# NFB Muslims Group Zoom Training Workshop Flyer

## Date: June 13, 2021

When: From 3 PM to 6 PM Eastern time

Where: Zoom meeting ID 84819687811

Host: NFB Muslims Group

About NFB Muslims Group: formally established by the NFB in march of 2021. The purpose of the NFB Muslims Group is to provide advocacy and education related to challenges and opportunities unique to blind Muslims, to change negative perceptions about Islam in the blindness space related to service animals and other areas, to increase access to information in accessible formats for blind Muslims, e.g. Braille Qur’ans and texts, and to serve as mentors and supports for one another. Subscribe to our mailing list at nfb-muslims@nfbnet.org.

## -Zoom website: <https://support.zoom.us/hc/en-us>

## This website has everything you need regarding Zoom and resources.

## Visit <https://support.zoom.us/hc/en-us/sections/201740096> for training resources.

## -Purpose of the Zoom Application

* To make it easier for people to meet virtually, where they can talk to each other for business, socializing, and any other reasons.

## -Aspects of Zoom

* Allows users to mute and unmute themselves; toggle their video on and off; view a list of other participants in a meeting; type a chat to one person or several people; and give a number of reactions.
* Also allows users to find out who is talking.

-Getting Zoom:

* The Zoom APP is available for free. You may download it from your web browser on your PC or MAC computer or on the your smart Phone.
* After downloading Zoom, either sign up for an account or sign into your existing account by entering the email/user name and password for the existing account.
* note: You can join a meeting without signing in, but you have to sign in to host a meeting.

-Joining a meeting:

* You can join via a shared link or entering an id and pass code which is usually provided by the host.
* With a link, the user on PC can press enter and on MAC can press ctr+option+space on the link which will open in your computer’s default browser if safari, the link will open in the browser and display a popup asking for confirmation to open zoom
* The user can press enter to launch zoom if you can’t find the popup, you will have to navigate to the launch button on the page.
* In chrome, you can configure it to automatically open zoom after clicking the link through chrome
* If you received the ID and passcode, you can select and copy it with Control C on PC and command C on MAC and paste it in the respective fields with command control V on PC and V on MAC after copying, navigate to the zoom app at the home screen, press control J on PC or command J on MAC and voiceover will put you in the textfield
* Make sure you have the correct ID and passcode before clicking on join.

# - Zoom on Windows Outline

* + 1. Common issues encountered when joining with a link
1. ortance of joining with Computer Audio
2. Interface Navigation
	1. Using tab and shift + tab to move around the interface
		1. Cover Audio Settings
		2. Cover Video Settings
	2. Using shortcuts to access key components of the interface
		1. Enter/Exit Full Screen with Alt + F (this is a toggle)
		2. Mute/Unute with Alt + A (this is a toggle)
		3. Start/Stop video with Alt + V (this is a toggle)
		4. Open Users/Participants Panel with Alt + U
	3. To listen without knowing when people attend and leave press the JAWS key with the space bar and then press the letter S.
		* 1. How to rename yourself
		1. Accessing the Chat Panel with Alt + H
			1. How to navigate the Chat Panel
3. **Ctrl+W**: Close current chat session
4. **Ctrl+Up**: Go to previous chat
5. **Ctrl+Down**: Go to next chat
6. **Ctrl+T**: Jump to chat with someone
7. **Ctrl+F**: Search
8. **Ctrl+Tab**: Move to the next tab (right)
9. **Ctrl+Shift+Tab**: Move to the previous tab (left)
	* + 1. How to enter a message
		1. Screen Share (optional) with Alt + S
		2. Record (optional) with Alt + R
		3. Record in cloud (for pro accounts only) with Alt + C
		4. Leaving a meeting with Alt + Q
10. Other useful shortcuts
	1. Raise/Lower Hand with Alt + Y (this is a toggle)
	2. Temporarily unmute by holding Space (walkie talkie style). If muted, holding down Space will temporarily unmute the audio. Releasing Space will mute the audio again.
	3. Check who is talking with Control + Shift + T
	4. Access the Invite Panel (optional) with Alt + I. This is where you will go to invite someone to a meeting.
11. Notifications
	1. Toggling notifications on/off
		1. Universally with Windows + Alt + S (this is a toggle)
		2. Muting JAWS speech with Insert + Space, then S (this is a toggle)
	2. Toggle between all notifications and chat only notifications with Control + F5
	3. Access the 10 most recent notifications (depending on style selected) with Control + Number Row 1-0

-Zoom on Mac OS with voiceover:

* Mute/unmute: command+shift+a
* You can also unmute for a short period by holding down the space bar and mute again by letting go.
* Leave meeting: command+w
* Raise hand: option+y
* Close/open chat: command+shift+H
* Participant list: command+u
* Record to desktop: command+shift+r
* Record to cloud command+shift+c
* Screen share: command+shift+s
* Toggle video: command+shift+V
* Minimize meeting: command+shift+m
* Breakout rooms:
* When host assigns breakout rooms, a user will be greeted with a popup with the name of the breakout room with two buttons, not now and join. Use control+option and right/left arrow to navigate to the button you want to click on. If you can’t see the popup navigate to the right with ctr+option+right arrow
* Join or schedule a meeting command+j
* Start a new meeting: command+control+v
* Command+control+m mute all participant audio
* Open invite command+i
* Show or hide meeting control buttons on screen: control+option+command+h
* Assign breakout rooms: navigate to breakout rooms in a meeting select the number of rooms you can have zoom evenly split the participants or choose yourself and click on create
* Command+U to pull up participants choose the participant control+option+space on more and use the same keys on make cohost

## Using Zoom on the iPhone

* After signing up or signing in, swipe right to find out all of the options available.
* Most people use only two of the options: “Join” or “Schedule,” which appear after the button that says “New Meeting.”
* To join a meeting, double tap the “Join” button.
* After double tapping the “Join” button, Zoom will ask for a meeting ID; this is sent to you by the meeting host.
* Sometimes, Zoom will also ask you for a password, or “Pass Code,” but this only happens if the meeting host has set a pass code.
* Feel free to explore the APP on your free time before a meeting to get familiar with Zoom.
* Explore the zoom using your index finger or swipe left or right to find out all of the options available with in a Zoom meeting.
* Feel free to click on options to see what is available within them.

the one tab mobile option

* This is like making a phone call.
* You do not need to download the zoom app if you are wanting to use this option. However, if you choose this option, you cannot fully participate.
* The only features you can use is to mute/unmute and to raise your hand.
* Mute/unmute on the one tab mobile: Star plus 6.
* To raise your hand: Star plus 9.

-Zoom general tips

* After signing up or signing in, take time to find out all of the options available and their function.
* Feel free to explore the APP on your free time before a meeting to get familiar with Zoom.
* Explore a Zoom meeting to find out all of the options available with in a Zoom meeting.
* Feel free to click on options to see what is available within them.
* Have a test meeting to explore and get comfortable with Zoom.

- Zoom Etiquette

* Make sure you are muted when entering a meeting.
* Make sure your mike is off when not speaking.
* Check your environment before turning on your video.

-for facilitators

* Get familiar with most features of Zoom
* Have a test meeting with a smaller group to get comfortable with using zoom and each feature you depend on
* Get to the point of Zoom being so familiar to you so you can manipulate it when there is lots of noise
* You are able to assign host and co-hosts, create and control break-out rooms, control meeting security, access settings regarding participants, etc.
* It is recommended to use a computer if you are the host to gain full access to the different features that the host has. The phone app is limited for hosts.