

# Zoom Workplace with JAWS

## Joining and Participating in a Meeting



This tutorial has been designed to introduce you to joining and then participating in a Zoom meeting on a Windows 11 computer, in conjunction with JAWS (Job Access Speech). It also covers the most common controls and what they are used for!

By the end of this tutorial, you'll know how to:

- Join a Zoom meeting from an email invitation link.
- Navigate the controls in the Zoom Meeting screen.
- Mute and unmute the microphone.
- Turn video on and off.
- Raise and lower your hand.
- Send and read Chat messages.
- Find out who is in the meeting.
- Find out who is currently speaking.
- Exit a meeting.

**Note 1:** The version of JAWS used in the creation of this tutorial was 2025.2410.106. The version of Zoom used was 6.6.11.

## **Assumptions**

Some assumptions have been made in the creation of this tutorial. They are as follows:

- You are using a Windows 11 desktop or laptop computer.
- You are using the latest version of Zoom Workplace. At the time of writing (12 December 2025), the latest version of Zoom is 6.6.11.
- You are using JAWS version 2024 or later.
- You are experienced in the use of email.

## **What is Zoom Workplace?**

Zoom Workplace, known simply as "Zoom", is a video conferencing platform that is often used to conduct meetings via the web. It works on Smartphones, Tablets, Desktop and Laptop computers. 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 easy to use!

## **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 include the text "Join Zoom Meeting" and a link will be provided. Activating this link will start the joining process.

# Joining a Zoom Meeting from an Email Invitation

When you are invited to join a Zoom meeting, the organiser includes the relevant meeting information in the email message. For example, the date and time of the meeting, a Meeting ID and Password. Also included in this message, will be a link which, when activated, starts the joining process by taking you to a web page on the Zoom web site.

To join a Zoom meeting from an email invitation, follow these suggested steps:

1. Start your email program.
  2. Locate and open the email message which contains the Zoom meeting invitation.
  3. Locate and activate the invitation link. For reference, this will start with "https://us". Upon doing this, you'll be taken to a web page on the Zoom web site. JAWS will say "Open Zoom meetings" or "Launch Zoom Meeting".
  4. On the Zoom web page, focus should be on a button labelled "Cancel". To the left of this button, you'll find another button labelled "Open Zoom Meetings". Press TAB until this button is selected and then press ENTER. Upon doing this, depending on how the host has configured the meeting, you'll either join the meeting straightaway, or be re-directed to the virtual Waiting Room.
- Note 2:** At this stage, you may be presented with a screen titled "Join from Zoom Workplace App". If this is the case, press TAB until the "Join from Zoom Workplace" button is selected and press ENTER to continue.
5. If you arrive at the virtual Waiting Room, JAWS will say " Host has joined, we've let them know you're here". Hopefully, you shouldn't have to wait too long!

**Note 3:** Upon joining a meeting, a popup window may be displayed which contains a Zoom Meeting ID. If this is the case, you'll be prompted to choose an audio source for the meeting. You'll find a couple of options available, but the one you want is "Join with Computer Audio". Press TAB until this option is selected and then press ENTER. That's it, you've successfully joined the Zoom meeting!

## **Description of the Zoom Meeting Screen**

The Zoom Meeting screen consists of a video area, which takes up the vast majority of the screen. Running along the bottom of the screen, you'll find a toolbar, on which are situated the most commonly used controls.

From left to right, the controls at the bottom of the screen are: Mute/Unmute Audio, Audio Settings, Video, Video Settings, Participants, More Options for Participants, Chat, More Options for Chat, React, More Options for React, Share, Meeting Info, More Meeting Controls, Leave, Meeting Security and View. For your convenience, the most commonly used controls are described as follows.

### **The Mute/Unmute Audio Button**

The Mute/Unmute Audio button is used to control the status of the microphone. When the microphone is muted (turned off), the name of the button changes to become Unmute. When the microphone is Unmuted (turned on), the name of the button changes to become Mute.

### **The Audio Settings Button**

To the right of the Audio button, you will find the Audio Settings button. This button, when activated, displays a menu consisting of options for specifying a microphone to be used throughout the meeting, specifying which speakers to use and an option for testing your microphone. It's not usually necessary to access the options in this menu, so they won't be discussed further.

## **The Video Button**

The Video button is used to control the status of your camera. When the video is stopped, the name of the button changes to become Start my Video. When the video is started, the name of the button changes to become Stop my Video.

## **The Video Settings Button**

To the right of the Video button, you'll find the Video Settings button. This button, when activated, displays a menu consisting of options for choosing a camera to be used throughout the meeting, adjusting the Background and Effects and applying filters. It's not usually necessary to access the options in this menu, so they won't be discussed further.

## **The Participants Button**

The Participants button is used to show or hide the Participants panel. When the Participants panel is shown, you can press DOWN ARROW to browse the list of participants. As you navigate the list, JAWS informs you whether or not the audio and video is on/off for the selected participant.

## **The More Options for Participants Button**

To the right of the Participants button, you'll find the More Options for Participants button. This button, when activated, displays a menu consisting of just two options. These are Invite and Copy Invite Link. These options allow you to invite someone else to join the meeting. It's not usually necessary to invite someone else to a meeting once it has been started, so this won't be discussed further.

## **The Chat Button**

The Chat button, when activated, shows or hides the Chat panel. This includes an edit box, for typing a chat message, which by default will be sent to the meeting host.

## **The More Options for Chat Button**

The More Options for Chat button, when activated, displays a menu, consisting of just one option. This is the Show Chat Previews check box. You shouldn't need to change this setting, so it won't be discussed further.

## **The React Button**

When the React button is activated, a menu is displayed which contains the following options: clap, thumbs up, joy, open mouth, heart and tada. There's also an option for raising your hand. You can navigate the options in this menu using the TAB key. To activate an option, press ENTER. When you activate any of the options, sighted participants, along with the Host, will be able to see an icon associated with the reaction you activated, in your video stream.

## **The More Options for React Button**

When the More Options for React button is activated, a menu is displayed consisting of just two options. These are Recognise Hand Gestures and Play Chime for Raised Hands. These won't be discussed further.

## **The Share Button**

The Share button is used to display options for sharing your computer's screen. By default, only the Host can share screens, therefore, this option won't be discussed further.

## **The Meeting Info Button**

When the Meeting Info button is activated, a popup window is displayed which contains information about the meeting. This includes the Meeting ID, the Passcode, a link for inviting a new participant and the name of the meeting organiser.

## **The More Meeting Controls Button**

When this button is activated, a menu is displayed consisting of the following options: Record, Captions, Docs, Notes, Whiteboard and Apps. These options are beyond the scope of this tutorial and won't be discussed further.

## **The Leave Button**

The Leave button is used to exit the meeting. When it's activated, a popup window is displayed which contains 2 buttons labelled "Leave Meeting" and "Cancel". You can press TAB to navigate between these buttons and ENTER to activate the selected button.

## **The View Button**

When the View button is activated, a menu is displayed which contains the following options: Full Screen, Speaker View and Gallery View. Full screen fits the currently displayed video feed to the whole screen. Speaker View shows just the person who is currently talking. Gallery View displays all participants in a grid structure, up to 49 at a time.

## **Navigating the Controls in a Zoom Meeting**

You can navigate forwards through the controls in a Zoom Meeting by pressing TAB. To activate a control, press ENTER or SPACEBAR. To navigate backwards through the controls, press SHIFT and TAB.

It is also possible to activate most of the controls using keyboard shortcuts. The available keyboard shortcuts are as follows:

ALT and A - Mute or Unmute the Audio (microphone)

ALT and V - Start or Stop the Video

ALT and U - Show or Hide the Participants Panel

ALT and H - Show or Hide the Chat Panel

ALT and Y - Raise or Lower your Hand

CTRL and SHIFT and Y - Open/close the Reactions panel  
ALT and F - Switch to Full Screen view  
ALT and Q - Activate the Leave button

## **Asking a Question During a Zoom Meeting**

If you wish to ask a question during a Zoom Meeting, press the keyboard shortcut ALT and Y. Upon doing this, all sighted participants, along with the host, will be able to see the Raise Hand icon, in your video stream. JAWS will alert you to the fact that you've raised your hand. If you change your mind, press ALT and Y again. Upon doing this, the Raise Hand icon will be removed from your video stream and JAWS will say "Hand now lowered". This will inform the Host that you no longer wish to ask a question.

## **Sending and Reading Chat Messages**

It's possible to send short chat messages to other participants in a Zoom meeting. Some of the reasons for sending chat messages are to ask a question, provide an answer to a question or to share contact details with other participants.

By default, chat messages are sent to everyone in the meeting. However, it is also possible to send a message to a specific participant. For completeness, both methods of sending messages will be covered.

### **Sending a Chat Message to Everyone**

To send a chat message to everyone, follow these suggested steps:

1. Press the keyboard shortcut ALT and H. Upon doing this, the Chat panel will be displayed. JAWS will say "Type message here ellipses, edit".

2. In the Chat panel, focus will be in the Type Message Here edit box. Type your message and press CTRL and ENTER when done. Upon doing this, the message will be sent to all participants and JAWS will read the message aloud.

## **Sending a Chat Message to a Specific Participant**

To send a chat message to a specific participant, follow these steps:

1. With the Chat panel on screen, press CTRL and N. Upon doing this, a new chat will be created and you will be positioned inside the New Message To edit box. This contains a list of all participants in the meeting.
2. Press DOWN ARROW or Up ARROW, until the name of the person you want to send the message to is selected and then press ENTER. Upon doing this, the message you are about to send will be directed to them.
3. Press TAB until the Type Message Here edit box is selected. Then, type your message.
4. Finally, press CTRL and ENTER to send your message. Upon doing this, the participant you specified will receive the message.

## **Reading the Chat History**

As you send and receive messages, a history of the chat is stored in a list, directly above the Type Message Here... edit box.

To read the Chat History, follow these suggested steps:

1. With the Chat panel on screen, press SHIFT and TAB until the Chat History list is selected. Upon doing this, JAWS will read the first message in the list. For reference, this will include the name

of the participant who sent it, who it was sent to and the time it was sent. Alternatively, you can press CTRL and U to move directly to the Chat History list.

**Note 4:** Messages in the history list are displayed in reverse chronological order. This means that the oldest message will be at the top of the list and the newest will be at the bottom!

2. Press DOWN ARROW to read the messages that have been sent during the meeting. If you accidentally move past a message, press UP ARROW to move back to it in the list.

**Note 5:** When in the Chat History list, you can press CTRL and HOME to move to the top of the list and CTRL and END to move to the bottom of the list. The ability to do this might be helpful if you are looking for a message which was sent towards the beginning or end of the meeting!

3. When you've finished chatting, press ALT and H to close the Chat panel and return to the Zoom meeting screen.

## Reviewing the last Ten Alerts or Messages

It is possible to have JAWS say the last ten alerts or messages sent during a meeting. To do this, press CTRL and 1 to have the latest alert/message announced. Press CTRL and 2 for the second last alert/message and so on, up to CTRL and 0 for the tenth last alert/message. As new alerts or messages are sent, the oldest ones drop off the end of the list!

## Finding Out Who is Currently Speaking

One problem of attending a meeting with a lot of participants, is knowing who's speaking at the current time. Fortunately, JAWS can help in this area! To find out who's speaking, press the keyboard shortcut CTRL and SHIFT and T. Upon doing this, JAWS will say the name of the active speaker!

## **Stopping JAWS from Speaking during a Meeting**

During a meeting, JAWS will announce when a participant has joined or left the meeting, as well as all messages that are sent to everyone. Having this information announced, whilst being extremely useful, can make it difficult to concentrate on what the active speaker is saying. Therefore, it's a good idea to temporarily mute JAWS. This will ensure that the only thing you hear are the participants of the meeting.

To temporarily mute JAWS, follow these suggested steps:

1. Press the keyboard shortcut INSERT and SPACEBAR. Upon doing this, you'll hear a click sound. This indicates that you've entered the JAWS layered command feature. This allows you to press single characters to turn certain JAWS features on/off.
2. Press the letter S. Upon doing this, JAWS will say "Speech on demand". This means that JAWS has been muted!

Now, as the meeting progresses, all you'll hear is the meeting itself, and nothing from JAWS! To unmute JAWS, simply press the keyboard shortcut INSERT+SPACEBAR, followed by the letter S again. Upon doing this, JAWS will say "Full speech".

## **Recommendations for Attending a Zoom Meeting**

Some of the following recommendations might help when attending a meeting:

- Try to join a meeting five minutes or so prior to the meeting start time. This will give you time to test out your microphone and camera. It will also cut down the likelihood of you missing any important information that might be said at the beginning of the meeting.
- Wear a pair of headphones. This'll ensure that other participants don't hear announcements from NVDA.

- Mute your audio when other participants are speaking. This'll ensure that any background noises from your location aren't picked up by your microphone.
- As far as possible, try to ensure that as little activity is going on behind you, as this could be distracting to other participants. Of course, you could always turn off your video, but this may not always be practical!

## **Exiting a Zoom Meeting**

There are 2 common methods of exiting a Zoom Meeting. The first method is for the Host to end the meeting. Upon doing this, all participants will be disconnected from the meeting. The second method is to activate the Leave button, by pressing the keyboard shortcut ALT and Q. Upon doing this, a message box will be displayed and JAWS will say "Leave meeting?".

Two buttons will be available, labelled Leave Meeting and Cancel. Press TAB until the Leave Meeting button is selected and then press ENTER. Upon doing this, you'll leave the meeting!

This is the end of the introduction to joining and participating in a Zoom meeting in conjunction with JAWS. Happy Zooming!

## **Contacting the Author**

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