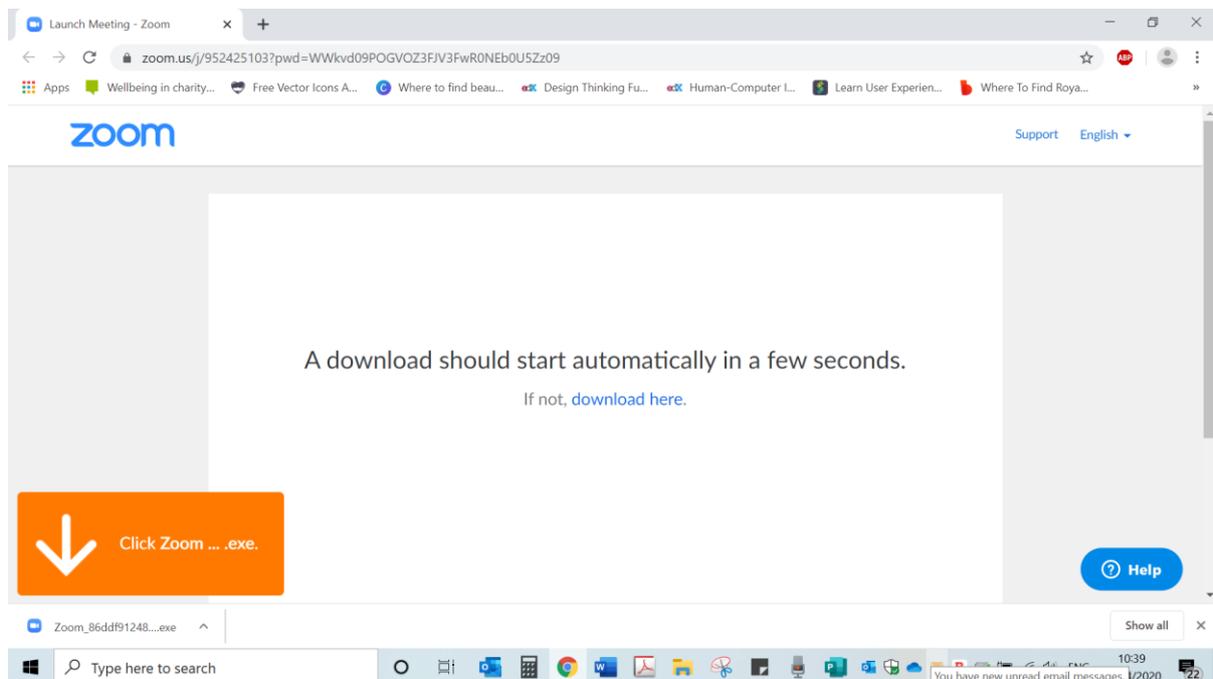**Evaluation Support Scotland**

Zoom Meeting Joining Instructions

We will be running both parts of the workshop via Zoom. If you do not have the app, you can join through a web browser.
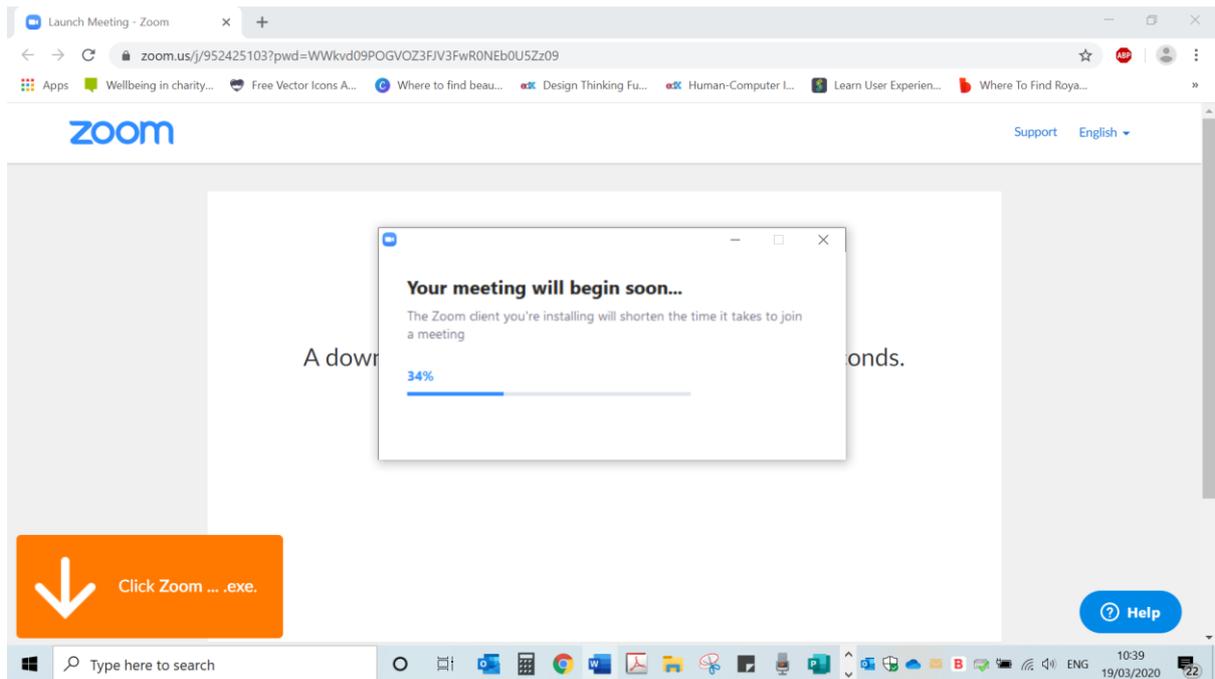
In the joining instructions email you will be given a link to **Join Zoom Meeting** and the **Meeting ID** and the **password** to join the workshop session.

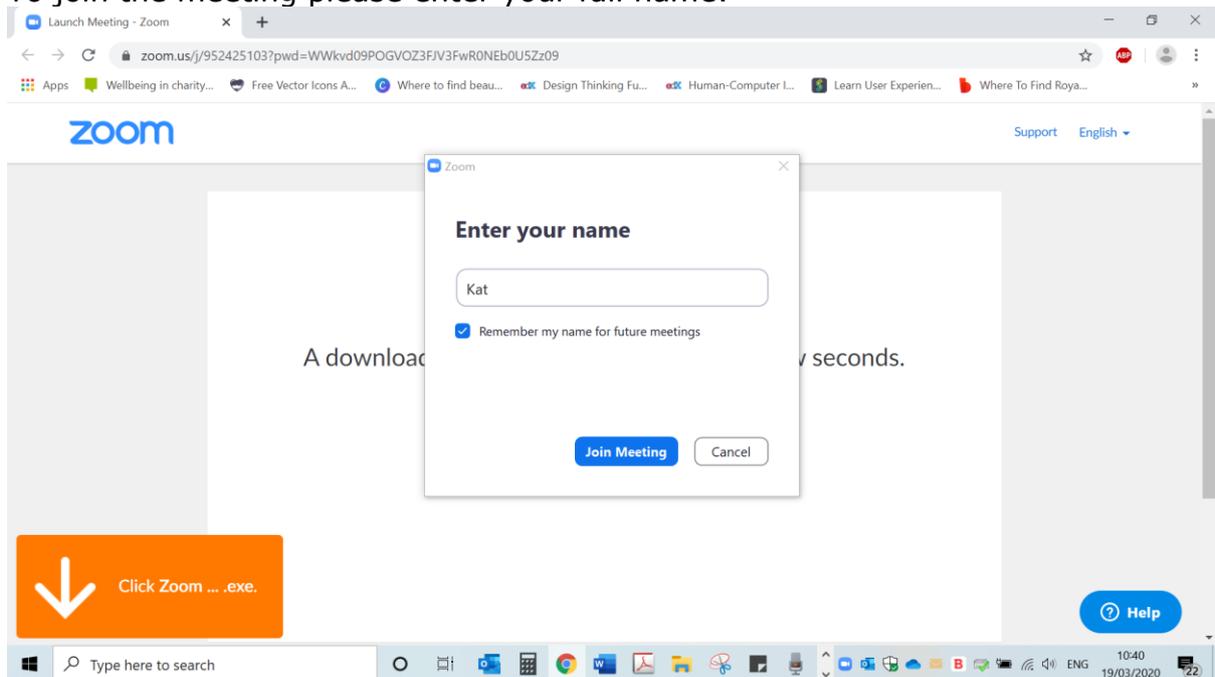**Downloading the zoom app and joining the session:**

When you click on the **Join Zoom Meeting** link, you will be taken to the following screen:

Click on the Zoom.exe download, which will give you the following:

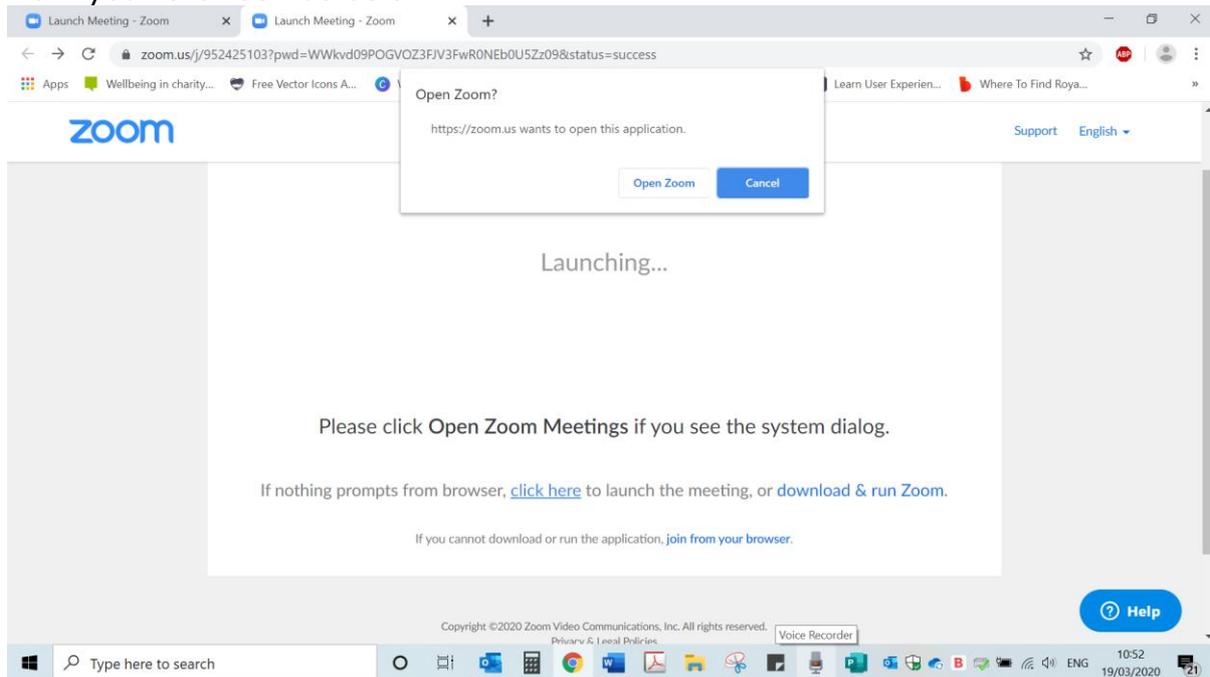To join the meeting please enter your full name:

This will then take you into the waiting room.

The trainer will be notified that you are there and will let you into the meeting when they are ready for participants to join. This also helps us check that the people joining the meeting are the right participants.

When you enter the room, your microphone will be automatically muted. You will be able to 'raise a hand' should you have questions and the trainer will unmute you. Your video will be automatically turned on, both the trainer and all the participants will be able to see this. At the start of the workshop, the trainer will briefly explain the technicalities of the session.

If for some reason you can't download the app there is also an option to 'join from your browser' as below:

<u>Already have the zoom app and joining the session:</u>
If you already have a Zoom account and the app installed, open zoom and enter the Meeting ID and password to join the session. You will be taken into the waiting room the trainer will be notified that you are there and will let you into the meeting when they are ready for participants to join. This also helps us check that the people joining the meeting are the right participants.
When you enter the room, your microphone will be automatically muted. You will be able to 'raise a hand' should you have questions and the trainer will unmute you. Your video will be automatically turned on, both the trainer and all the participants will be able to see this. At the start of the workshop, the trainer will briefly explain the technicalities of the session.

We understand, you may have concerns over zoom security. Please note we have setup the zoom session to limit the possibility of disruptions and our Trainers will be able to deal with these swiftly.