Compute with Confidence

Zoom Basics; Using Zoom with the JAWS Screen Reader

Opening

Welcome to the Compute with Confidence Webinar Series; Zoom conferencing platform basics using the JAWS Screen reader.

I am your host Marcy Duty and my colleague assisting me is Stephen Guerra

This webinar, as all the webinars hosted by Stephen and myself, are sponsored by, and products of Computers for The Blind.

To read and learn more about Computers for the blind, (CFTB) navigate to the page by pressing the Enter key to read all about CFTB.

Housekeeping

All individuals in this webinar are muted. You can identify that you're in the Zoom CFTB meeting by doing the following:

Check the title of your window, (Press the JAWS Insert+the letter (T.)

If JAWS says (Title is Zoom Meeting) you are in the right spot.

To mute and unmute your audio   Press Alt + the letter (A.)

While the presentation takes place, everyone remains muted.

At the conclusion of the presentation, you have the opportunity to ask questions.

Here's how to ask a question.

Press the Zoom keyboard command Alt+Y to raise your hand. Stephen will recognize you and allow you to unmute your audio. Press (Alt key+A , a Zoom command to unmute the audio from your computer.)

When you have unmuted your audio, ask your question and immediately mute your audio by pressing (Alt+A.) We will answer your question with your audio muted.

This webinar is being recorded and all participants who registered will receive a link to listen to the webinar after it is completed as well as the corresponding documentation for your reference.

The documentation that will be provided is:

The transcript of this presentation and a list of keyboard commands for using Zoom with JAWS.

JAWS Screen Reader

The (Job Access with Speech,) JAWS screen reader is a product of [Freedom Scientific, a Vispero company.](#)

All computers delivered to our customers are equipped with either JAWS or ZoomText, and a customer may request both programs with a computer depending on their visual needs.

Zoom Basics

Zoom is a conference platform used for a wide variety of gatherings. Since the pandemic, zoom use has increased exponentially. Zoom Keyboard shortcuts make the program operational by those who use the JAWS screen reader.

Zoom meetings can be accessed using your computer, with an application on a smart phone or tablet or by dialing a phone number.

For this webinar, we will be specifically using a computer running Windows 10 and the latest edition of the JAWS screen reader.

The Zoom application can be installed on your computer from the [Zoom.us website](#) or by using a third-party service for downloading applications.

For this webinar, the understanding is that you have already installed the Zoom application on your Windows computer.

Getting Started

Before joining a meeting, you should have access to and plug in a headset. An optimal headset is one which has a microphone that is part of the device.

Using your laptop's built-in microphone and speakers for a zoom call, is not recommended as the sound of your screen reader bleeds through so everyone else in the meeting can hear it.

Plug in your Headset prior to joining the meeting.

Let's start by navigating to the Home screen or the list of Desktop icons. Press the Windows key+D.

This Windows command places focus on the Desktop list of icons. The Zoom application icon is found by pressing the letter (Z.) When JAWS says (Zoom,) the Zoom icon is highlighted.

Once you have pressed the letter (Z) and found the application (Zoom) press the Enter key to open Zoom.

When Zoom opens, there are buttons which you can locate by pressing the (Tab) key.

These buttons are:

- Join a Meeting,
- Sign Up
- Sign in
- The Zoom version

The items in the list above are on the screen for you to join a meeting, sign up for a Zoom account, sign in to Zoom with your account if you have an existing account and the current version of the Zoom application.

Join A Meeting:

You should have meeting information when pressing the Enter key to select this choice.

Press the Enter key on (Join A Meeting.)

The next dialogue that opens prompts for a meeting Id. This set of numbers is provided to you by the person who is hosting the meeting. Generally, this is approximately eleven numbers.

If you know this meeting Id, you enter these numbers on your keyboard. When you have finished entering the (Meeting Id) press the Enter key to continue to the next screen.

On the next screen, you are prompted for a Passcode. The passcode is provided to you by the host of the meeting when they supply the meeting id.

Type the Passcode and press the Enter key to join the meeting.

I am in a Meeting, Now what?

You have recently joined a meeting, and you now have a screen of different choices to go through. Use the (Tab) key to explore the Zoom controls.

Muting and Unmuting

Anticipate that when you join a meeting, that your audio will be unmuted.

There will be instances when you join a meeting/webinar, on entry to the meeting it is announced that all participants are muted.

When entering a meeting, and your audio is unmuted, mute your audio by pressing the Zoom keyboard command Alt+A.

To unmute your audio, also press the Zoom keyboard command Alt+A.

Being Recognized

When participating in a meeting/webinar, and you want to be recognized without interrupting the speaker, you can raise and lower your hand by pressing the Zoom keyboard command Alt+Y.

In the instance that your part of a large audience, the moderator can recognize that you have your hand up and will provide you the opportunity to unmute your sound so you can ask your question.

Exiting the Meeting

Leaving the meeting can also be performed with the keyboard by pressing the Zoom keyboard command Alt+Q.

This Zoom command exits the meeting.

Alerts and Notifications

If JAWS is speaking Zoom alerts and notifications while the speaker is giving their presentation and you would like to turn these off,

1. be sure that the Zoom meeting is the active window by pressing the Zoom keyboard command (control+Shift+Alt.)
2. Press the JAWS keyboard command Alt+Windows key+S.

This is a toggle, so you can turn on/off alerts during the meeting.

Returning to the Zoom Window

If you navigate away from the Zoom window at any time, you can always return focus to the Zoom active window by pressing the Zoom keyboard command Shift+Control+Alt.

This command puts the Zoom meeting window in focus.

Other Miscellaneous Functions in a Zoom Meeting

use the (Tab) key to explore and find items which you can read through to provide you the maximum amount of information during your Zoom meeting.

If you experience difficulties with your audio/video, reveal the submenus for both by pressing the Spacebar on either and a context menu is displayed. Navigate the submenu choices by using the up and down arrows on your keyboard.

When you're done exploring or changing any of the items inside the submenus, press the Escape key to close the submenu.

View the list of participants

The list of participants in a zoom meeting is displayed when you press the zoom keyboard command (Alt+U.)

Use the up and down arrow keys to read through the list.

Close the list of meeting participants by pressing the Zoom keyboard command Alt+U.

Chat

The chat is a place where those who are in your meeting/webinar might place a web address or helpful info for the speaker if unable to communicate via audio.

Enter the Chat by pressing the Zoom command Alt+H.

To read the chat history, once you have the Chat open, press the keyboard combination of Shift+Tab to place focus on the text that has been entered.

Take note: if arriving to the meeting after it starts, previous items placed in the chat will not be able to be seen.

***If the meeting/webinar is being recorded, and the recording is made available after the meeting/webinar is complete, you may ask the facilitator to provide the chat transcript with the meeting/webinar recording.

Q&A

Contacting CFTB

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