

National Federation of the Blind of Illinois

Zoom Basics for Participants

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Introduction

Since many NFB of Illinois members are still getting familiar with Zoom, I thought I would offer the following guidance for:

- 1) Giving your mobile computing device (phones, tablets, watches, ...) a recognizable name before logging into Zoom.
- 2) Zoom keyboard shortcuts to use when connecting to Zoom using a telephone or computer, as well as the icon identification and menus on your mobile computing devices.

Summary

Here is a quick summary of Zoom telephone, Windows, Mac OS, and mobile device keyboard shortcuts, icons and menus.

Action	Phone	Windows 10	Mac OS	Apple & Android Devices
Mute / Unmute	*6	<Alt> A	<Cmd> <Shift> A	Microphone bottom left icon
Camera On/Off		<Alt> V	<Cmd> <Shift> V	Camera right of microphone icon
Raise Hand	*9	<Alt> Y	<Option> Y	[More] Raise Hand

Table 1 Zoom Keyboard Shortcuts

When Joining Zoom from Your Apple mobile devices

To Rename Your Apple Devices

To give your device a name that others will recognize, go to “**Settings**”, then “**General**”, and click “**About**” (the very first entry). In “**About**” the first entry is called “**Name**”. You change the name of your device here. For those with low vision I have included pictures.

Zoom Keyboard Shortcuts

Microphone: On the bottom of your Zoom app you will find several buttons. The left-most button is a Microphone icon. This toggles your microphone on and off. When off it will have a right leaning slash through the microphone.

Camera: The next button to the right of the microphone button is a picture of a video camera and allows you to toggle your front facing camera on or off. You can toggle this on if you wish people to see you on the front facing camera of your iPhone.

Raise Hand: The far-right button is the [More] button. It is labeled with three dots and the word [More]. The third link from the bottom is labeled “**Raise Hand**”. This is also a toggle. Press it once to raise your hand and a second time to lower it.

When Joining Zoom from Your Android or Linux mobile devices

On Android and Linux phones it will depend on the version your phone’s operating system, as well as how your phone manufacturer has tweaked the user interface of device.

To Rename Your Android Devices

The easiest way to change the name of your Android device is by going to the “**About phone**” screen itself. Open “**Settings**” on your phone or tablet, scroll to “**About phone**” or “**device**” and tap on it. On the next screen, tap on “**Device Name**”, and then type the desired name for your device in the text field and select <OK>. *If you are on a Linux phone you likely already know how to tweak your phones settings as they are more complex than Apple or Android devices.*

The Zoom app user interface for Android devices will be almost identical to that of the Apple devices. See above (1) above.

When Joining Zoom from Your Telephone

If you are dialing in by phone it is best if you stay connected through the day even if you walk away from your phone. This will eliminate the need for the host to have to rename your phone number to your name if you call back in. If you dial-in using your phone (you can use the following keyboard shortcuts to toggle your microphone or camera, as well as raise or lower your hand.

Telephone Zoom Keyboard Shortcuts

Microphone: *6 to mute or unmute your phone's microphone. When it is unmuted, you can talk. When muted you are in a listening mode.

Raise Hand: *9 to raise or lower your hand.

When Joining Zoom from Your Microsoft Windows based PC

If you are connecting to Zoom using a Windows personal computer (PC) you can use the following keyboard shortcuts to toggle your microphone or camera, as well as raise or lower your hand.

Zoom Keyboard Shortcuts

Microphone: <Alt> + A to toggle your Microphone on or off if you need to speak hands free. The <Spacebar> works like a button on a microphone. Press your spacebar to talk. Release it to listen.

Raise Hand: <Alt> + Y to raise your hand. This is a toggle. You can press it a second time to lower your hand.

Camera: <Alt> + V to toggle your computers webcam on or off.

When Joining Zoom from Your Apple Mac OS Computer

If you are connecting to Zoom using a Apple Mac computer you can use the following keyboard shortcuts to toggle your microphone or camera, as well as raise or lower your hand.

Microphone: <Command> + <Shift> + A to toggle your Microphone on or off if you need to speak hands free.

The <SPACEBAR> works like a button on a microphone. Press your spacebar to talk. Release it to listen.

Raise Hand: <Option> + Y to raise your hand. This is a toggle. You can press it a second time to lower your hand.

Camera: <Command> + <Shift> + V to toggle your computers webcam (camera) on or off.

Additional information on Zoom for those with low vision

Pictures for renaming your iPhone (it will be similar on your iPad).

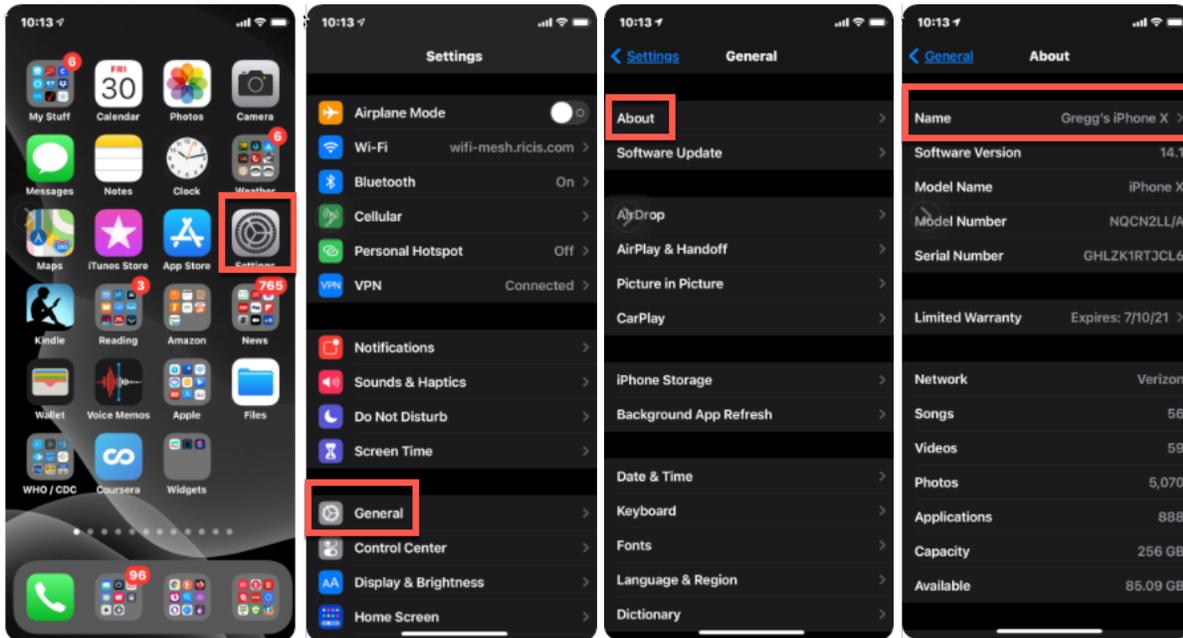


Figure 1 Settings, General, About, and Naming

Pictures for how to raise your hand.

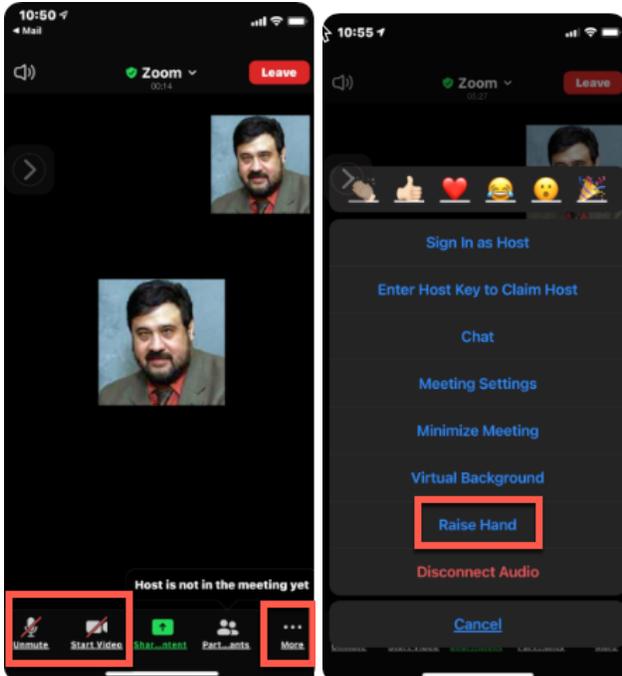


Figure 2 Microphone, Camera, More, and Raising Your Hand.

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