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# Using Zoom with JAWS User Guide

We are providing this document to help facilitate JAWS users’ transition to using Zoom for Alternate Instruction. JAWS does support using Zoom and it speaks many of the keystrokes necessary to use Zoom once you run and connect to a Zoom meeting.

## JAWS and Zoom Training by Freedom Scientific

Freedom Scientific, the company that produces JAWS, has a training page for [Zoom Learning](https://www.freedomscientific.com/webinars/jaws-and-zoom-a-lesson-on-learning/). The company has committed to improve the JAWS experience with Zoom.

If you are having difficulty installing, connecting, or using the Zoom app, you can use the phone number provided in the Zoom invitation to call into the Zoom meeting without having to use the app. Alternatively you can also use both the Zoom app and a phone connection for the audio stream simultaneously.

# Connect to Zoom by Dialing Phone Number

1. On your phones dial the number provided in the Zoom invitation (669-900-6833)
2. Dial-in the meeting ID which is located in the Zoom invitation or is found as the last portion of the Zoom URL
3. Followed by the # symbol.

Note: You can call in and use the Zoom app simultaneously

# Connect to Zoom by PC app

The Zoom application can be installed on Windows computers, MAC computers and on smart phones. **The rest of the guide is intended for users of JAWS 2019 or later using the Firefox browser on a Windows computer.** Please note most of these steps will work the same or very similar on most desktops or browsers.

## Installing Zoom Using Firefox on Your Personal Computer

1. When the Zoom program is not installed to the computer, it will automatically install once you open a link for any Zoom meeting by pressing **ENTER** on the link
   1. You can also ***select, copy, and paste*** the Zoom meeting URL into any browser and press **ENTER**
   2. Alternative, you can use the following link to [download the Zoom software](https://zoom.us/client/latest/ZoomInstaller.exe), the URL is <https://zoom.us/client/latest/ZoomInstaller.exe>
2. You should try to install the Zoom software before the actual start-time of a scheduled Zoom meeting.
3. After you have activated the link, it will prompt you to save the Zoom file.
4. Make sure to press **TAB** to the Save File button because arrowing to the button doesn’t work, and press **ENTER** on the button.
5. It will take you to a pop out window, you can press **TAB** or **UP or DOWN ARROWS** to go to the “show all downloads button” and press **ENTER**.
6. This will open up a File Explorer Window and take you to the Zoom installation file that was previously saved
7. Press **ENTER** on the file to run the install file
8. You will be taken to a window that will ask you for a username for the Zoom meeting. You will be able to choose other options, such as to Join.
9. Sometimes it will also ask you to input the Zoom meeting ID which you can just go ahead and ***select, copy, and paste*** the Zoom meeting URL sent to you by your instructor into the edit field
10. After typing in your username, press **TAB** to navigate to the Join button and press **SPACE BAR**.

## Keystroke Recommendations

* When navigating through Zoom it is recommended to **TAB** through the main options.
  1. Alternatively we have listed all the shortcut keys on the last page if you do not want to **TAB** through options
* There will be cases in which you will need to press **UP or DOWN ARROWS** through certain selections to navigate within drop down lists.
* Most option menus in Zoom can to be activated by using **SPACE BAR** including drop down lists, but you can press **ENTER** as well most of the time**.**
* If the option is not a drop-down list, you can press **TAB** to navigate within a pop out window
* It may take some time to be able to distinguishing or memorize whether options are pop out windows or drop down lists
* The **ATLC** will be there to help along the way!

## Zoom Buttons and Options

### Main Zoom options buttons

You can navigate to the following options/controls by pressing **TAB**:

* 1. Copy URL button
  2. Join Audio button
  3. Share button
  4. Invite Others button
  5. Mute my Audio button
  6. Audio Settings button
  7. Start My Video button
  8. Video Settings button
  9. Invite button
  10. Open Participants Panel button
  11. Share button
  12. Open Chat Panel button
  13. Record button
  14. Leave Meeting button

### Drop Down lists

The following options will need to be entered by pressing **SPACE BAR** that opens a drop down list and then you can navigate by pressing **DOWN ARROWS:**

1. Audio Settings button
2. Video Settings button

### Pop Out Windows

The following main buttons will open a pop out window by pressing **SPACE BAR** and then pressing **TAB** and/or **UP or DOWN ARROWS** may be needed to go through the options within the pop out window. You can close pop out windows by pressing **ESC** or you can switch between Zoom windows by pressing **F6**

1. Join Audio button
2. Share button
3. Invite Others button
4. Invite button
5. Share button
6. Record button
7. Meeting Information button

### Panels

The following options will open up a panel or a window. If they open as Panels they will remain visible and active until the button is pressed again. You can get to them by pressing **TAB**. The panels also have a Panel Control button drop down which lets you switch the panel to a pop out window or to close the panel.

If panels open up as pop out windows, you can control them like you would the other pop out windows mentioned above. You can close pop out windows by pressing **ESC** or you can switch between Zoom windows by pressing **F6.** You can navigate within a pop out window by pressing **TAB** and/or **UP or DOWN ARROWS.**

1. Open Participants Panel button
2. Open Chat Panel button

## Logging In

1. When you want to connect to a Zoom meeting, go in to your email or canvas page that contains the Zoom invitation link and press **ENTER** on the link that will be given by your instructor.
2. It will open the Zoom application and ask if you would like to join the meeting.
3. Press **ENTER** on join Zoom meeting button.
4. The next window, if you are connecting to Zoom for the first time or every other time, may prompt you to type in your name. This name is displayed to all the Zoom participants.
5. It typically displays your user name by default, but you can go ahead and change the field by typing in your name in the edit field.

## How to Connect the Audio

1. In order to connect the audio so that you and other zoom participants can hear each other, you will have to **TAB** over to Join with Audio button and press **SPACE BAR**.
2. A window with audio options will come up, press **TAB** to go to the Join with Computer Audio button and press **SPACE BAR**.
3. From here you will be able to hear your professor and JAWS will also read that your microphone is unmuted.
4. Once it reads that you are unmuted, the focus will be on the Mute button and you can go ahead and press **SPACE BAR** so that you can mute your microphone if you need to right away.
5. It is a good idea to check periodically if you are muted or not in case you have to communicate with your instructor.

## Panels

### Participants Panel

1. You can press **TAB** to get to the Open Participants Panel button to get information on the participants that are currently in the Zoom meeting
2. When you press **SPACE BAR** on the Open Participants Panel button it will tell you how many participants are in the Zoom meeting
3. You can keep pressing **TAB** to find the options available in the Participants Panel
4. When you **TAB** in to the Participants List list box, you can press **DOWN ARROW** to listen for each of the participant’s name and status, pressing **TAB** here would not work to hear the rest of the participant’s names because the list box functions like a drop down list.
5. If you continue to press **TAB** in the Participants Panel, you will hear other status options such as the Raise Hand button, the Yes button, the No button, the Go Slower button, the Go faster button, and the More button as well as the Panel Control button drop down
6. If you select the Raising Hand button it will announce “Alert, hand now raised.” The other status options will not give an alert announcement, but you can toggle them on and off by pressing **SPACE BAR** on the status button
   1. JAWS will not automatically speak when other users have selected status options, however, you can check other participant’s status by reading the participant’s name in the Participants List list box
7. The only button that cannot be activated correctly with the keyboard is the More button
   1. The “more button” contains other status buttons like the Need a Break (Coffee Mug) button, the Clap button, the Like button and the Dislike button.

### Chat Panel

1. You can press **TAB** to get to the Open Chat Panel button to communicate with the participants using the Chat feature
2. By default, when you press **SPACE BAR** on the Open Chat Panel button, you will be in the Input Chat Text “type message here” text field to be able to send a message to all participants in the Zoom meeting
3. You can change who you send a message to by pressing **TAB** until you hear the Everyone Button Drop Down and then press **SPACE BAR**. You can then press the **DOWN ARROW** to select who you want to send your chat message to
4. You can save the chat or share a file in the chat if you press **TAB** to go to the More button drop down in the chat panel, press **SPACE BAR** and then you will need to **DOWN ARROW** through the options and press **SPACE BAR** to select.
5. You can press **TAB** to go over to the Input Chat Text “type message here” text field, in here you will be able to type in your chat message.
6. Press **ENTER** to send your message.
7. You can press **TAB** to go over to where you will hear Chat Text List list box and press **SPACE BAR**, this will allow you to then be able to press **DOWN ARROW** to go through and read all of the chat messages others have sent, including yours if you have sent any.

## Break Out Rooms

1. If an instructor assigns you to a break out room, you will get a notification and you can press **TAB** to go over to it.
2. Once you get to the break out room notification, you can press **SPACE BAR** on the Join Break Out Room button to connect to the break out room.
   1. In the break out room you can press the Open Participants Panel button, the Open Chat Panel button, the Ask for Help button, the Leave Break Out Room button, and the other options that are also displayed in the main Zoom meeting.
3. When you press **SPACE BAR** on the Ask for Help button it will bring up a message saying “You can invite the host to this break out room for assistance.”
4. If you need help then press **TAB** to go over to the Invite Host for Help button and press **SPACE BAR**.
5. It will then notify the host and enable the host to connect to the break out room.
6. If you are not sure if you are in the break out room or if you are in the main Zoom meeting, you can tell that you are in a break out room when you can find the Leave Break Out Room button by pressing **TAB** instead of finding the Leave Meeting button.
7. If you leave the break out room it will ask you if you would like to join the main Zoom meeting, you can then press **SPACE BAR** to return to the main Zoom meeting.

## Shortcut Keys

* To Mute and unmute microphone use **ALT+A**
* To switch between open Zoom windows use **F6**
* To close a Zoom window use **ESC**
* To display and enter or to hide the chat panel use **ALT+H**
* To raise and lower your hand use **ALT+Y**
* To switch camera view from front to rear camera use **ALT+N**
* To move focus to Zoom meeting controls use **CTRL+ALT+SHIFT**
* To start and stop video use **ALT+V**
* To display and hide the Participants panel use **ALT+U**
* To enter or exit full screen use **ALT+F**
* To start local recording use **ALT+R**
* To start cloud recording use **ALT+C**
* To pause or resume recording use **ALT+P**
* To mute and unmute everyone but the host use **ALT+M**  
  Note: This only applies if you are the host of the Zoom meeting
* To start or stop screen share use **ALT+S**Note: May only work when meeting control toolbar has focus
* To pause or resume screen share use **ALT+T**  
  Note: May only work when the meeting control toolbar has focus