Windows 10
An Introduction to zoom Cloud Meetings

What is Zoom Cloud Meetings?

Zoom Cloud Meetings, known simply as 'Zoom', is a video conferencing platform that is often used to conduct meetings via the web. It works on Windows, Mac and Linux Operating Systems. Additionally, a Zoom app is available for Android and Apple iOS devices. Zoom was originally used by businesses to conduct their meetings and conferences, however, more and more commonly, Zoom is used by individuals to stay in touch with family and friends! Best of all though, zoom is extremely accessible to users of screen reading programs such as JAWS, NVDA and SuperNova.

Invitations to join Zoom meetings

Zoom meetings involve two types of users. A Host, who organises the meeting in Zoom, and Participants, who are invited to join the meeting. Invitations to join Zoom meetings are sent via email. An invitation to a Zoom meeting may require registration in order to join it. If registration is required, the email will inform you that you need to 'Register in advance for this meeting' and a link will be provided to register. If registration is not required, the email will say 'Join Zoom Meeting' and a link will be provided to join the meeting.

Registering for a Zoom meeting

To register for a Zoom meeting, activate the 'Register' link inside the email. Upon doing this, you will be taken to a Zoom web page. On this web page, you will find edit fields into which you enter your First Name, Last Name and Email Address. Once you have done this, activate the Register button. Upon doing this, the 'Meeting Registration Approved' page will be displayed. You will also receive a confirmation email which outlines how to join the meeting.

Joining a Zoom meeting

When the time of the meeting arrives, open the email invitation and activate the link to the meeting. Upon doing this, a 'Launch Meeting' page will open in your web browser. If this is the first time you have used Zoom, you will need to activate the

'download and run Zoom' link. When the download is complete, locate the downloaded executable file and activate it. By default, it will be downloaded to the Downloads folder on the hard disk of your computer. The file you are looking for will begin with 'Zoom_cm_fo4...'.

 If you already have Zoom installed, you will be prompted to Open Zoom Cloud Meetings. If you enter the meeting before the host has joined, you will be taken to a 'Waiting Room'. A message will be displayed stating "Please wait for the host to start this meeting". The Host will admit you to the meeting when they are ready to start.

Note 1: Sometimes, you will not be taken to a Waiting Room before entering a meeting. This is an optional feature which is determined by the Host when they invite you to the meeting.

Navigating the Zoom Screen

Upon joining a meeting, a popup window will be displayed which contains a Zoom Meeting ID. You will be prompted to choose an audio source for the meeting. There are a few options available, but the one you want is 'Join with Computer Audio'.

Once in the meeting, press the ALT key to display the Meeting Controls toolbar for the duration of the meeting. Press the ALT key again if you want to hide the Meeting Controls during the meeting. With the Meeting Controls displayed, pressing TAB will allow you to move through the controls. Pressing SPACEBAR will activate a control.

The Audio and Video Buttons

When you join a meeting, Audio and Video is usually turned off. You will be able to hear the Host and other participants, but they will not be able to hear or see you. To Unmute (open the audio channel), thus allowing everyone to hear you, press the keyboard command ALT+A. To turn on Video, thus allowing others to see you, press the keyboard command ALT+V. Alternatively, you can press **TAB** to move to each button in turn and press **SPACEBAR** to toggle the setting. You are now set up and ready to participate in the meeting!

Zoom Keyboard Commands

There are dozens of Zoom keyboard commands available. However, some of these you will never use, unless you are hosting a meeting. Following is a list of the most common commands and what they do:

F6
Allows you to navigate between Zoom popup windows.

ALT
Shows or hides the Zoom Meeting Controls toolbar.

SHIFT+CTRL+ALT
Moves focus to the Zoom Meeting Controls toolbar. Here, you can press TAB to navigate to each control in turn. To navigate the controls in the opposite direction, press SHIFT and TAB. To activate the selected control, press the SPACEBAR.

Note 2: The Zoom Controls toolbar must be on screen for this command to work.

Alt+F1
Switches to Active Speaker View in a video meeting. This allows you to see only the person who is speaking!
Alt+F2
Switches to Gallery View in a video meeting. Gallery view is where small videos of participants are displayed in a grid structure.

PAGE DOWN
Displays the next 25 participants in the Gallery View.

Page Up
Displays the previous 25 participants in the Gallery View.

ALT+F
Toggles between full screen view and standard screen view.

ALT+V
Starts and Stops your video. When video is On, others can see you. When video is Off, they can't see you.

ALT+A
Mutes and Unmutes your audio. When audio is Unmuted (turned on), all participants can hear you when you speak. When audio is Muted (turned off), they can't hear you.

ALT+M
Mutes everyone in the meeting, with the exception of the Host. Pressing ALT+M again Unmutes everyone.

ALT+S
Shares the contents of your screen with everyone else in the meeting. This is often done by the Host to show a slide from a presentation, chart etc. For this command to work, Focus must be on the Zoom Meeting Controls toolbar. By default, only one participant can share their screen at a time.

ALT+H
Moves focus to the Chat Window. Here you can type a message and then press ENTER to send it. Upon doing this, each meeting participant will be able to read the message.

ALT+U
Shows or hides the list of Participants in the meeting.

ALT+Y
Alerts the Host that you have Raised your Hand. Usually, you do this to ask a question. If you change your mind, press ALT+Y again to Lower your Hand.

ALT+L
Toggles between Portrait and Landscape view.

CTRL+UP ARROW
Displays the Previous Chat Window.

CTRL+DOWN ARROW
Displays the Next Chat Window.

CTRL+T
Allows you to jump to a chat with a specific participant.

Alt+F4
Press this keyboard command to display options for leaving the Zoom meeting. Press TAB to explore the available options. Press ENTER to activate the selected option.