Zoom with JAWS
Scheduling and Managing a Meeting

This tutorial has been designed to introduce you to scheduling and then managing a Zoom meeting on a Windows 10 computer, in conjunction with JAWS.

By the end of this tutorial, you should be able to:

- Schedule a meeting.
- Invite people to a scheduled meeting.
- Start a schedule meeting.
- Admit people into a meeting.

Note 1: The version of JAWS used in the creation of this tutorial was 2022.2112.24. The version of Zoom used was 5.11.1.

Assumptions Made in this Tutorial

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

- You are using a Windows 10 desktop or laptop computer.
- The latest version of the Zoom Cloud Meetings application is installed on your computer. At the time of writing (18 July 2022), the latest version of Zoom is 5.9.1.
- You have created a Zoom user account and are signed in to it in the Zoom application.
- You're using JAWS version 2020 or later.

Scheduling a Meeting

You can find the option for scheduling a meeting in both the Home tab and the Meetings tab of the Zoom application. However, if you schedule a meeting using the Home tab, only meetings scheduled for the current day will be listed. If you schedule a meeting using the Meetings tab, all meetings, regardless of which day they are scheduled for, are listed. This makes locating a meeting and its associated information, a little easier. Therefore, it is recommended to use the Meetings tab to schedule your Zoom meeting.

To schedule a Zoom Meeting, follow these suggested steps:

1.   Start the Zoom application.

2.   Press **CTRL and TAB** until the Meetings tab is selected. Upon doing this, JAWS will say "Meetings tab selected".

3.   Now press **TAB** until the **Schedule Meeting** button is selected and then press **ENTER** to activate it. Upon doing this,   a popup menu will be displayed. JAWS will announce the currently selected option. This should be Schedule Meeting. For reference, there are 2 other options, Schedule from Google Calendar and Schedule from Outlook. Press **DOWN ARROW** to move between each option.

4.   Press ENTER to choose the Schedule Meeting option. Upon doing this, the Schedule Meeting dialog box will be displayed.

5.   IN the Schedule Meeting dialog box, focus will be in an edit box labelled " Topic". A suggested name consisting of your name followed by the words "Zoom Meeting" will be present and selected. Overtype this suggested name with an appropriate name for your meeting.

6.   When you have specified a topic for your meeting, press **TAB** until the Start Day button is selected. Upon doing this, JAWS will announce the current date, followed by a suggested time for your meeting. Press **ENTER** to activate this button. Upon doing this, a calendar will be displayed, and JAWS will say "expanded, calendar picker" and will then announce the currently selected date and time again.

You can navigate the dates in the calendar in 2 ways. Pressing **DOWN ARROW** or **UP ARROW** moves forwards or backwards 7 days at a time. Pressing RIGHT or LEFT ARROW, moves forwards or backwards 1 day at a time. For simplicity, it is recommended to use a combination of **RIGHT ARROW** and **LEFT ARROW** to navigate the calendar!

7.   Press **RIGHT ARROW** until you have selected the desired date for your meeting. When you have done this, press **ENTER** to choose the date and close the calendar.

The next 3 controls in the Schedule Meeting dialog box are edit/spin boxes. In order, they are labelled "Month", "Day" and "Year". These allow you to make adjustments to the date of the meeting. In truth, you shouldn't need to use them if you have

selected the correct date from the calendar! However, you can press **DOWN ARROW** or **UP ARROW** when any of these edit/spin boxes are selected to change the current setting!

8.   Next, press **TAB** until the Start Time button is selected. Upon doing this, JAWS will announce the suggested start time for the meeting. Press **ENTER** to activate this button. Upon doing this, a list of available start times will be displayed.

9.   Press **DOWN ARROW** or **UP ARROW** to select the next or previous start time. For reference, the start times are divided into 15 minute slots. When you have selected the desired start time, press **ENTER** to choose it and close the dropdown menu.

The next 2 controls in the Schedule Meeting dialog box are edit/spin boxes. In order, they are labelled "Hour" and "Minutes". These can be used to fine-tune the start time of your meeting. Press **DOWN ARROW** or **UP ARROW** when any of these edit/spin boxes are selected to change the current setting!

Following the Hour and Minutes edit/spin boxes, you will find 2 combo boxes. In order, they are labelled "Duration (Hour)" and "Duration (Minutes)".   The default setting is for the meeting to run for 30 minutes. If you are scheduling a 1:1 meeting, you don't need to worry about these combo boxes! Press **DOWN ARROW** or **UP ARROW** when any of these combo boxes are selected to change the current setting!

10. Press TAB until the Meeting ID group of radio buttons is selected. Upon doing this, JAWS will announce the selected option. There are two options available, "Generate Automatically" and "Use Personal Meeting ID".

For most meetings, it's recommended to let Zoom generate a Meeting ID automatically. This will be valid for the duration of the meeting and will expire when the host ends the meeting. The Personal Meeting ID option uses the ID assigned to you when you create your Zoom account. This means you can use the same ID for all meetings you schedule. This is ideal for people who you meet with on a regular basis!

11. Press DOWN ARROW until you have selected the desired Meeting ID option.

Associated with the Meeting ID, you will find a Passcode. This will be embedded into the meeting invitation link. This is ideal, as participants who join using this link won't have to enter a passcode manually.

12.   Press **TAB** until the   Security Waiting Room check box is selected. If you wish to use a waiting room for your meeting, ensure that this option is checked. If you don't want to use a waiting room, ensure that it is unchecked. You can change the setting by pressing the **SPACEBAR**. For reference, the default setting is to use a Waiting Room!

13.   Now press TAB until the Video Host group of radio buttons is selected. Upon doing this, JAWS will announce the selected option. There are two options available, "On" and "Off". If "on" is the selected option, it means that your video will automatically be turned on when you start the meeting.   If "Off" is the selected option, it means your video will be automatically turned off when you start the meeting. Press DOWN ARROW until you have selected the desired option.

14.   Next, press TAB to move focus to the Video Participants group of radio buttons. Again, there are two options available, "On" and "Off". The default setting is "Off". It's usual to leave this setting as it is. However, if you wish the video of your participants to be on when they join the meeting, press DOWN ARROW until the "On" radio button is selected.

Following the Video Participants radio buttons, you will find another set of radio buttons labelled Calendar. There are 3 options available, Google, Outlook and Other Calendars. Selecting Outlook will cause Zoom to create a calendar appointment in Outlook. Selecting Google, will result in a web page being displayed on the Google web site. I am not too sure what happens when you select Other Calendars!

15.   Press **TAB** until the Calendar set of radio buttons is selected. Press **DOWN ARROW** until the "Outlook" radio button is selected. This will cause Zoom to create a calendar appointment for your meeting in Outlook!

16.   Finally, press **TAB** until the **Save** button is selected and then press **ENTER**. Upon doing this, your meeting will be scheduled and focus will return to the Meetings tab in Zoom.

Note 1: The calendar entry that Zoom created during the scheduling process may be onscreen. If it is, then press **ESCAPE.** Upon doing this, a message will be displayed that says "Want to save your changes?" Press **TAB** until the **No** button is selected and then press ENTER. This will result in the calendar appointment being cancelled!

Inviting Someone to your Meeting

It is usual to invite a person to your Zoom meeting by sending them an email message containing the meeting details. You can copy the meeting details by choosing the Copy Zoom Meeting Information button, associated with the meeting. When you do this, the information will be copied to the Windows Clipboard, ready for pasting into the outgoing invitation email.

To invite someone to your Zoom meeting, follow these suggested steps:

1. Ensure that you're in the Meetings tab of the Zoom application. Remember, to change tabs in Zoom, press the keyboard shortcut CTRL + TAB.

2. Press TAB until you have selected the Schedule Meeting button. For reference, this is the control immediately before the list of upcoming meetings. Don't press **ENTER** on this button! You are just using it as a reference point.

3. Press TAB to select the first meeting in the list. Upon doing this, JAWS will announce the title of the currently selected meeting.

4. Press **DOWN ARROW** to navigate the list of scheduled meetings. If you only have one meeting scheduled, focus won't change and JAWS won't say anything!

5. When you have selected the desired meeting for which you want to invite someone to, press **ENTER**. Upon doing this, the meeting information details will be displayed.

6. Press **TAB** until the Copy Meeting Invitation Information button is selected and then press **ENTER**. Upon doing this, JAWS will say "Copied!". The joining information for the meeting will now be copied to the Windows Clipboard.

7. Now that the meeting invitation has been copied to the Windows Clipboard, create an email message and address it to the person you want to invite to the meeting.   In the body of the email message, press **CTRL and V** to paste the meeting invitation. For reference, this will include the topic of the meeting, the date and start time, a link to the Zoom meeting and a Meeting ID and Passcode. Send the message and you are all set!

Starting your Zoom Meeting

You can start a Zoom meeting prior to the start time. This is recommended, as it will give you the opportunity of testing out your audio and video settings before any of the participants arrive.

To start your Zoom meeting, and then admit participants into the meeting, follow these suggested steps:

1.   Ensure that you are in the Meetings tab of the Zoom application. Remember, to change tabs in Zoom, press **CTRL and TAB**.

2.   Press TAB until you have selected the Schedule Meeting button. For reference, this is the control immediately before the list of upcoming meetings. Don't press **ENTER** on this button, you are just using it as a reference point!

3.   Press TAB to select the first meeting in the list. Upon doing this, JAWS will announce the title of the currently selected meeting. Now, if necessary, press DOWN ARROW until the meeting you wish to start is selected and then press **ENTER**. Upon doing this, the meeting information details will be displayed.

4.   Press TAB until the **Start**   button is selected. For reference, this is immediately after the Meeting ID.   Press ENTER and your meeting will be started!

Once the meeting has been started, you can press **TAB** to navigate the controls in the Zoom meeting. You will find some familiar controls, such as the Mute/Unmute button, the Audio Settings button and the Participants button, along with other controls you may not be quite so familiar with! Spend some time navigating these controls and see if you can work out what they do!

Admitting Participants to the Meeting

As the Host of a meeting, you have the ability to admit participants to join the meeting. By default, anyone who has activated the meeting invitation link you sent them, will be directed to the virtual Waiting Room, where they will wait until you admit them into the meeting.

As participants enter the Waiting Room, JAWS announces their arrival. It will say something like "Gary Eady has entered the waiting room". This is the prompt you need in order to admit them.

To admit a participant from the Waiting Room into your meeting, follow these suggested steps:

1.   Press **ALT and U**. Upon doing this, the Participants panel will be displayed. JAWS will say "Participants (X)", where X is the number of participants in the meeting , followed by "expanded".

2.   Press **DOWN ARROW**. Upon doing this, focus will move to the list of participants who are already in the meeting. At this stage, this will just be you!

3.   Press **DOWN ARROW until JAWS says "Waiting Room"**. This is where you will find the list of participants who are in the waiting room. Press **DOWN ARROW** at this point to move through the list of participants waiting to join the meeting.

4.   When you have selected the participant you want to admit, press **TAB to select the Admit button.** Press ENTER to activate this button and admit the participant from the Waiting Room into the meeting!

If you have more than one person waiting to join the meeting, press **DOWN ARROW** until JAWS says "Waiting Room" again. Then, press **DOWN ARROW** until the next participant is selected and then press **TAB** to select the Admit button. Press **ENTER** and they too will join the meeting!

When you have admitted everyone into the meeting, press ALT + U to close the Participants Panel and return focus to the Zoom meeting screen.

Congratulations. You have successfully scheduled a Zoom meeting. You have copied the Meeting Invitation Information and invited someone to your meeting. Finally, you have started your Zoom meeting and admitted participants from the Waiting Room. Well done!