

## Zoom Guidance Document

These are the step by step instructions for you to join our session on Zoom:

**The Privacy Notice for the Schools Remote Service is available on our website: [Schools Remote Service Privacy Notice](#)**

### 1. To start you have few initial options

- a. Computer
  - i. Download Zoom; or
  - ii. You can join via browser – please note that you will need to register for a free Zoom Account to join by browser and will be asked to login – [www.zoom.us](http://www.zoom.us)
- b. Phone/Tablet
  - i. Download Zoom

### 2. Register for the meeting

- a. To join a meeting or session, you must first have registered, you can do that here <https://annafreud.zoom.us/meeting/register/tJYkc-ugqDsrG9D2wCmj0fY8DT3jAyeqSoLx>
- b. *You will then receive an email confirming that you have registered.*

### 3. Join the meeting

- a. At the time of the meeting, click on the link you received from Zoom, after registering.
- b. If you have Zoom software/app installed, it should open automatically and bring you straight to the waiting room of the session.
  - i. Alternatively, you can join straight from the software app by typing in details and password from registration confirmation email.
- c. If you are joining from a web browser, you will be asked to login to your Zoom account
- d. The facilitator will then let you in when it begins.

#### Other important points

- On all the above platforms you will be prompted to **ALLOW PERMISSIONS FOR MICROPHONE AND CAMERA** - say yes to these.
- Follow instructions once on the app – if having problems please contact Laura Baver: [laura.baver@annafreud.org](mailto:laura.baver@annafreud.org) or 07776 760 957.
- [More detailed instructions or any questions please see Zoom instructions here.](#)

**TO REGISTER FOR THE SESSION PLEASE [CLICK HERE](#)**