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 5th October 2023. 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.
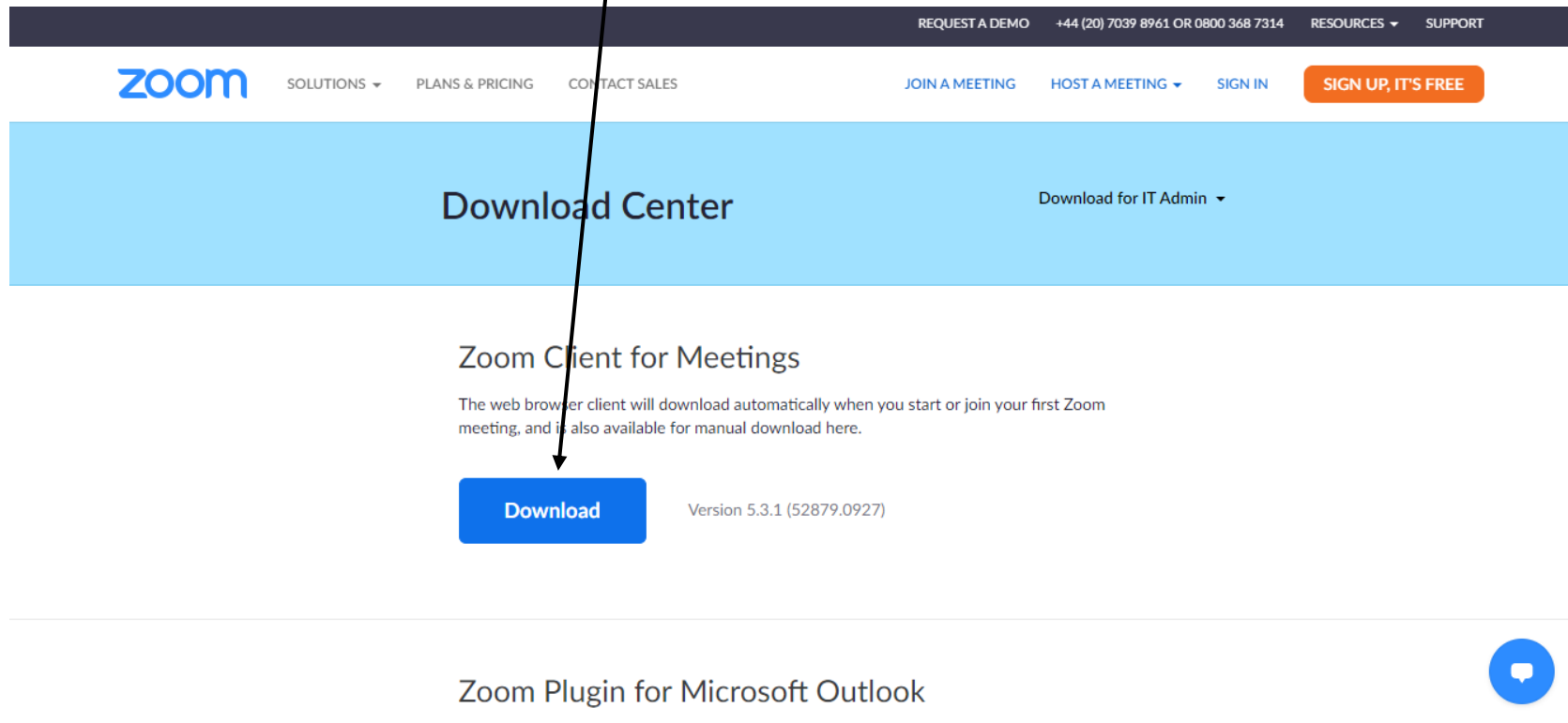
Please ensure your user name in Zoom is the name you used to register. For example if your zoom name is iPad1234 please change it to your name or the name that you used to register. More information about Zoom and further support can be found by visiting their website: www.zoom.us.

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

Scottish autism

WHERE AUTISTIC PEOPLE ARE VALUED

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

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

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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)

ZoomInstaller.exe
13.5/13.5 MB   Show all   ✕

Once the app has downloaded you will have the option to sign in, please click on the Sign In button
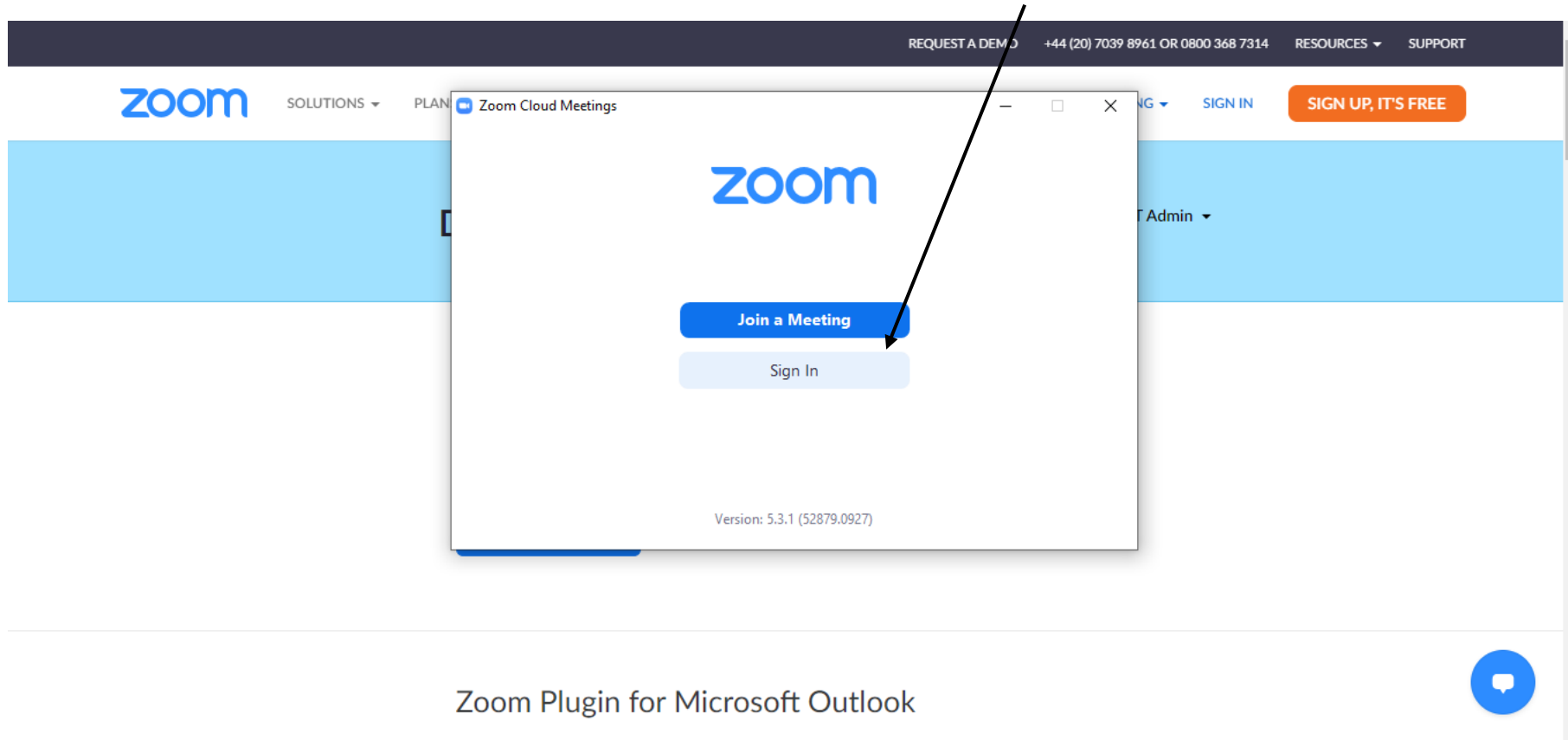
A pop up box will appear on your screen with sign in options. If you have previously registered with Zoom, you can log in using your log in details. Otherwise, you can sign up by pressing on the Sign Up Free link
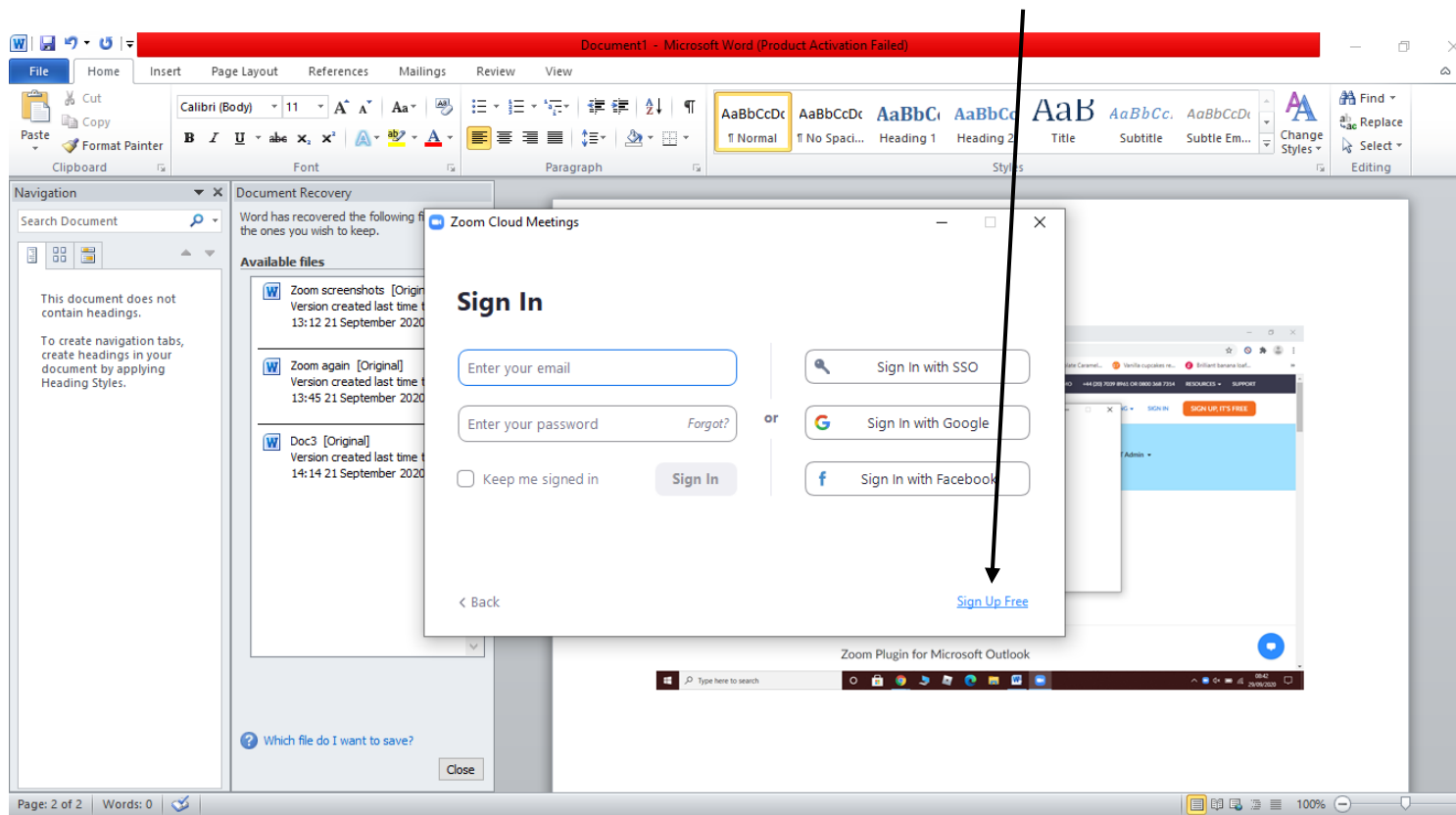
You will be asked to enter your date of birth.

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

For verification, please confirm your date of birth.

Jan ▾   1 ▾   1990 ▾   Continue

This data will not be stored

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 the same email address otherwise it will not work.

The Zoom App will now be open on your screen
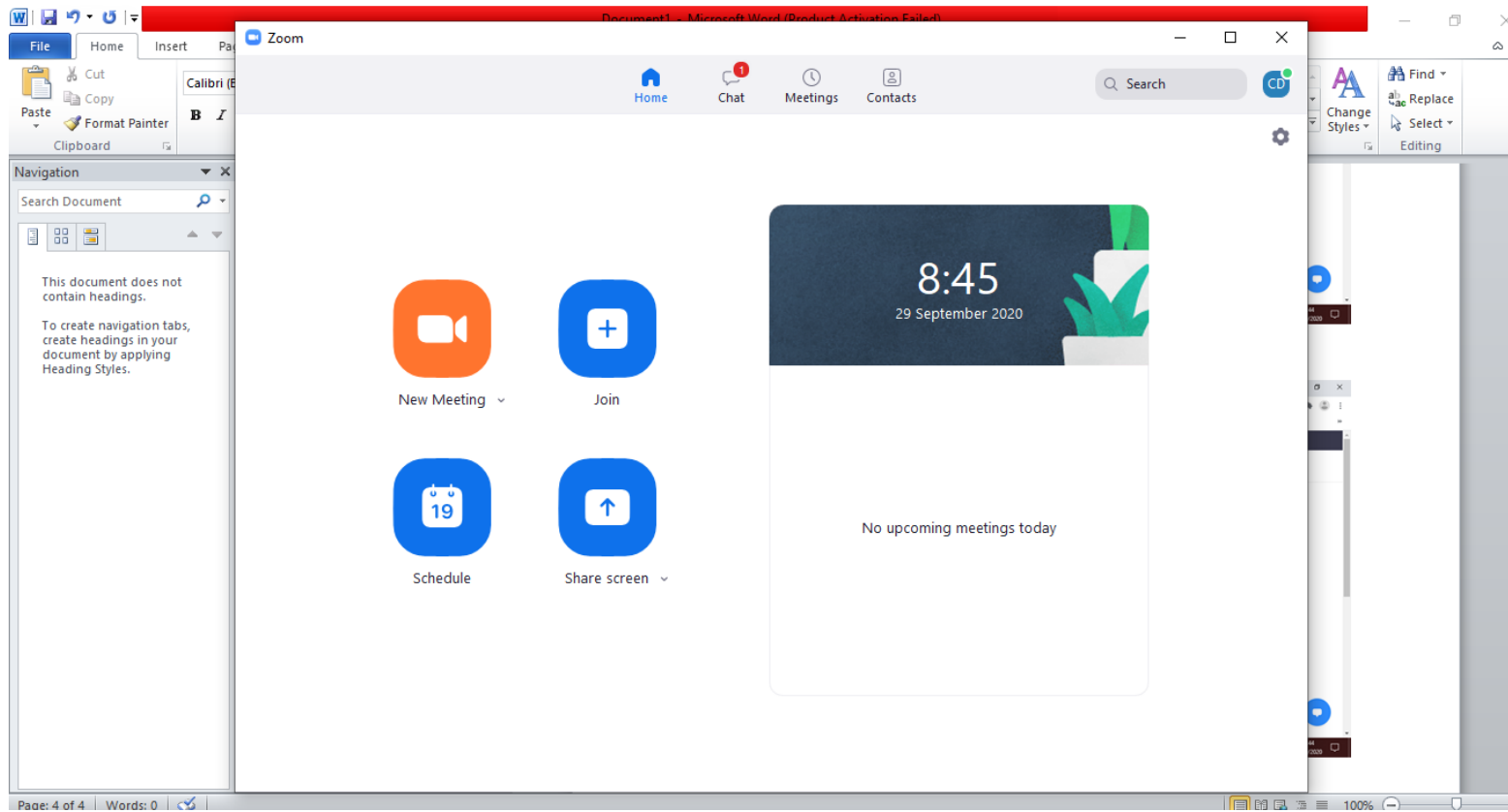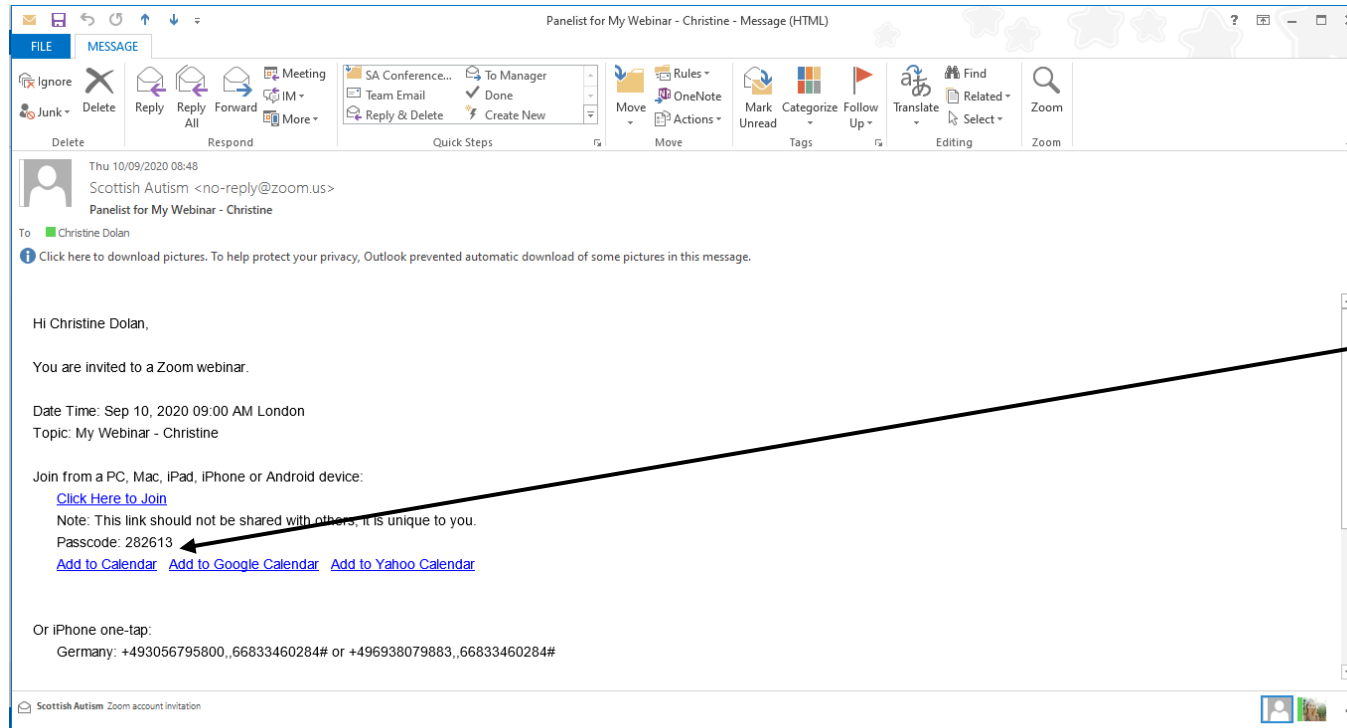
You will receive an email with your Zoom joining link on Tuesday 3rd October.
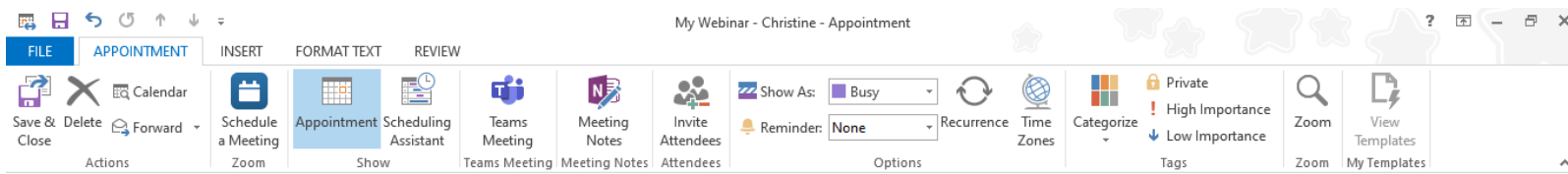Please keep this email safe, as you will need this link to join the conference.

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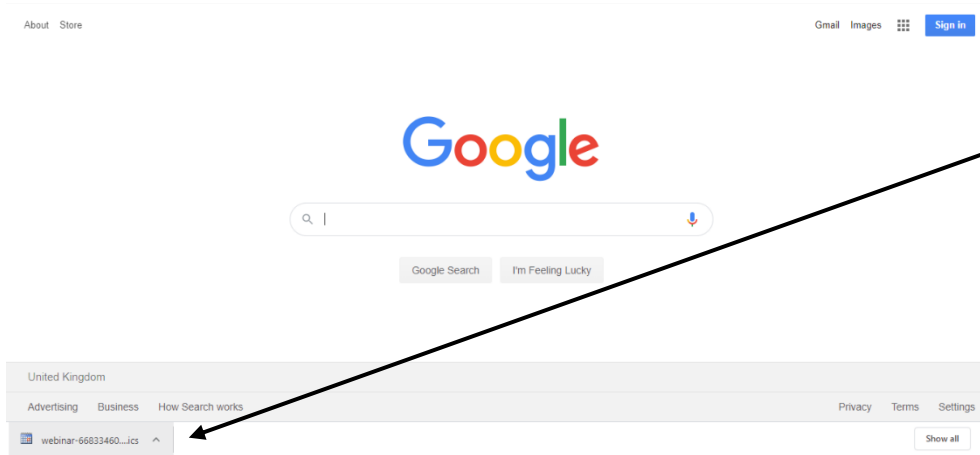
Once you have selected to add to your calendar, you will see a box appear in the bottom left of your screen, please click on this to open up the next screen.

To save the invite to your calendar, press the Save & Close button.

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.

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.

Please wait for the host to start this meeting.

Start: 2:00 PM

Christine GS4A - test

Test Computer Audio

If you are the host, please login to start this meeting.

When ings.

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.

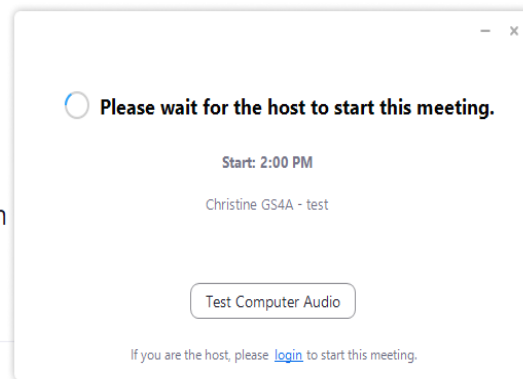When you enter the conference, you will see a screen like the one to the left. The conference chairperson will be visible on screen when they begin their introduction.

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 and not any attendees.
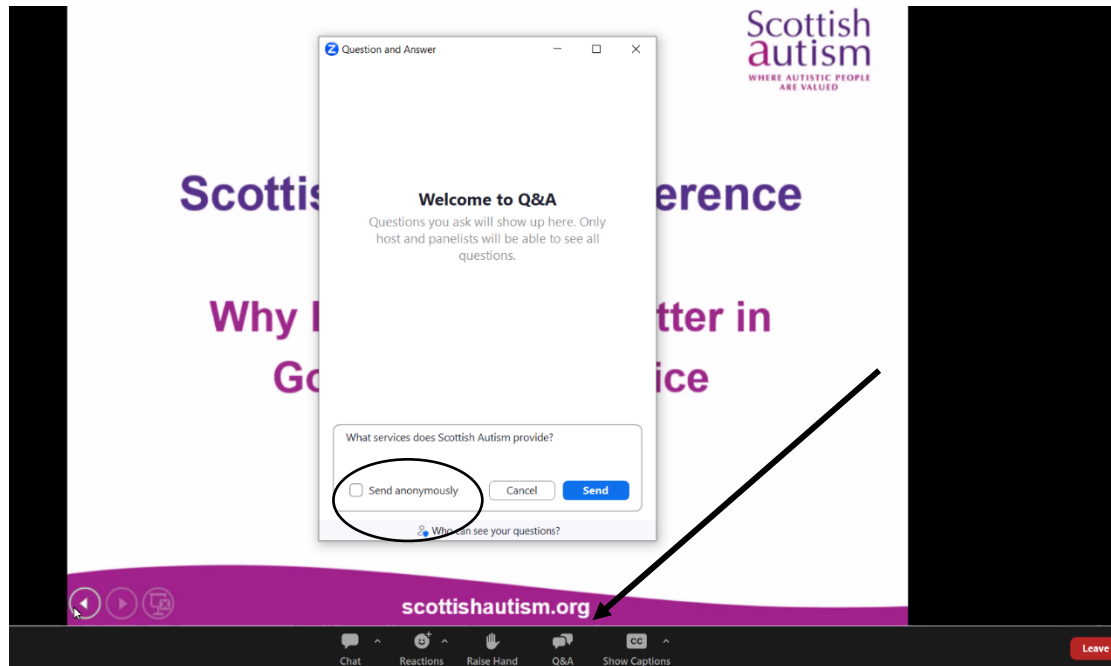
There will be an opportunity to ask each of the conference speakers questions during the conference. To ask a question, please use the Q&A button.

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

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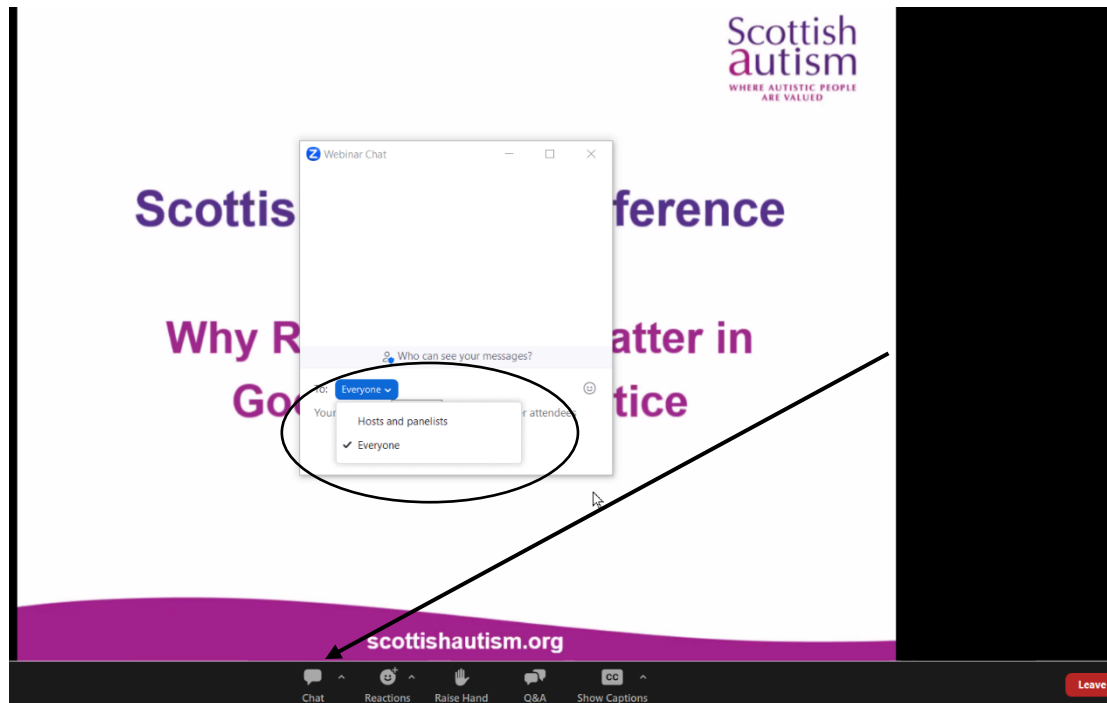
The chat facility will also be available to use throughout the conference. For any technical problems, please select to chat with all panellists. A member of the events team will endeavour to assist you.

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.

There are several Zoom Reactions which can be found using the Reactions button. The Reactions button is on the bottom centre of the page.

We would encourage you to use these reactions to allow the speakers to see how you are reacting to their presentations.

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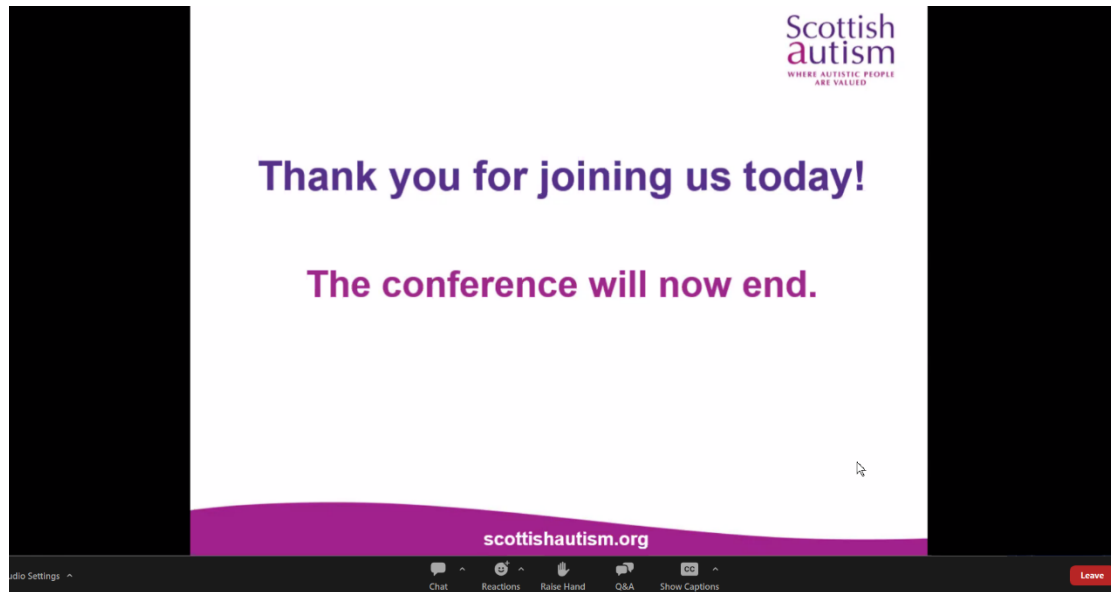
Once the event has finished, you can either press to leave using the Leave button on the bottom right of the screen.

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