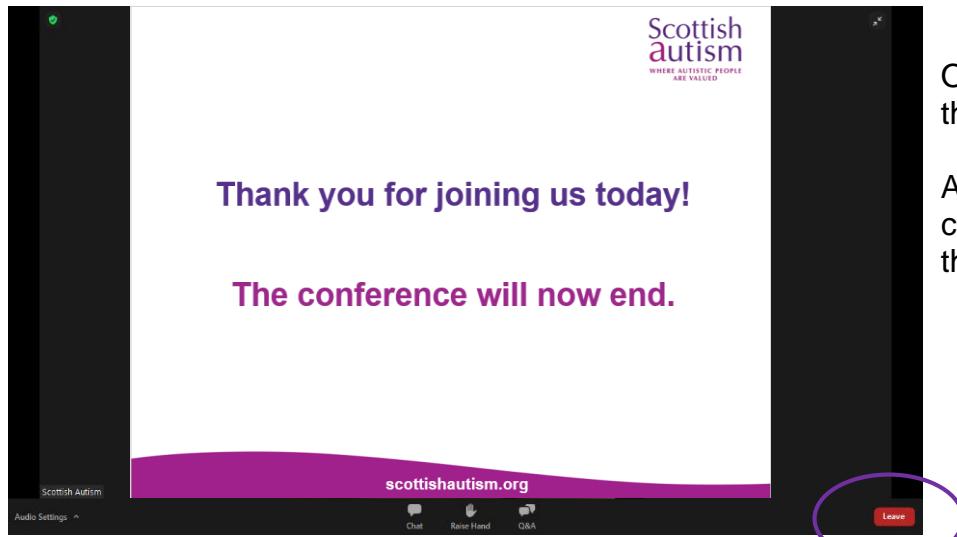
The conference will continue at
11.30am

scottishautism.org

Audio Settings Chat Raise Hand Q&A Leave

There will be a short comfort break during the morning session plus a lunch break during the conference. You do not need to leave Zoom during this time. The chairperson will announce what time the conference will reconvene before the break begins.

]



Once the event has finished, you can either press to leave using the Leave button on the bottom right of the screen.

Alternatively, you can wait for Scottish Autism to end the conference on Zoom, and you will automatically be exited from the conference as seen below.

