Using Zoom with NVDA Part 1 (Methods of Joining a Meeting)

Note: the main key used to navigate on the zoom platform is the tab key.

## Joining with a link

1. Click on the zoom link that was sent to you, or just copy it and paste it in the address bar of your browser.
2. When the dialog comes up to launch the meeting, down arrow to “open zoom meetings” and press enter.
3. If this dialog does not come up, follow the instructions to launch the meeting.

## Joining with meeting ID

1. Open the zoom desktop app.
2. Tab to the join button and press enter.
3. You should be automatically focused in an edit box that says “meeting ID or personal link name”
4. Type in or paste the meeting ID that you were given, and press tab.
5. You will be placed on an option that says “meeting history list dropdown”. This can be used instead of a meeting ID to rejoin a meeting that you have joined in the past. To use this option, use your down arrow to expand the dropdown. You can use both your up and down arrows to navigate through the items in the list. Once you find the one that you are looking for, press enter, and zoom will automatically put in the meeting ID for that meeting.
6. If you used the meeting history option, once you press enter, you will automatically be placed in the “enter your name” field. If you chose to manually type in the meeting ID instead, you will have to tab to this option. Enter the name that you want to be displayed in the meeting, and press tab to go to the next option.
7. The next option is a checkbox labelled “don’t connect to audio”. If you don’t want to automatically connect to the audio when you join the meeting, you can use your spacebar to check this checkbox. I personally like to leave it unchecked. Then tab to the next option.
8. The next option is a checkbox that says “turn off my video”. If you do not want to show yourself on your camera in this meeting, use your spacebar to check this checkbox. However, if you do plan to show your webcam, leave it unchecked. Then tab to the next option.
9. You will now be placed on the “join” button. Press enter on it to join the meeting.
10. Optionally, if the meeting also has a password, a window will pop up prompting you to enter the password. In this case, just type in the password for the meeting, then tab to the join button and press enter.

# After clicking join

1. Once you have used any of the methods mentioned above to join a meeting, zoom will attempt to connect you to the meeting.
2. If you are early, you might see a message saying that the meeting has not started yet. In this case, you will have to wait until the host starts the meeting.
3. Some hosts also enable the waiting room so that they can control the persons who can join their meeting, and when. If this is enabled, you will be placed in the waiting room, and you will have to wait for approval from the host to enter the meeting.
4. Upon entering the meeting, zoom may prompt you to choose your audio and video settings. Select your preferred audio option, such as computer audio or dialing in via phone. You can then choose whether to turn on your camera.

# In the meeting

After using any of these methods to join a zoom meeting, and following any necessary protocols, you will be connected to the zoom meeting. You will then have access to all the functionalities that zoom has to offer. When inside the zoom meeting, once again, the main key that you use to navigate the interface is your tab key. also note that the options that are available to you in a zoom meeting will depend on if you are the host, cohost, or just a regular participant. Nevertheless, we will be going through the options available to each role. Lastly, whenever you join a zoom meeting, it is always good practice to check to make sure that your audio is muted. you wouldn’t want any unwanted outbursts from your side when you join a meeting.