

Nowadays, online meeting software is reliable, and you shouldn't have any trouble joining the session. However, there are some things you can do to make sure you have the best possible experience.

The software we use is called Zoom and it will need to download some software so you can take part. This means it's a good idea to try out Zoom before the day and time of the session to make sure your device is ready.

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### Registering to join the MovementWorks Online Sessions

We are asking you to register as a layer of security to ensure that only those who are authorised to join are permitted into the sessions; there are one of two ways that you can access the link.

#### On our website

We are publishing all of the up and coming sessions on our website both in our [Events section](#) and on the [dedicated webpage](#) for our Online Sessions.

#### By Invitation

You may receive an email notification of the MovementWorks Online Sessions, which will look something like this:

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**Monday 13th April 2020**

**11.00: Autism Movement Therapy Based Session with Hilary**

Join Hilary for a MovementWorks online AMT based session

Register in advance for this meeting:

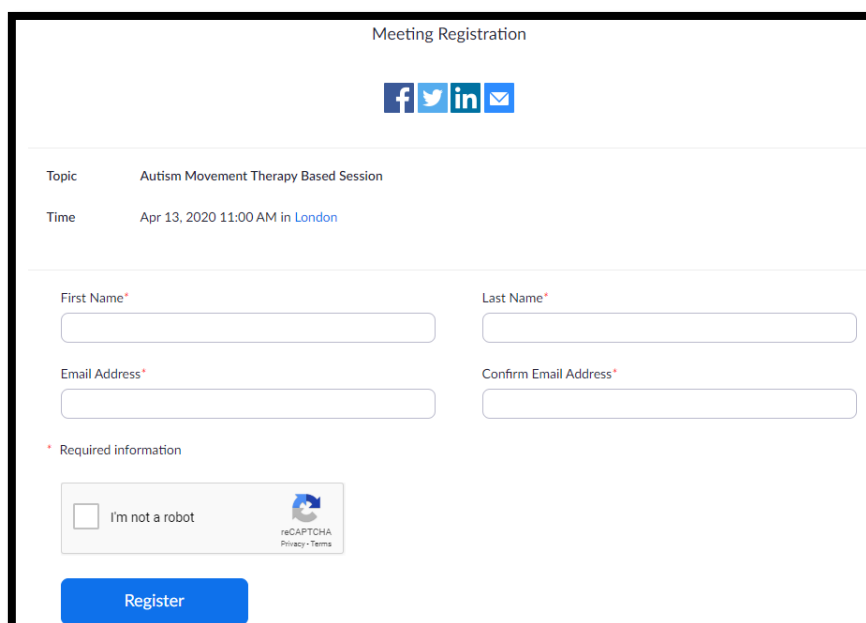
<https://us02web.zoom.us/meeting/register/uJYtceChrDouTTab3xh5gXPzIErPmTZQuq>

After registering, you will receive a confirmation email containing information about joining the meeting.

Link for registering  
for the Zoom Session

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Click on the link and it will take you to the Zoom software to enter your details:



The screenshot shows a 'Meeting Registration' form. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and Email. Below these, the 'Topic' is 'Autism Movement Therapy Based Session' and the 'Time' is 'Apr 13, 2020 11:00 AM in London'. The form has two columns of input fields: 'First Name\*' and 'Last Name\*' in the top row, and 'Email Address\*' and 'Confirm Email Address\*' in the bottom row. Below the input fields, there is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the form is a blue 'Register' button.


## MovementWorks Online Sessions Registering & Joining in the Sessions



Complete all of the fields and then click on the 'Register' button; the screen will change confirming you have registered.

Meeting Registration Approved

Topic: Autism Movement Therapy Based Session

Time: Apr 13, 2020 11:00 AM in London  
 [Add to calendar](#) ▼


Meeting ID: 520-699-214

To Join the Meeting

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

Please click this URL to join. <https://us02web.zoom.us/j/520699214?tk=JDwQ2qFqydcL96m3Uma-YwVbhGylnKabOVddf0h57M.DQEAAAAAHwk9ThZ4Y0xaRVh1b1NWdUpNaE5UX2s0d1RBAA&pwd=Rjd2cHIBc0FESWdGaXd3STRadINBQTO9>

Link for Zoom Session



**If you are registering right before the session**, you can click on the link on this page to join

**If you are registering prior to the session i.e. couple of hours/day before**, you can close this window as the details will be emailed to you; the email will look like this and will come from <no-reply@zoom.us> It will look something like this.

*If you cannot see the email in your 'inbox' please check your spam / junk folders – you can prevent this happening by adding no-reply@zoom.us to your 'safe senders'*

Thank you for registering for "Autism Movement Therapy Based Session".

Please submit any questions to: [info@movementworks.org](mailto:info@movementworks.org)

Date Time: Apr 13, 2020 11:00 AM London

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)


Password: 295113

Note: This link should not be shared with others; it is unique to you.  
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap  
United Kingdom: +442034815237,,520699214# or +442034815240,,520699214#

Or Telephone:  
Dial(for higher quality, dial a number based on your current location):  
United Kingdom: +44 203 481 5237 or +44 203 481 5240 or +44 131 460 1196 or +44 203 051 2874  
Meeting ID: 520 699 214  
Password: 295113  
International numbers available: <https://us02web.zoom.us/j/520699214?tk=JDwQ2qFqydcL96m3Uma-YwVbhGylnKabOVddf0h57M.DQEAAAAAHwk9ThZ4Y0xaRVh1b1NWdUpNaE5UX2s0d1RBAA&pwd=Rjd2cHIBc0FESWdGaXd3STRadINBQTO9>

Link for Zoom Session



**Please keep this email saved until the start of the session and ensure that you do not share it with anyone; the link in the email is unique to you.**

### Preparing for the session

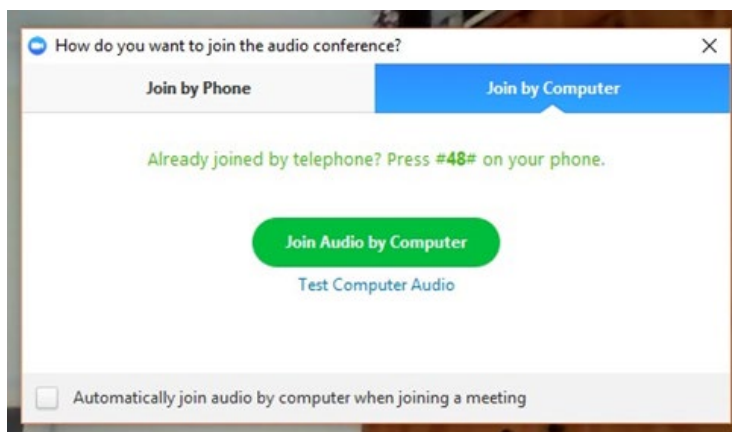
Try to use a wired internet connection where possible. This will mean your connection will be much more reliable and the audio and video less prone to breaking up. Plugging a laptop or desktop computer into your wireless router is easy and you can get a cable for about £1:



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### When it's time to join the Session

Shortly before the advertised start time of the meeting, click on the link in the email you have received. If you have already set up your device with the Zoom software, this link should take you directly into the Zoom system. If you haven't set up your device yet, it could take a few minutes to do so. This may also involve setting up / selecting your audio and visual connections for the meeting.



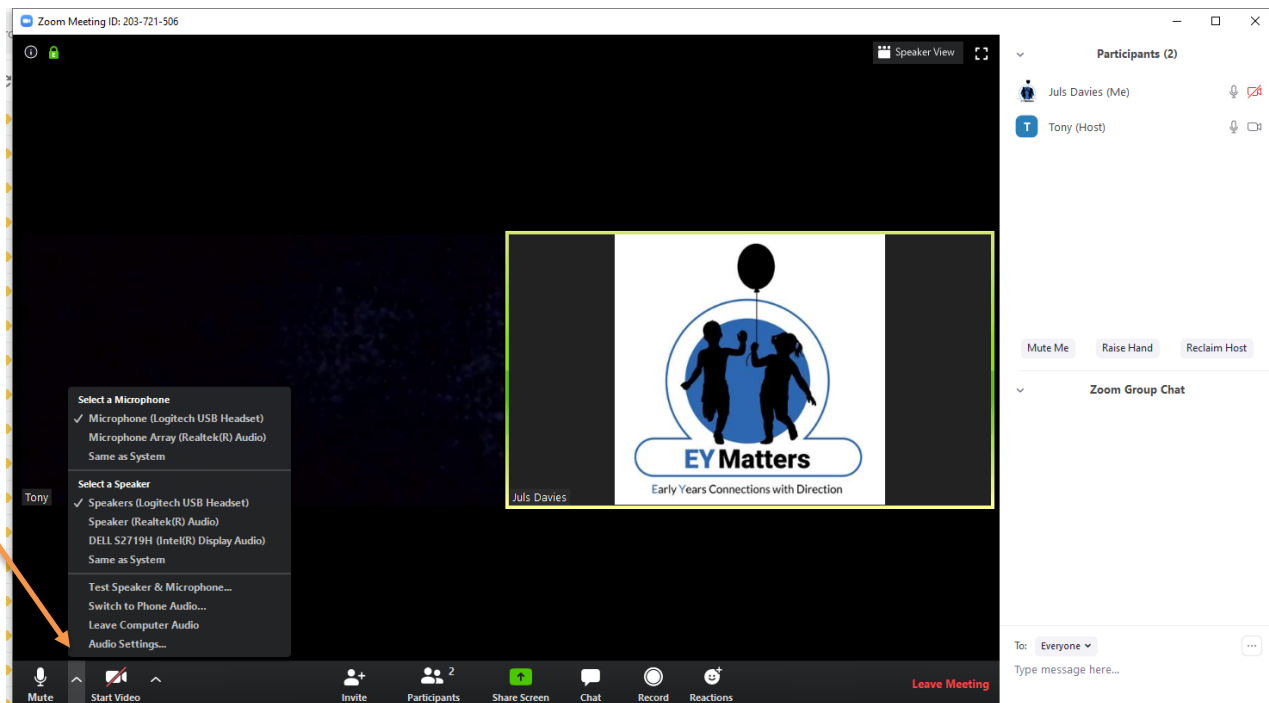
You should now see the Zoom window and probably a button to press to join the audio conference. **You should press the green button to join via computer.**

- You will be placed in the 'Waiting Room' until the host admits you to the meeting (this is just a further layer of security).
- The sound from Zoom will play automatically through your device once you have joined the session. Your audio is turned off by default as this will prevent audio feedback or other noise from your location being transmitted.
- **The video is turned on by default and you can turn this off if you would prefer not to be filmed.**

## Troubleshooting - Sound

If you have a problem with sound from Zoom, try the following fix:

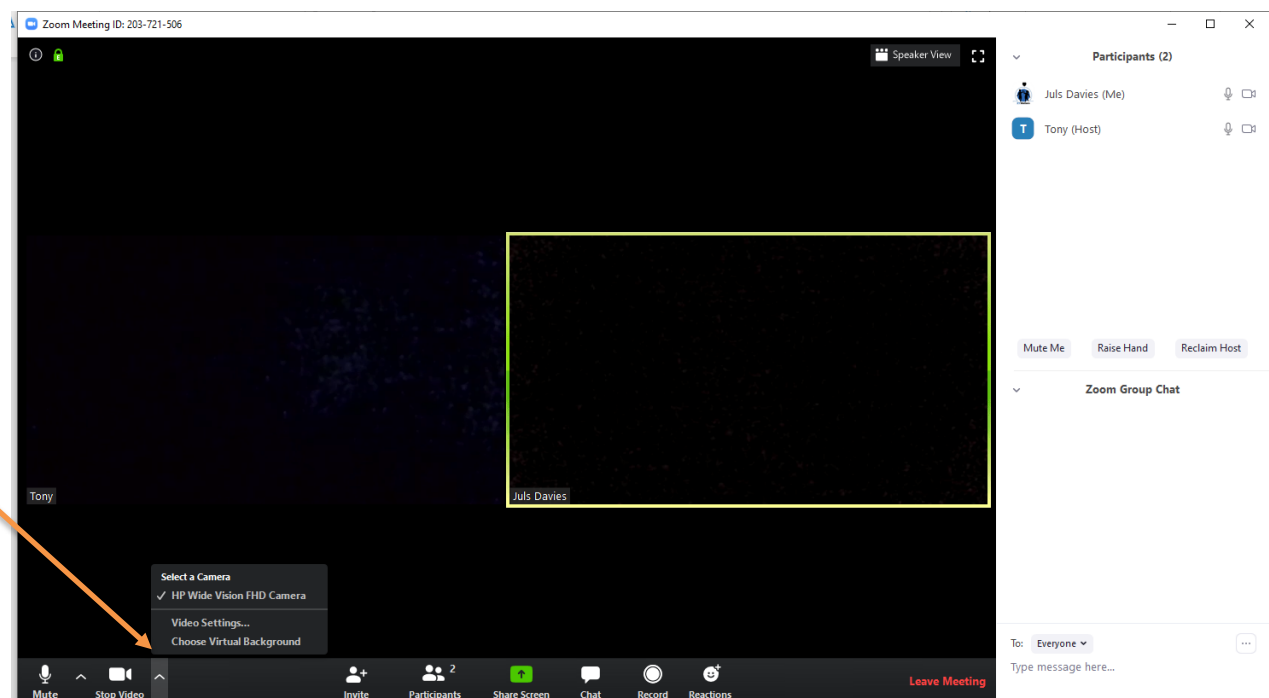
Click the up arrow next to the microphone icon and select a different Speaker from the list:



## Troubleshooting - Video

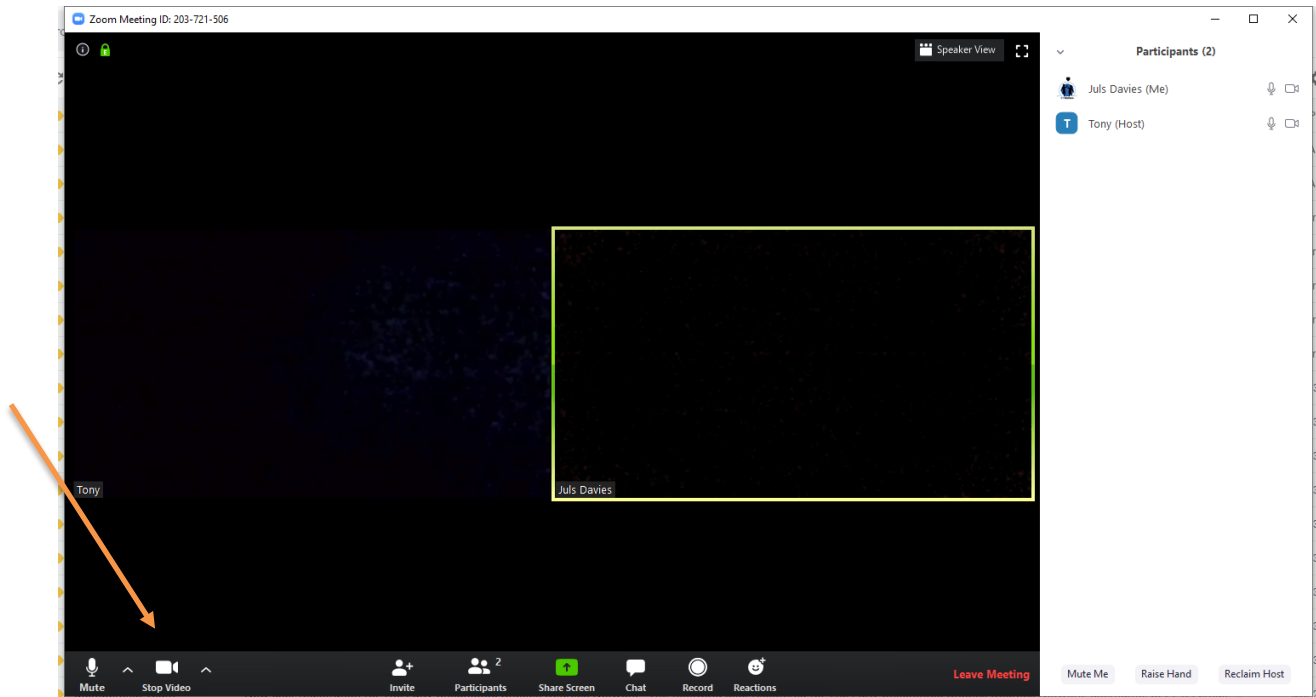
If you have problem with the video on Zoom, try the following fix:

Click the 'up arrow' next to the Video icon and select the correct web camera and ensure that it is directed towards you.



**Turning off Video connection**

If you would prefer not to be filmed, then you can turn the web camera off by click on the 'Stop Video' instruction below the camera icon



You can see that the video connection is now turned off as there is a red line through the Video icon.