

# Guide to setting up Zoom

## Description

Date Added: 22nd July 2022

Date Updated:

This guide is intended to be used by those who are attending any meeting or webinar for Autism Oxford UK Limited via the Zoom platform. For a guide on how to use Microsoft Teams, please [click here](#).

You are also able to download this as a PDF for future reference, please click here:

Step 1).

Upon registering for a webinar or meeting with Autism Oxford UK Limited, you will receive an email confirmation with details of the meeting or webinar and in this confirmation will be a link to the Zoom meeting, which will look like this:

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

Please click this URL to join. <https://us06web.zoom.us/j/81535841321?pwd=OW9EU0tjY0F2O>

Passcode: 000000

Description: test meeting

The URL highlighted in blue is the unique to the meeting.

Step 2).


Click the URL in the email confirmation and this will open your default web browser (the link is supported in Chrome, Safari, Firefox and Microsoft Edge) and the following screen will be shown:

Zoom uses cookies and similar technologies as strictly necessary to make our site work. X

We and our partners would also like to set additional cookies to analyze your use of our site, to personalize and enhance your visit to our site and to show you more relevant content and advertising. These will be set only if you accept.

You can always review and change your cookie preferences through our cookie settings page. For more information, please read our [Privacy Statement](#).

[COOKIES SETTINGS](#) [DECLINE COOKIES](#) [ACCEPT COOKIES](#)



Already installed Zoom? [Launch Meeting](#)

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Click **Keep** when receiving notification  
Then click **Zoom... .exe**

Zoom\_cm\_to42pn...exe ^

You will need to click the Accept Cookies button, as indicated by the red arrow above.

If you do not have the Zoom app installed on your device, the Zoom viewer app will be downloaded to your device and can be seen in the bottom of the browser window, as shown below:

UNTIL I HAVE ZOOM CLIENT INSTALLED: [DOWNLOAD NOW](#)

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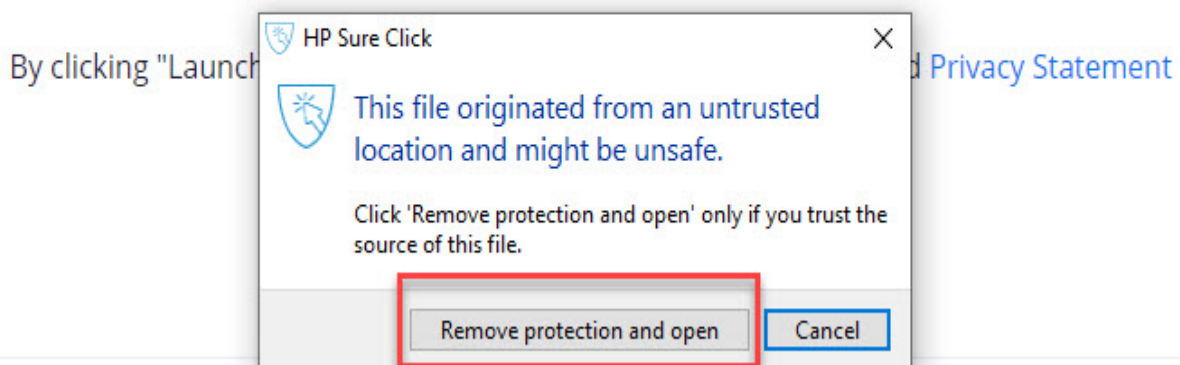


Click this to launch the Zoom setup program.

Step 3).

If you are running Windows 10 (or 11) on your device you will be shown the following prompt. This is a default action and you can safely click the “Remove protection and open” button to install the software.

Once you install Zoom Client, click **Launch Meeting** below

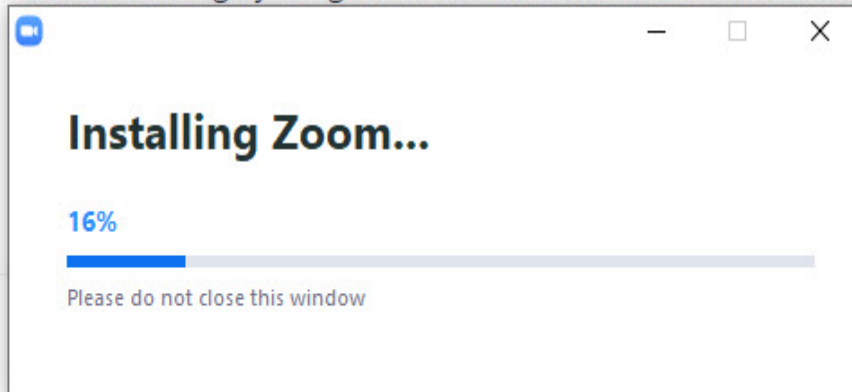


The Zoom client will now be installed:

Once you install Zoom Client, click **Launch Meeting** below

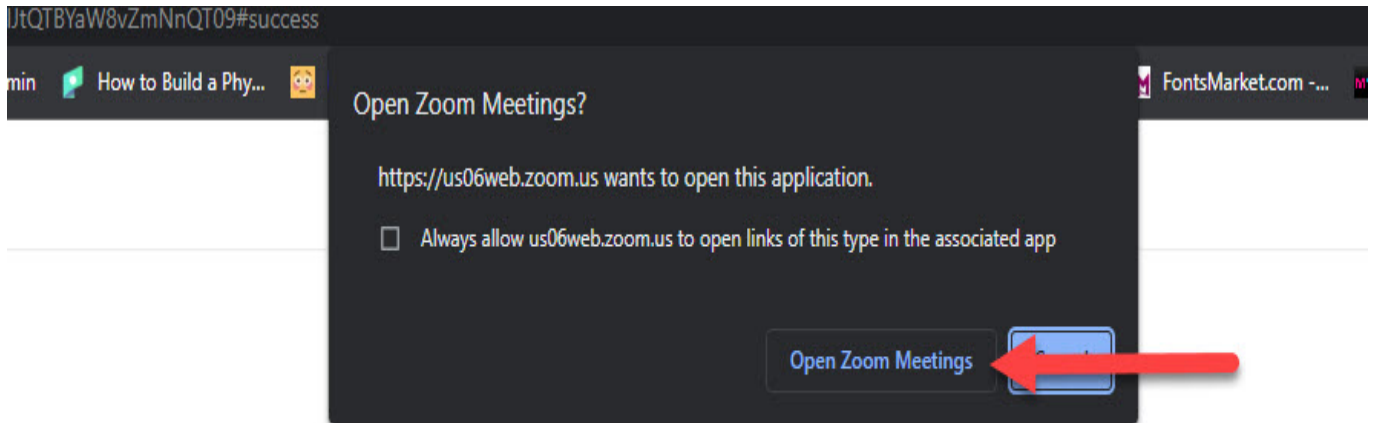


By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)



Step 4).

Once the Zoom client has been installed, you will be ready to join the meeting or webinar. A prompt will appear to open the Zoom client, click the "Open Zoom Meetings" button as indicated below:



Click **Open Zoom Meetings** on the dialog shown by your browser

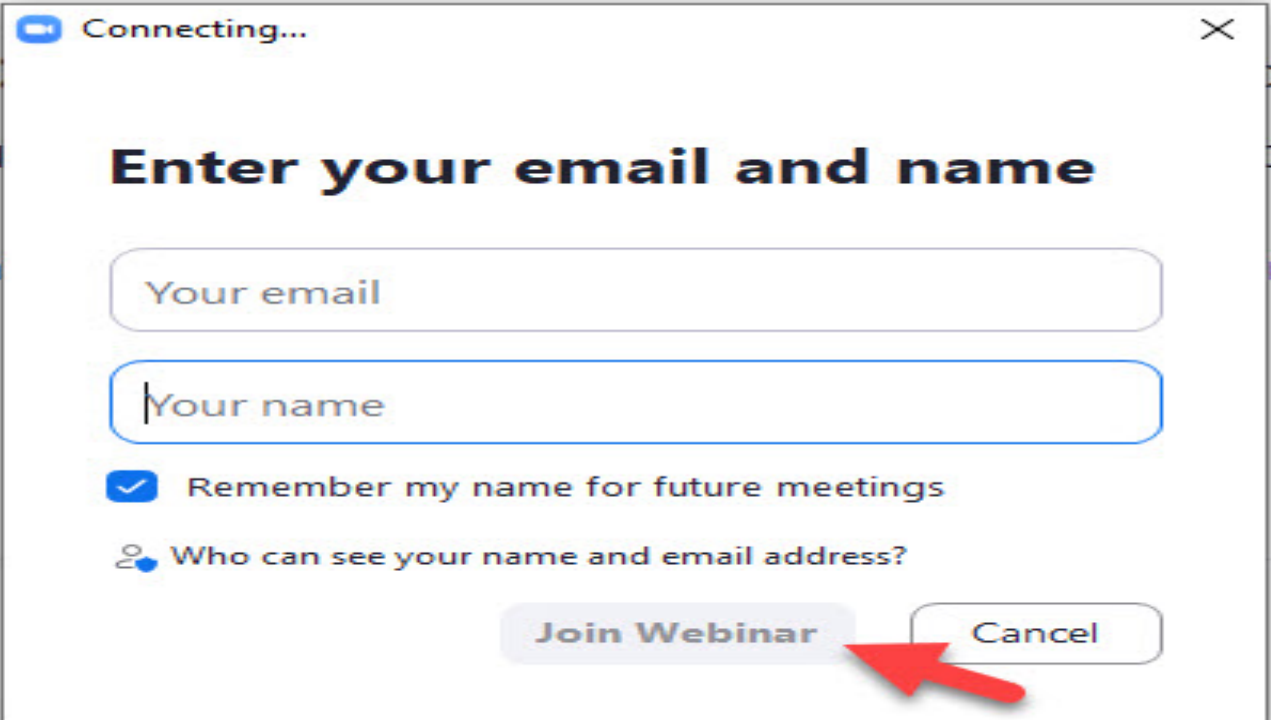
If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Step 5).


You will then be asked to enter your email address and your name. Complete these fields then click the Join Webinar/Join Meeting button at the bottom of the window:

A screenshot of a Zoom 'Connecting...' dialog box. The title bar says 'Connecting...' with a close button (X) on the right. The main heading is 'Enter your email and name'. Below this are two input fields: 'Your email' and 'Your name'. A checkbox is checked and labeled 'Remember my name for future meetings'. Below that is a privacy icon and the text 'Who can see your name and email address?'. At the bottom are two buttons: 'Join Webinar' and 'Cancel'. A red arrow points to the 'Join Webinar' button.

Connecting...

## Enter your email and name

Remember my name for future meetings

 Who can see your name and email address?

[Join Webinar](#) [Cancel](#)

Having issues with Zoom Client? [Join from Your Browser](#)

Congratulations! You will now be in the waiting area for your selected meeting or webinar. Once the host has started the meeting, the Zoom window will open and a message will appear telling you the the meeting or webinar is being recorded. You will have the option to leave the meeting if you don't agree to you being recorded or to continue with the call.

## This meeting is being recorded

By continuing to be in the meeting, you are consenting to be recorded.

[Leave Meeting](#)

[Continue](#)