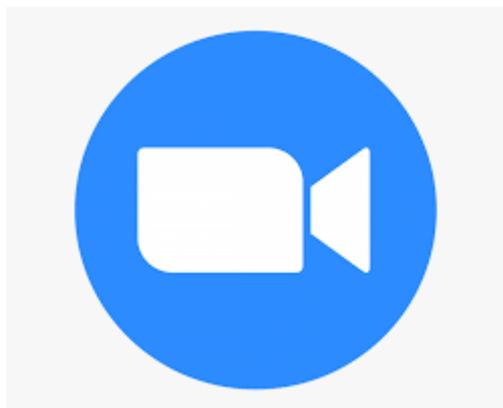


Using Zoom for video conferencing.

zoom





While our office is closed Disability Equality Scotland will work online as much as we can.

This includes meetings, training sessions and events.



To do this, we will use Zoom.

Zoom is a video conferencing service – a bit like Skype.

This document will help you use Zoom.

Getting Started

To use Zoom you will need:



- A video webcam.
Most modern computers, smartphones and tablets have a webcam built in.
If not you will need a separate webcam.



- A microphone, either built into your device or in the webcam.
- A broadband internet connection

zoom



- The Zoom software installed on your device.
Zoom can be downloaded on Windows, Mac, iOS and Android.

To download Zoom:

- on PC or Mac, follow this [link](#).
- on iOS, find it in the Apple App Store.
- for Android, find it in the Google Play store.



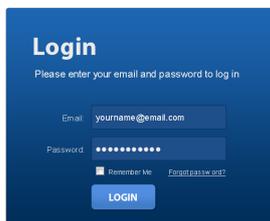
We also encourage you to [sign up for a free Zoom account](#).

This will make it easier to arrange and join meetings or webinars.

Some events need you to have an account for safety.

When you have signed up, login to your Zoom account on a web browser through this [link](#),

You can then change account settings as well as arrange and join meetings.



The image shows a Zoom login form with a blue background. At the top, it says 'Login' and 'Please enter your email and password to log in'. There are two input fields: 'Email' with the placeholder 'yourname@email.com' and 'Password' with a masked password '*****'. Below the password field are two checkboxes: 'Remember Me' and 'Forgot password?'. At the bottom is a blue 'LOGIN' button.



Get used to how it works by joining a [test meeting](#), where you can click around, try screen sharing, mute your



audio (so your voice can't be heard), record the session and use the chat box without anyone else on the call.

Scheduling a Meeting



To learn how to arrange a meeting, [follow this link to a short instructional video](#).



If you are the person setting up the meeting you can set the date, time, attendees, as well as security precautions.



This means setting a password to enter the meeting or admitting people from the virtual 'waiting room' one at a time.



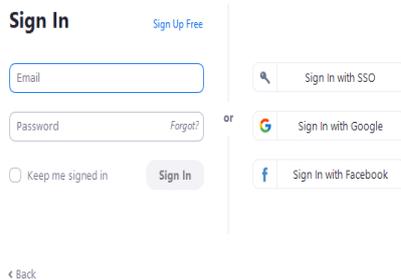
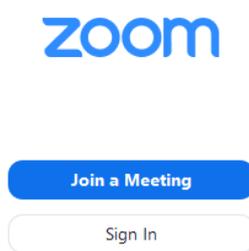
You can see who is in the waiting room by clicking 'Manage Participants' along the bottom bar while in the meeting.



Your meeting can last 40 minutes if you have a free Zoom account and are meeting with more than one person.

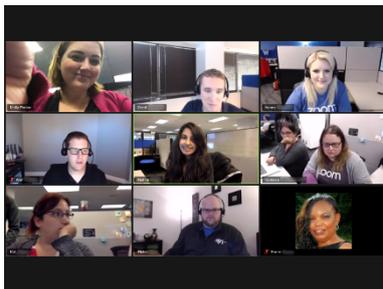
When your time is up, you can restart a meeting if you need to.

Joining a Meeting



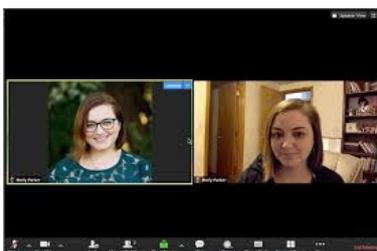
To join a meeting, you have been invited to, you can either:

- Enter the 9 to 11-digit meeting ID included on the invitation (as well as the password, if requested)
- Clicking the internet link included on the invitation, which will open a web browser that will prompt you to open Zoom. Here, you may not need to enter a password.

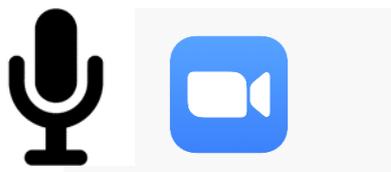


A Zoom meeting will look like this image.

This is 'Gallery view'.



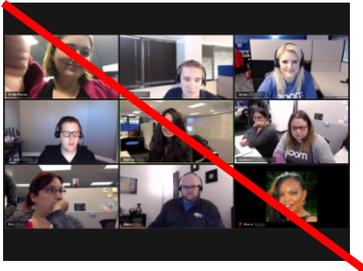
Or if two people are meeting it will look like this.



If you are having trouble with your sound or video click on the microphone or camera icon to turn it on or off.



When you would like to leave the meeting, click 'Leave Meeting' on the bottom right of the screen.



If you are the person who has set up the meeting it will say 'End Meeting'.

If you click this it will end the meeting for everyone else.



When you are not speaking you can click 'mute' which will stop people hearing any background noise.

Click it again when you want to speak.

Joining a Webinar



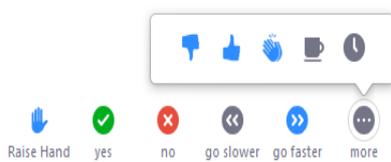
A webinar is a video workshop or lecture.

You will either be sent an invitation to join or you will have registered to join yourself.

Join the same way as joining a meeting.

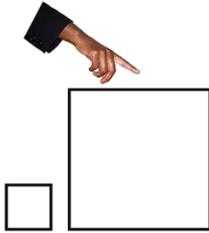
In a webinar, you must have your microphone and webcam switched off.

You can show you want to speak by clicking 'raise hand' or typing in the chat



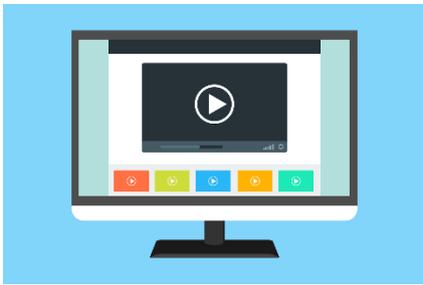
box (if the webinar lets you do that.)

Accessibility



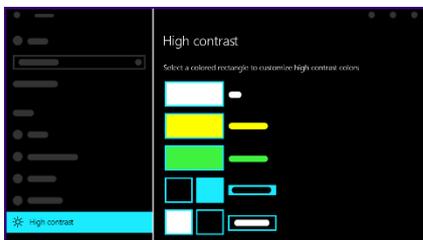
Zoom can be used by screen readers such as NVDA, JAWS, VoiceOver, and Android Talkback.

You can change colour contrast, size, and use of colour.



If someone is showing a video as part of the webinar, screen readers won't be able to read it.

Presenters should send videos out to everyone before the date of the webinar.



The Zoom Application on Windows, iOS, and Android support the high contrast settings defined in the system preferences.

The Zoom Application for macOS supports Dark Mode.



Sign language interpreters can join a Zoom meeting in the same way as anyone else.

You can select the interpreter's video to stay on your screen using the 'pinning' feature.



Zoom has live captioning.

If it is switched on, captions will appear on participants' screens similar to closed captioning.

You will still need someone to be an electronic notetaker.



Learn more about Zoom's accessibility features [here on their website](#).

Security



Zoom have a [security guide](#) to keep their meetings safe.

Disability Equality Scotland always makes sure our meetings and webinars are secure.



We have a [Privacy Policy](#), and make sure your information is safe if you are on Zoom with us.

If you want to know more email: admin@disabilityequality.scot.



For more information on keeping your meetings safe, look online at [Zoom's Privacy and Security Guidance](#).

If you have any more questions look online at the [Zoom Help Centre](#).



We hope this guide has helped you.

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