

# Zoom Meetings Using Jaws

Zoom is a video conferencing platform used by some businesses and providers. It can be accessed via smartphone, computer (Windows and Mac) and tablet. In order to utilize Zoom, you will need to install the Zoom app. This is available in the Google Play and Apple App stores for tablet and smartphone use.

To download the app on a Windows or Mac computer, you can use the following link: <https://zoom.us/download>. If you haven't downloaded the app, you will be prompted to download the app the first time you join a meeting.

Below are some basic instructions for joining and scheduling a Zoom meeting along with some useful keystrokes and video tutorials.

## Joining a Zoom Conference

If you have an Office 365 license and want to join from the Teams application, you can join a meeting from the calendar tab. You can access this by pressing CTRL + 4 on the number row. If this keystroke takes you to another tab, check with your company's IT administrator for further assistance with accessing this tab.

1. At the meeting start time, click on the join via computer link the host sent you through email or text. This invitation includes the meeting ID and password; you shouldn't need to enter any additional information.
2. You may also join a meeting by going to [join.zoom.us](https://join.zoom.us) on any web browser, and enter the meeting ID number and password (if applicable) provided by the host.
3. As you join a meeting, you will have the opportunity to test your microphone and speakers by selecting test computer audio on a pop-up dialogue box. If you are satisfied with your audio setup, choose join audio by computer.
4. If you are having difficulty hearing the meeting, you can hear audio through your phone. To do this, dial the teleconferencing number in your invite. When prompted, enter the meeting ID on your phone.

## Scheduling a Zoom Video Conference

If you have an Office 365 license and were invited to a meeting, you can join a meeting from the calendar tab.

1. Open the Zoom app, and log in.
2. Navigate or click new meeting. This will automatically start a new Zoom meeting.
3. Click on invite: ALT + I (Windows), COMMAND + I (Mac)
4. Choose how you want to invite others to the meeting:
  - Click or navigate to the copy URL button. Then paste the URL into an email message to participants you want to invite.
  - Click or navigate to the copy invitation button. Then paste the message into an email to the participants you want to invite.
  - Click or navigate to one of the email service buttons. The email service you choose will appear with a preformatted invitation.

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# Zoom Meetings Using Jaws (cont'd)

## Important Keystrokes (Windows)

Mute/Unmute – ALT + A  
Start/Stop Video – ALT + V  
Launch/Stop Screen Sharing – ALT + S  
Switch to Active Speaker View – ALT + F1  
Switch to Gallery Video View – ALT + F2  
Raise/Lower Hand – ALT + Y  
Display/Hide In-Meeting Chat Panel – ALT + H

## Important Keystrokes (Mac)

Mute/Unmute – COMMAND + SHIFT + A  
Start/Stop Video – COMMAND + SHIFT + V  
Launch/Stop Screen Sharing – COMMAND + SHIFT + S  
Switch to Active Speaker View or Gallery View – COMMAND + SHIFT + W  
Raise/Lower Hand – OPTION + Y  
Display/Hide In-Meeting Chat Panel – COMMAND + SHIFT + H  
Prompt to End or Leave Meeting – COMMAND + W

\*A full list of keystrokes is available here:

<https://support.zoom.us/hc/en-us/articles/205683899-Hot-Keys-and-Keyboard-Shortcuts-for-Zoom>

## Download Links

Zoom on the App store for iPhone, iPad and iOS devices:

<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>

Zoom for PC download link for installation file:

<https://zoom.us/client/latest/ZoomInstaller.exe>

## Video and Training Links

Use this link to access Teams video tutorials:

[https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?\\_ga=2.235076034.295526729.1584448959-748355107.1567086262](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.235076034.295526729.1584448959-748355107.1567086262)

Video topics include:

- Join a meeting
- Meeting controls
- Scheduling meetings
- Other advanced features



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