



# **How to use Zoom Events**

## **Collaborations Workshop 2025**



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# Introduction

[Collaborations Workshop 2025](#) (CW25) will take place as a hybrid event from Tuesday 13 May to Thursday 15 May 2025 at Stirling Court Hotel, University of Stirling.

To ensure that only registered participants can access the CW25 live sessions, we have pre-uploaded the email address, which you used when you registered for CW25 on Eventbrite. If you would prefer to attend the event using a different email address, please reach out to the **#help-desk** on the [CW25 Slack](#).

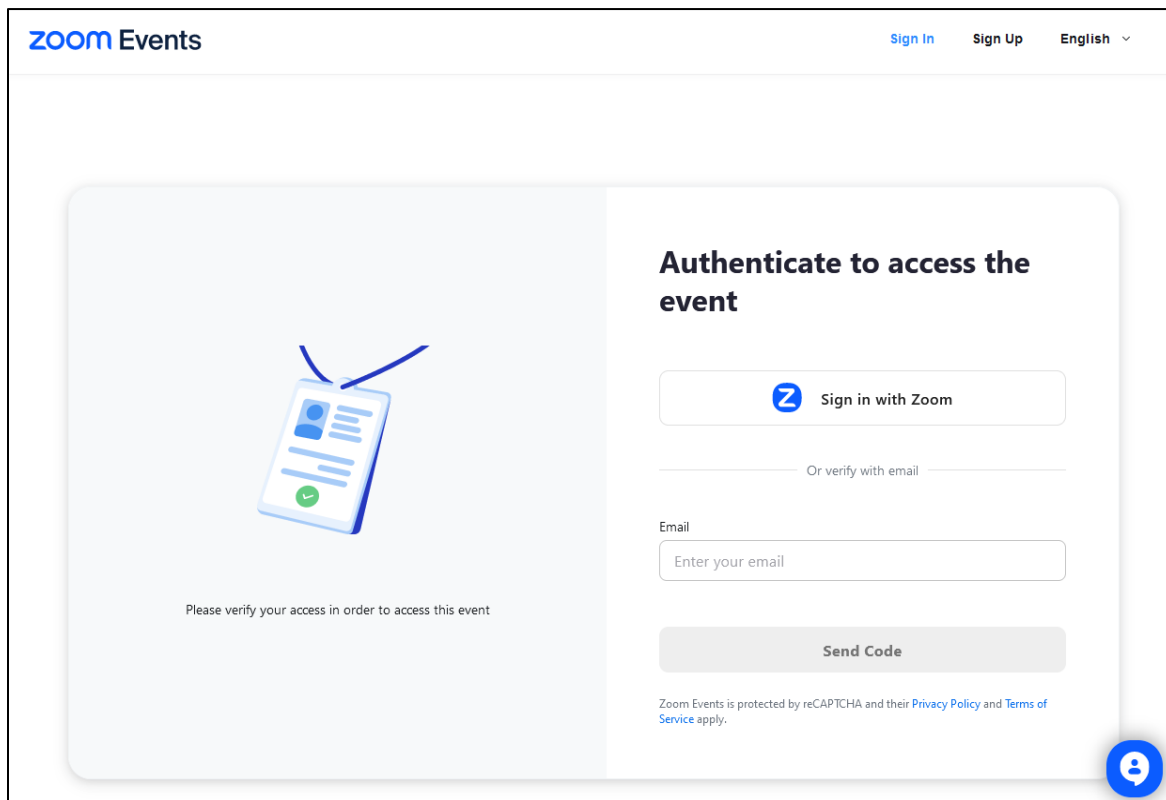
If you have any issues joining Zoom Events, after following the below steps, please reach out to the **#help-desk** on the [CW25 Slack](#).

# Joining Instructions

[Click here to access the CW25 Zoom Event.](#)

Please note that you won't be able to sign in through a normal Zoom link. Instead, please go through <https://events.zoom.us/>.

You should see the following authentication page:

The screenshot shows the Zoom Events authentication interface. At the top left is the 'zoom Events' logo. At the top right are links for 'Sign In', 'Sign Up', and a language dropdown set to 'English'. The main content area is divided into two sections. The left section features a blue checkmark icon on a document and the text 'Please verify your access in order to access this event'. The right section is titled 'Authenticate to access the event' and contains a 'Sign in with Zoom' button with a blue 'Z' icon. Below this is a separator line with the text 'Or verify with email'. Underneath is an 'Email' input field with the placeholder 'Enter your email'. A 'Send Code' button is positioned below the email field. At the bottom of the right section, a small disclaimer states: 'Zoom Events is protected by reCAPTCHA and their Privacy Policy and Terms of Service apply.' A blue circular help icon is located in the bottom right corner of the page.

You can sign in by either:

- using your Zoom account (if it is connected to the email you registered with); or
- with your email and a 'One Time Passcode' sent to the email address you entered.

On your first login, you will be prompted to set up your profile. This is optional as we will be using [Slack](#) as the main networking channel.

## Welcome to CW24.

Before you jump in, take a few seconds to **create your networking profile.**

You can edit these later in your profile settings.

Create Profile

Dismiss



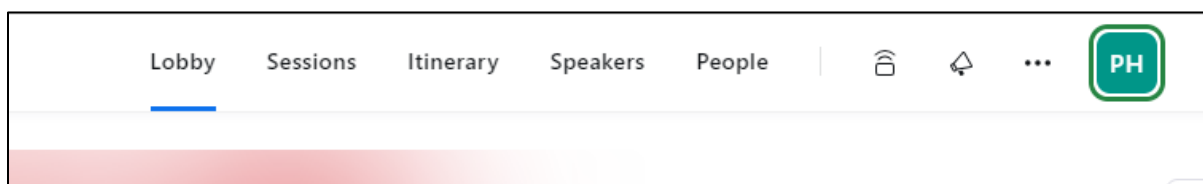
**Your Name**

Position @ Company

# Navigating Zoom Events

Once you have successfully registered for the event, you will be in the “Lobby” where you can see speakers and featured sessions.

In the top right corner, you will find a menu with the following options:



## Lobby

The Lobby tab is the main event tab. You'll find a few featured sessions there and can join them directly when they are live or bookmark them to your itinerary for later. We might stream some sessions (such as keynotes) directly to the lobby so you won't need to join a Zoom room to follow along.

## Sessions

The Sessions tab provides a full list of all sessions that will take place during the event. You can bookmark a session, join a session, and view the recording of a complete session when it is available.

## Bookmarks & Itinerary

To bookmark a session, click or tap the bookmark icon in either the left panel's session tile view or at the top of the session detail page.

The Itinerary tab shows any sessions you have bookmarked. You can view all your sessions in one place, join a session directly from your itinerary, and have sessions where you're a speaker to be displayed in a more prominent colour in the calendar view.

**Optional:** You can export your event agenda from the Itinerary tab to your personal (external) calendar through an ICS calendar file with all agenda sessions.


## Speakers & People

The Speaker tab is where attendees can access more information about the speakers. The People tab is where you go to see the profile cards of everyone in the event.

## Joining a Session

When a session is ready to start, a button to start the Zoom room will be displayed to the session hosts.

[See All \(3\) >](#)





**Welcome to day 2 | Panel: The Digital Footprint Revolution: A Call to Action for Sustainable Research Computing**  
Wed May 1 10:00 - 11:15 AM Hybrid  
Tiered Lecture Theatre, Scarman, Warwick Conferences, University of Warwick

[Start](#) [...](#) [Bookmark](#)

Once the session has been started, attendees will see the “Join” button enabled. Supported joining methods include the Zoom client, web browser, phone or the [Zoom Room](#).

In Progress

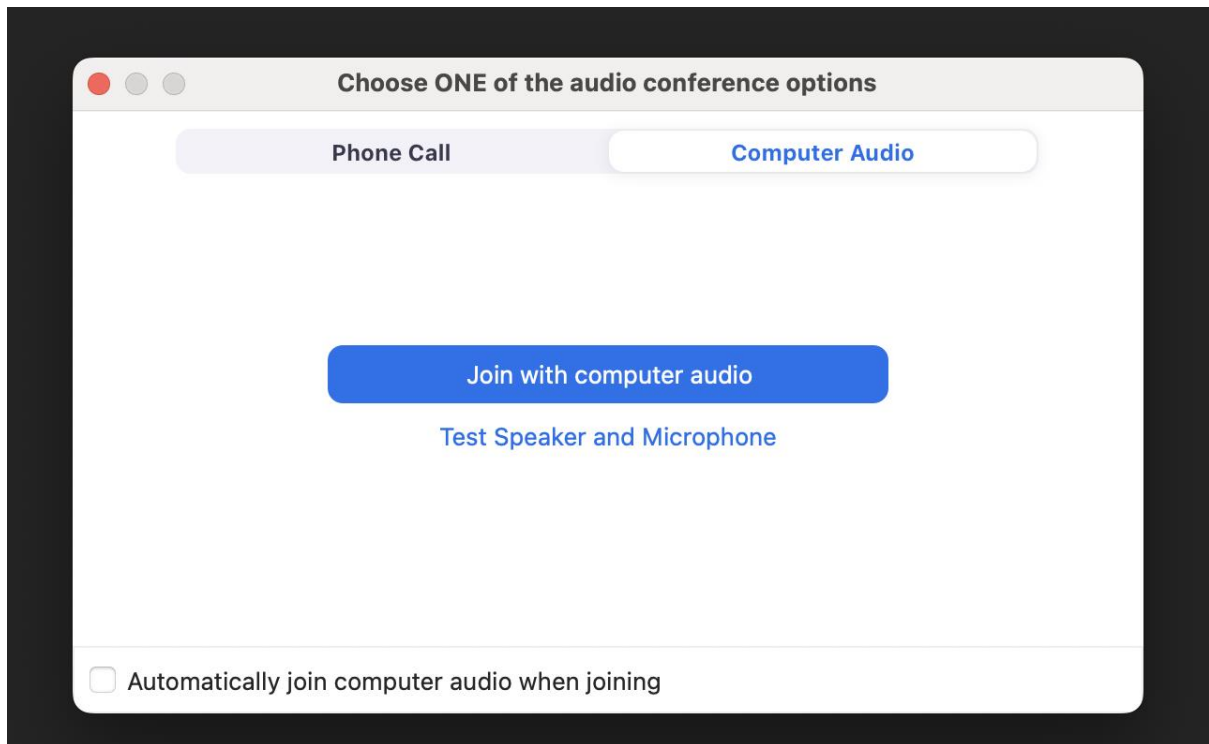


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[Join](#) [...](#) [Bookmark](#)

Click the “Join” button to launch Zoom meetings.

When you enter the room, please click “Join with Computer Audio”. By default, your video will also be turned off but you can enable it by clicking the video symbol at the bottom-left of your screen.



In some cases, you might need to actively enable audio and video within Zoom. You can do so by clicking “Enable stream” in the lower left corner.

You will then have the option to “Join Audio” with your computer audio.

