Participant guide for online events

Please read before joining

- Download the event **handouts** and have them open and ready to be used in the session.
- Contact us in advance if you have any **accessibility needs.**
  - Zoom live captions can now be enabled and a transcription can be saved at the end.
- New to Zoom? Click here to download the Zoom app and read how to join a meeting.
- Join using a **laptop** or a **desktop** - not a mobile or tablet device as they have limited functionality.
- Ensure that you will have **stable internet** connection.
- Ensure that you will be taking part in a **private** and **quiet space.**
- Please be prepared to join the Zoom waiting room 10-15 minutes **early** and wait for the trainer to admit you.
- We use **Miro**, the trainer will give a quick briefing on how to use it.
- **How to join the Zoom meeting:** Once your booking is confirmed, you will receive joining instructions containing a **Zoom Meeting link** and a **Meeting ID and password**. Either follow the link, or open your Zoom app and copy and paste the ID and password.
- Visit the Zoom Learning Centre or watch the video below for instructions on how to **navigate** your **Zoom** application.
- Follow our ESS Digital Etiquette and Best Practice for online events!