Using Zoom for video conferencing.

Due to the pandemic, 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

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

You can join Zoom meetings through your web browser (for example Google Chrome or Microsoft Edge) but this will stop you using some parts of Zoom.
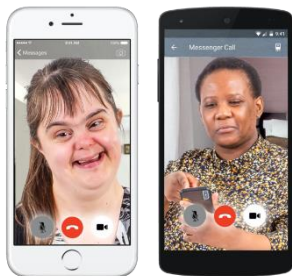
To download Zoom:

- 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.
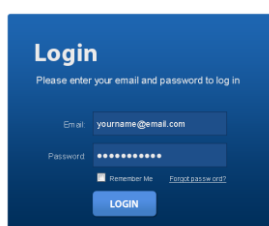
Get used to how it works by joining a [test meeting](#), where you can click around, try screen sharing, mute your audio (so your voice can't be heard), record the session and use the chat box without anyone else on the call.

Hosting 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.

Manage participants in the waiting room here

Either admit people into the meeting, or remove them from the waiting room
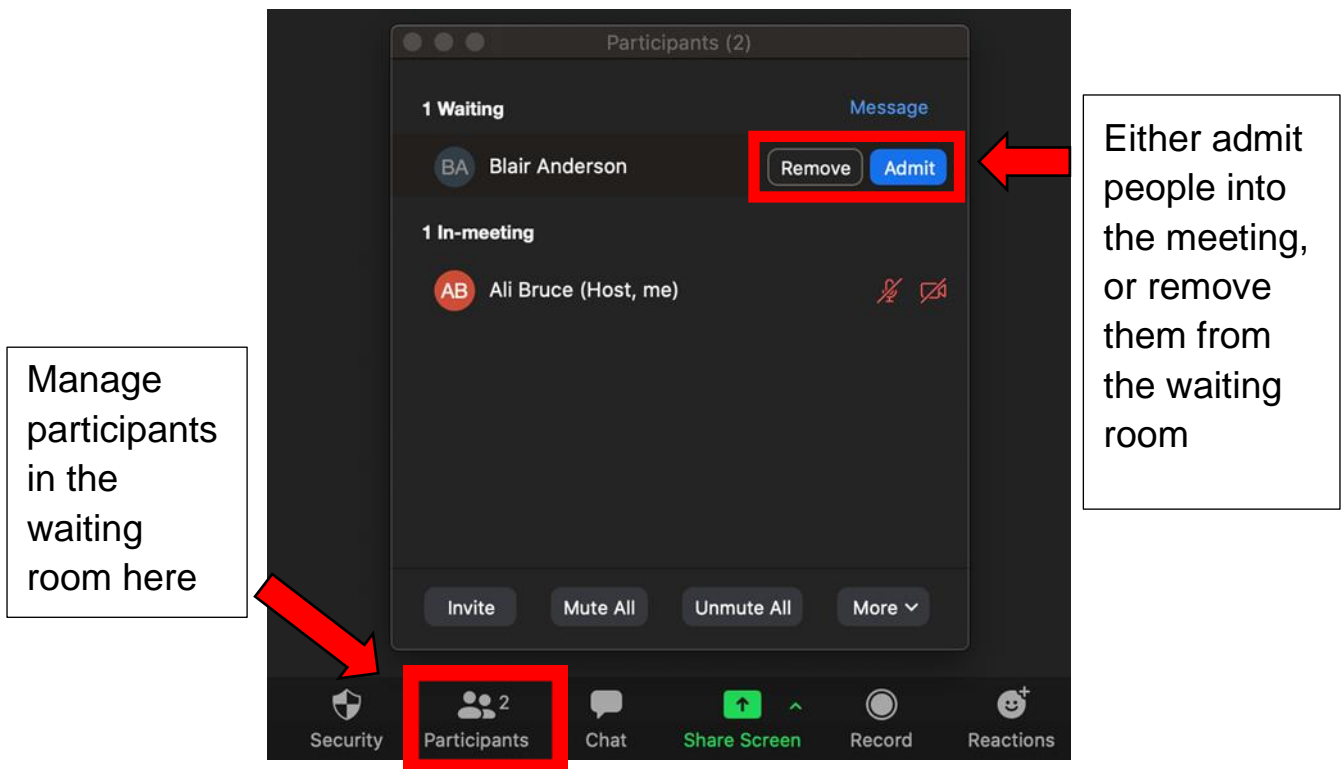
Also along this bottom bar you can:

- change security settings
- send text messages to other people at the meeting in the Chat Box
- share content from your screen with other attendees (like a PowerPoint presentation open in another window)
- record the meeting
- share 'reactions'

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 in the app.
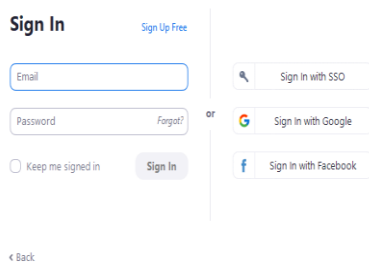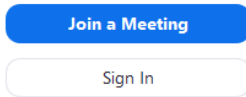
To join a meeting, you have been invited to, you can either:

- 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.

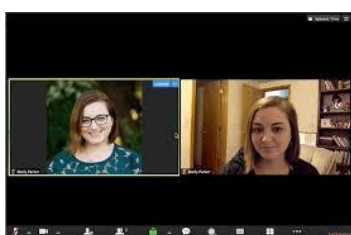If you would prefer to join from your web browser:

- after you click on the invitation link, click 'cancel' on the pop-up
- then click on 'start from your browser' at the bottom of the page.
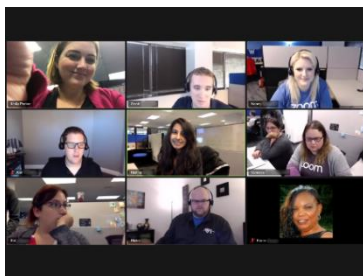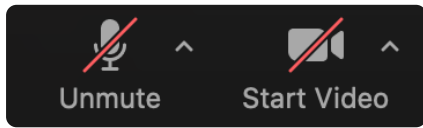
A Zoom meeting will look like this image.

This is 'Gallery view'.

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

If you would like to mute yourself (so you can't be heard), or stop sharing your webcam video with other people at the meeting, click the microphone or camera symbols so they get a red line through them like this.

If you are having trouble with either your sound or video while on the meeting, click the ^ symbol next to these icons to open the settings.
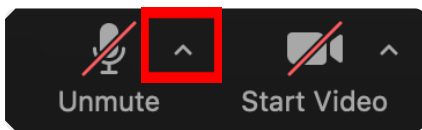
You can then change the sound and video, for example you can choose to speak through an external microphone or play sound through a Bluetooth speaker.
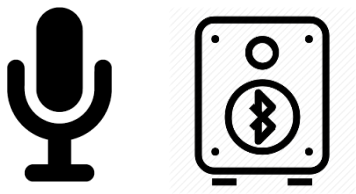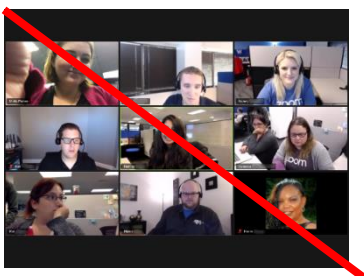
When you would like to leave the meeting, click 'Leave Meeting' on the bottom right of the screen.

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.

Turn off any smart speaker like 'Alexa' or 'Amazon Echo' while you are having your meeting, if it is in the same room as your meeting.

Joining a Meeting by Phone

You do not need to have the Zoom app open.

If the meeting does not need you to register before the meeting you only need to dial the phone number listed on the meeting invitation sent to you by the host, which looks something like this:

> Disability Equality Scotland is inviting you to a scheduled Zoom meeting.
>
> Topic: Test Meeting
> Time: May 28, 2020 12:00 PM London
>
> Join Zoom Meeting
> https://us02web.zoom.us/j/84454299986?pwd=cXU2N3QzNGN
>
> Meeting ID: 844 5429 9986
> Password: 113323
> One tap mobile
> +442034815237,,84454299986#,,1#,113323# United Kingdom
> +442034815240,,84454299986#,,1#,113323# United Kingdom
>
> Dial by your location
>   +44 203 481 5237 United Kingdom
>   +44 203 481 5240 United Kingdom
>
> Meeting ID: 844 5429 9986
> Password: 113323

If you have a smartphone:

- look at the meeting invitation that was emailed to you
- copy and paste one of the numbers under 'one tap mobile' as above into your phone dialler
- This will let you into the meeting with the Meeting ID and password.

To dial in from a landline or a mobile that is not a smartphone, type in the phone number from 'Dial by your location', followed by the Meeting ID and password when you are asked.

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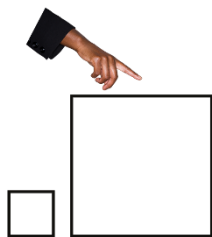
Zoom can be used be screen readers such as NVDA, JAWS, VoiceOver, and Android Talkback.

You can change which alerts your screen readers read out to you by going into Zoom and clicking 'Settings' then 'Accessibility'.
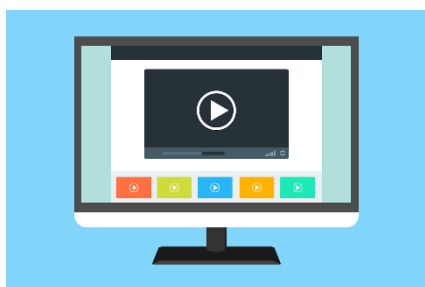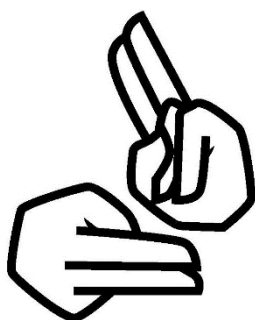
If someone is showing a video as part of the webinar, screen readers won't be able to read it.

Presenters should read out all of the information they show on their slides or videos.
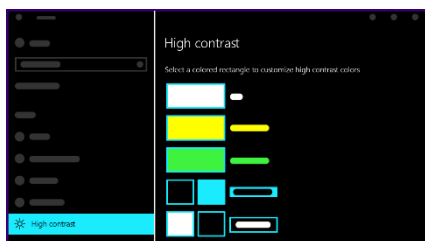
The Zoom Application on Windows, iOS, and Android support the high contrast settings defined in the system preferences.

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](#).

Disability Equality Scotland provides live captioning for our webinars.

You can change your live captioning settings by going on to your Zoom app, clicking 'Settings' then 'Accessibility'.

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.