ACCESSIBLE GUIDE FOR JOINING ZOOM MEETINGS

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The information in this guide is to help people with intellectual and developmental disabilities (I/DD) access and take part in virtual Zoom meetings (meetings on your computer).

Due to the Covid-19 pandemic, meetings changed from in-person to virtual (on a computer) and not all members of the Kansas BELIELVE team were able to fully participate in our meetings. This guide was developed to help all of the Kansas BELIEVE team participate in virtual meetings and stay connected as a team.

HUMAN JUST LIKE EVERYONE ELSE

What is Kansas BELIEVE?

Kansas BELIEVE (Building and Expanding Leaders and Individuals, Experience the Vision of Empowerment)

The Kansas BELIEVE team is a partnership between the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK).

KCSDV is a group of 25 sexual assault and domestic violence advocacy programs across the state of Kansas. The main work of the KCSDV is to support this group of programs by increasing public awareness through education and advocacy, looking for new options for services and funding, and by working for social justice.

SACK is a statewide advocacy group made up of adults with intellectual and developmental disabilities (I/DD). SACK's mission is to promote empowerment and independence for adults with developmental disabilities. Its vision is that all Kansans with I/DD will have the opportunity to share their opinions and make choices to create a life where they are treated with the same dignity and respect as persons without disabilities.

The partnership between KCDSV and SACK began in 2012 when gaps in services for people with I/DD who are survivors of sexual violence were noticed. Sexual assault advocacy programs are not well informed about how to provide services in an accessible way to survivors with I/DD. The service providers for people with I/DD are not always aware of sexual assault advocacy program services and options available to survivors.

As a result of the wish to address the gaps in services, KCSDV and SACK sought funding from the Education, Training and Enhanced Services to End Violence Against and Abuse of Women with Disabilities Grant Program from the Office on Violence Against Women (OVW). OVW funded our partnership in 2014 and again in 2018. OVW has chosen the Vera Institute of Justice (Vera) as the national technical assistance provider. Help from Vera and OVW offer the support needed for lasting systems change.

How to download Zoom on your computer

1. Open your computer's internet and go to Zoom.us/download

> Download Center - Zoom   ×   +
>
> ← → C   🔒 zoom.us/download
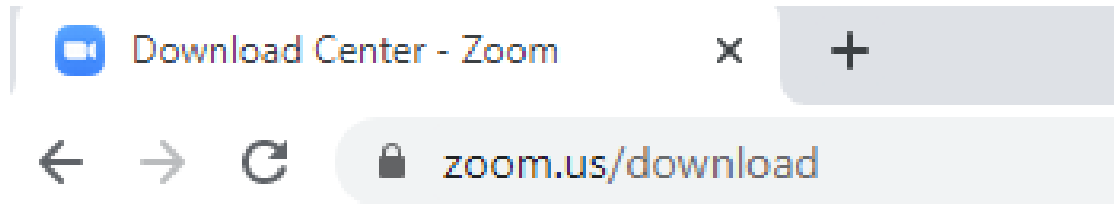
This will show on your screen:

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version
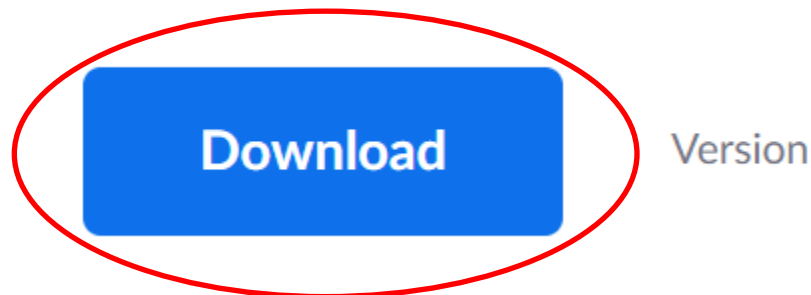
2. Select (click) on the word "DOWNLOAD" and Zoom will begin downloading.

   You only have to "download" Zoom 1 time - not every time.

CONGRATULATIONS!

You are now ready to connect to others using Zoom.

HOW TO JOIN A MEETING

1. You will get an email from the host, the person who invited you to the meeting.

   Example of what the email might say:

   > Maddie Smith is inviting you to a scheduled Zoom meeting.
   >
   > Topic: How to Use Our Zoom Guide
   > Time: May 55, 2020 09:00 AM Central Time (US and Canada)
   >
   > Join Zoom Meeting
   > https://zoom.us/j/234567?xyz=NOTaREALlink1VadlJUdajNQQT09
   >
   > Meeting ID: 111 222 3344
   > Password: 123456
   >
   > One tap mobile
   >
   > +14562347799,,3116557700#,,1#,900003# US (Houston)
   >
   > +17788008833,,3116557700#,,1#,900003# US (San Jose)
   >
   >
   > Dial by your location
   >
   > +1 234 567 8900 US (Houston)
   > +1 456 789 1011 US (San Jose)
   > +1 789 123 4567 US (Tacoma)
   > +1 456 789 1112 US (Chicago)
   > +1 789 123 4567 US (New York)
   > +1 123 789 4567 US (Germantown)
   >
   >
   > Meeting ID: 111 222 3344
   > Password: 123456
   > Find your local number: https://zoom.us/u/ad6quG0sYI

2. From the email, select (click) the link provided. The link will have the word "Zoom" in it. **(Below is an example of a fake meeting link and it will not work. It is just an example)**

Join Zoom Meeting
https://zoom.us/j/234567?xyz=NOTaREALlink1VadlJUdajNQQT09

When joining the meeting, if it requires the Meeting ID number, you can copy and paste it from the email into the box on your computer.

Meeting ID: 111 222 3344
Password: 123456

3. If your computer does not have a microphone, you will need to use a phone and call one of the phone numbers and enter the Meeting ID number for you to talk in the meeting.

4. If you only have a phone, you will need to call the phone number and enter Meeting ID number for you to listen and talk in the meeting.

There will be a list of phone numbers to call. You can pick any of the numbers.

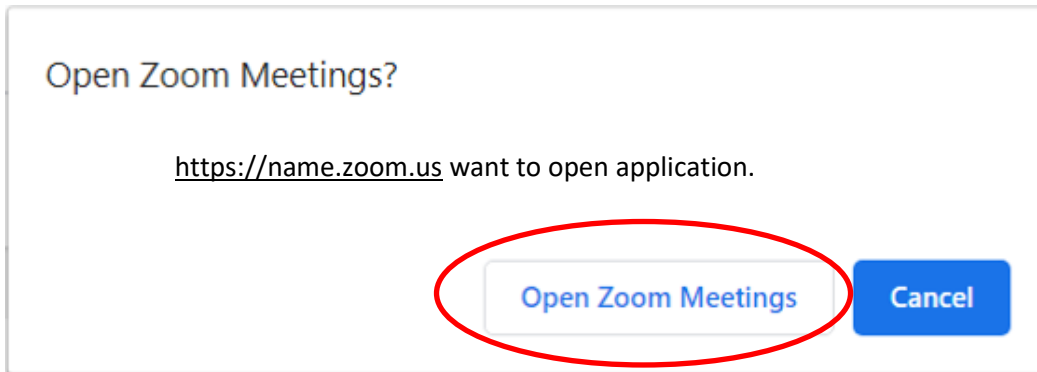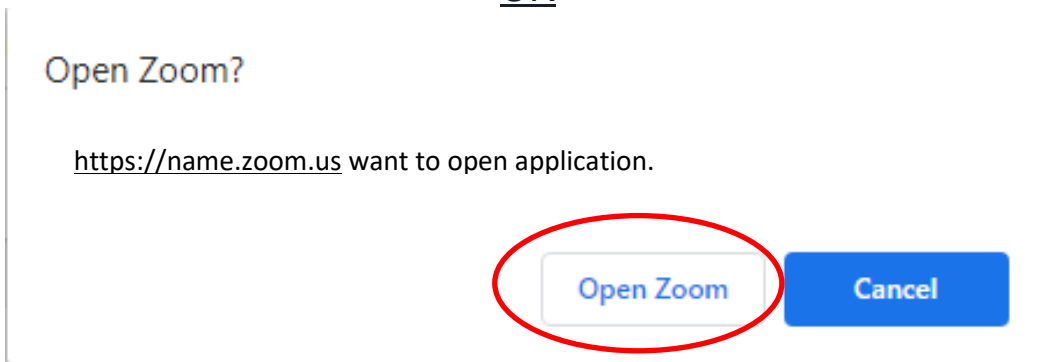| One phone option is using "**One tap mobile**" to automatically dial the Zoom meeting phone number and meeting ID number. Using your cell phone, select any "**one tap mobile**" number.	**One tap mobile** +14562347799,,3116557700#,,1#,900003# US (Houston) +17788008833,,3116557700#,,1#,900003# US (San Jose)
Pick any of these numbers to call and join the meeting. You will need to enter the meeting ID and maybe the password.	Dial by your location +1 234 567 8900 US (Houston) +1 456 789 1011 US (San Jose) +1 789 123 4567 US (Tacoma) +1 456 789 1112 US (Chicago) +1 789 123 4567 US (New York) +1 123 789 4567 US (Germantown)

5. Below is a picture of what you should see on your computer screen after you select (click) the link from the email. One of two boxes could show on your screen.
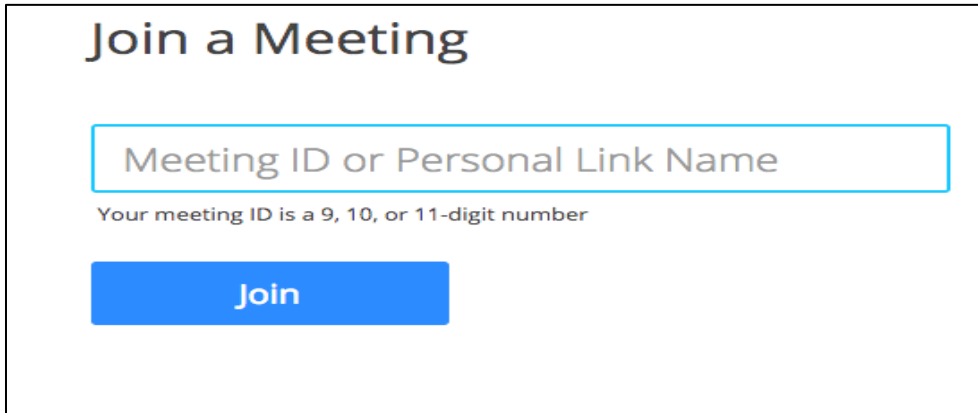
Select (click) "Open Zoom Meetings" OR "Open Zoom"

Open Zoom Meetings?

https://name.zoom.us want to open application.

Open Zoom Meetings   Cancel

OR

Open Zoom?

https://name.zoom.us want to open application.

Open Zoom   Cancel

Launching...
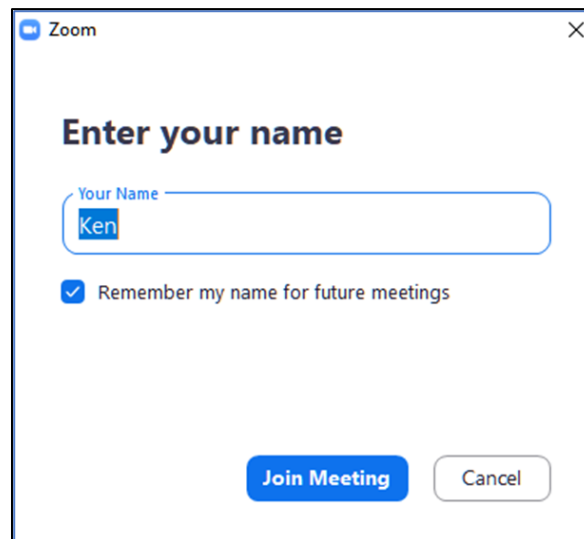
Sometimes a box opens and asks you to enter a Meeting ID. This number will be in the email you received from the host of the meeting. The meeting ID is set of numbers.

Example: Meeting ID 111 222 3344

Join a Meeting

| Meeting ID or Personal Link Name |

Your meeting ID is a 9, 10, or 11-digit number

Join

Sometimes a box will open, and you may need to enter your name. What you put as your name is what everyone in the meeting will see.

Zoom ✕

Enter your name

Your Name
Ken

☑ Remember my name for future meetings

Join Meeting   Cancel

This message may show up on your screen.

Please wait, the meeting host will let you in soon.

6. The next box that will show on your computer screen will ask if you want to "Join with Computer Audio." Here is an example of what you might see on your screen.

   If you are using your computer to listen, chose "Join with Computer Audio"
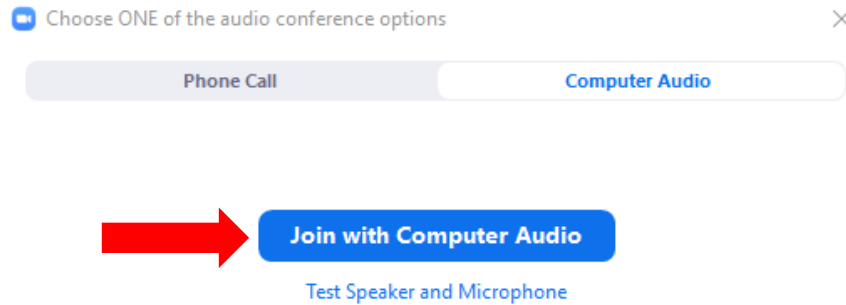
   If you have a web camera, select (click) "Join with Video." If you do not have a web camera, select (click) "Join without Video."
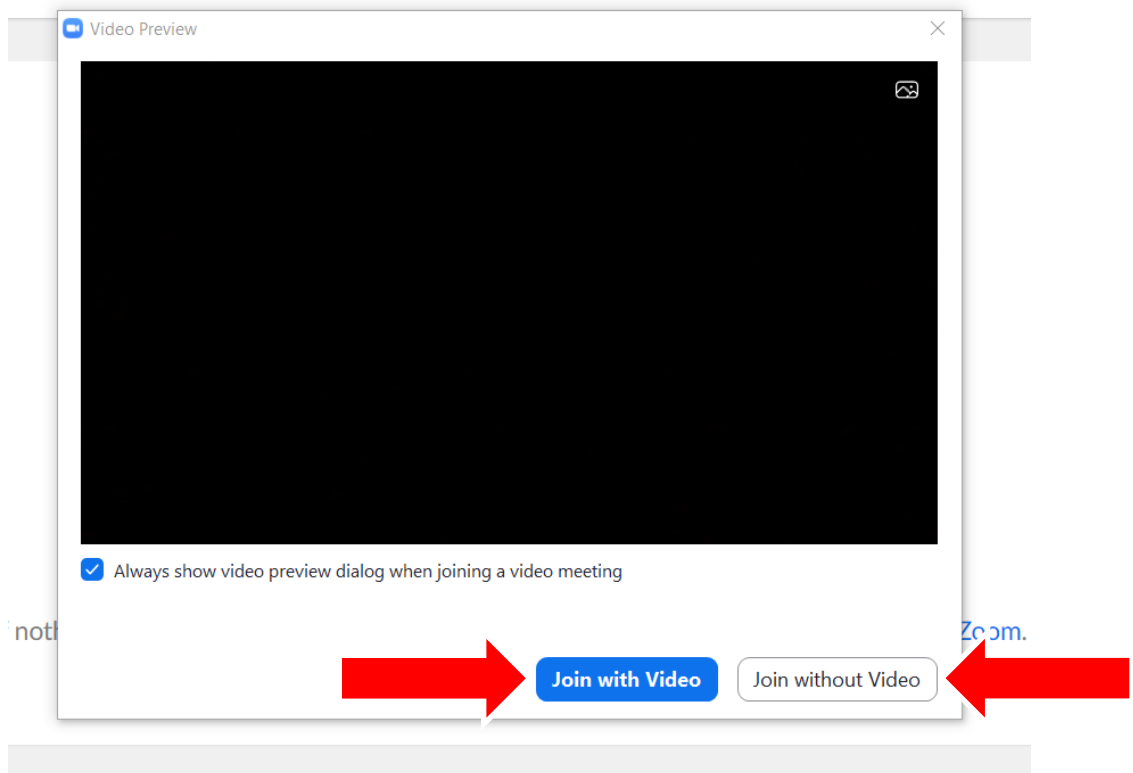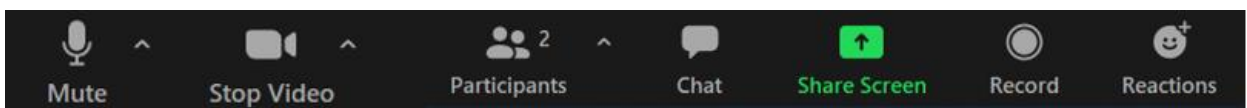
7. You are now in the meeting!

   You will see other people on your screen using their video to join the meeting. It may look like this. Some people may join the meeting by phone, so you will only be able to hear them, but not see them.
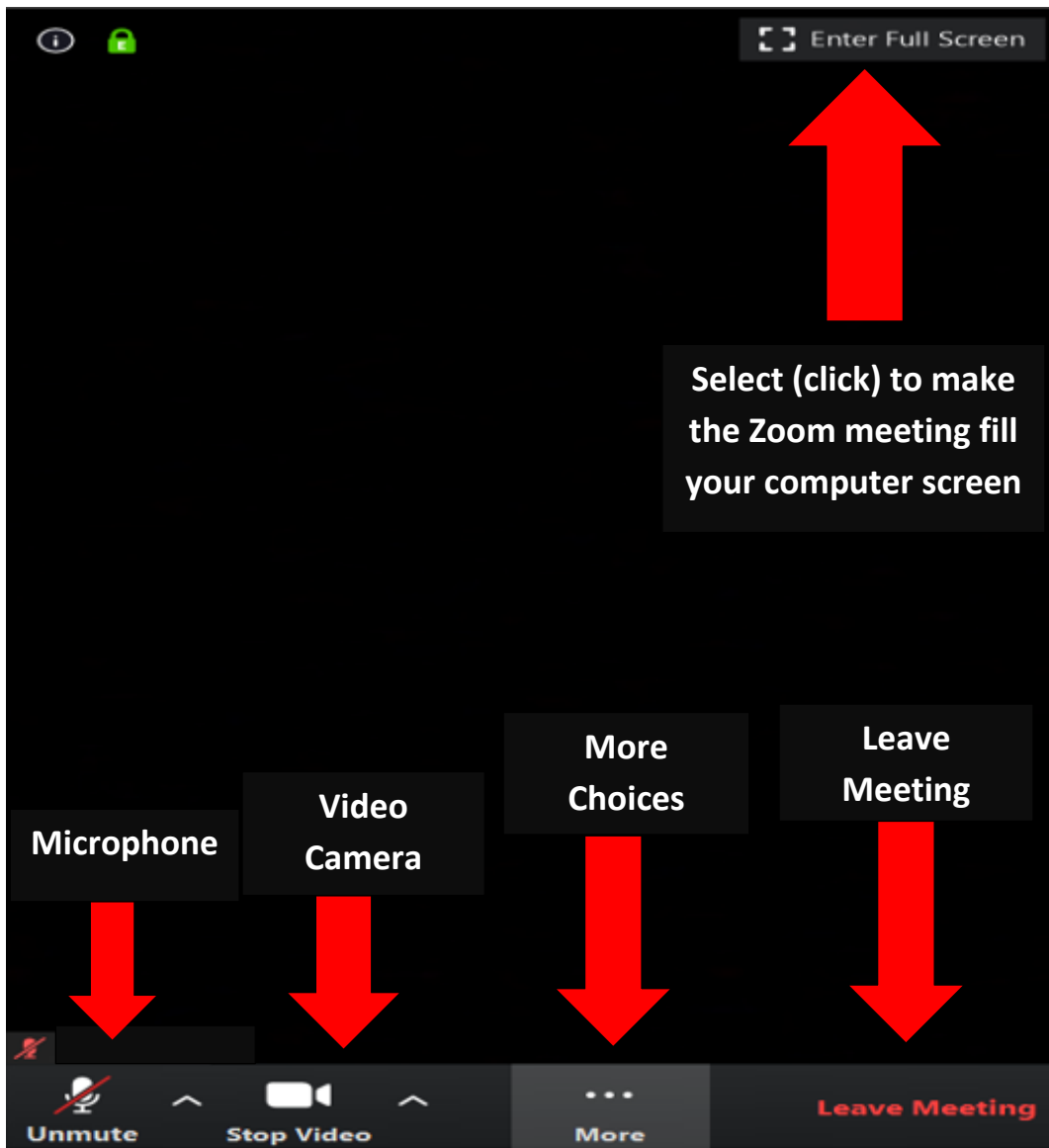
Sharon Jones	David Henderson	Barbara Simms
Stephen Baker	Sally Thompson	Greg Harrison

Pictures designed by studiogstock / Freepik

Mute · Stop Video · Participants 2 · Chat · Share Screen · Record · Reactions
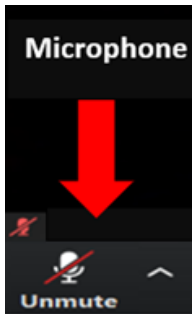
Options While You Are in a Zoom Meeting

A red line across the microphone means you cannot be heard by other people. A red line across the video camera means you cannot be seen by other people.

To select what you want to do, put your cursor over the picture and select (click).
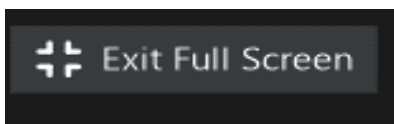
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To mute (not be heard) or unmute (to be heard), select (click) the microphone picture 1 time to add or take away the red line. RED LINE means mute. If you are muted, other noises around you cannot be heard, this helps everyone in the meeting hear the person who is speaking.

NO RED LINE means the camera is ON. To turn camera OFF, select (click) the camera picture 1 time. Red line over the camera means OFF.
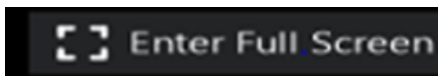
Select (click) "Enter Full Screen" to make the Zoom meeting fill your computer screen. To make the Zoom meeting smaller on your screen, select (click) "Exit Full Screen."

When the meeting is over, or if you want to stop attending the meeting, select (click) "Leave meeting"

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Other options you might see at the bottom of the Zoom meeting screen.

Mute | Stop Video | Participants 2 | Chat | Share Screen | Record | Reactions
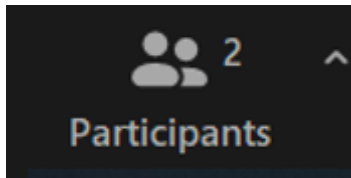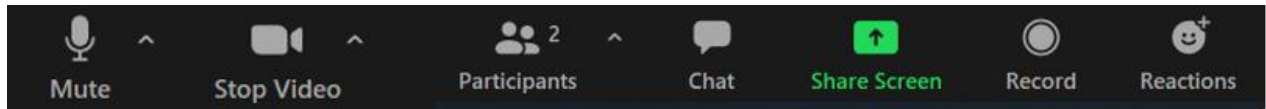
If you select (click) "Participants," this will show a box with the names of all the people who are attending the meeting.

You have options in the "Participants" box.

Participants (2)

ST — Sally Thompson
SJ — Sharon Jones

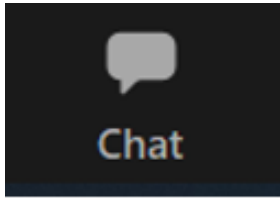Raise Hand | yes | no | go slower | go faster | more

Ask the host about using this option. To use this option, select (click) on the hand if you have a question or comment.
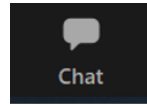
The host may ask you to use these to answer a question. Select (click) on one to answer.

Select (click) on one of these to let the host know you need them to go slower or faster.

Chat

If you select (click) "Chat," you can leave a comment for everyone (not private), the host only (private), and sometimes another person attending the meeting (private).

When you select (click) on "Chat," **Chat** a box will show on your screen.

Chat

You can select who sees your chat message by selecting the blue arrow. This will show you names of host and participants.
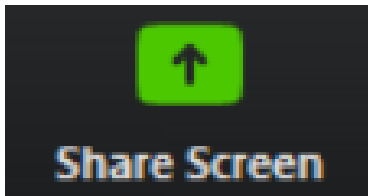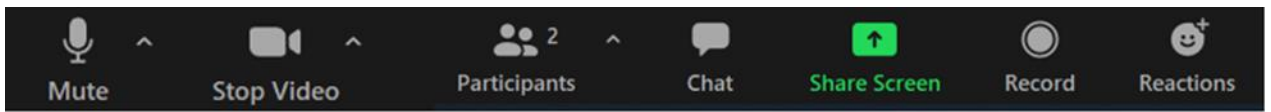
You can pick Everyone (not private), the host only (private), and sometimes another person attending the meeting (private).

To: Everyone ▼   More ⌄

Type message here...

ACCESSIBLE GUIDE FOR JOINING ZOOM MEETINGS

More Options While You Are in a Zoom Meeting

If you select (click) on "Share Screen" you can share something from your screen with everyone attending the meeting.

The host may lock this option, so it may not be available.
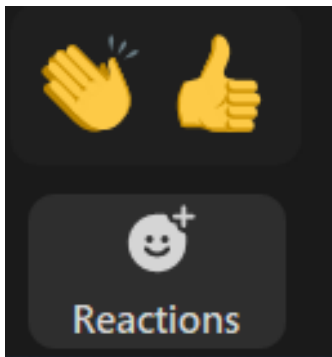
If you select (click) "Reactions" this lets you pick the "hands clapping" image or the "thumbs up" image. After you select an image, it will appear in the same box as your video.

After you select "thumbs up" or "hands clapping," they will appear for others to see in the same box as your video.

The image will disappear after a few seconds.

The "Reactions" images 👏 👍 are nice to use when you want to share how you are feeling about something that was said or discussed.

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IMPORTANT THINGS TO KNOW WHEN IN A ZOOM MEETING:

If you are using a phone:

- Push star (*) and the number 6 on phone keypad. You will hear "your line is now MUTED." No one can hear you talk.

- If you are muted, other noises around you cannot be heard, like a dog barking, other people talking, the TV, or the radio.

- It is nice to keep your phone on mute unless you are speaking.

- Muted phones help everyone in the meeting to hear the person who is speaking.

- Push star (*) and 6 again and your phone will be "UNMUTED." People can hear you. There may be a few seconds of delay, but you may speak after you hear "your line is unmuted."

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IMPORTANT SAFETY TIPS TO KNOW IF YOU ARE HOSTING A ZOOM MEETING

Tips to Secure Online Meetings

This was adapted (modified) from,
https://news.vanderbilt.edu/2020/04/02/vuit-offers-tips-to-secure-zoom-meetings-avoid-zoombombing/

1. The host should make sure that participants enter the password before joining the meeting. Remember to never share your meeting ID or password.
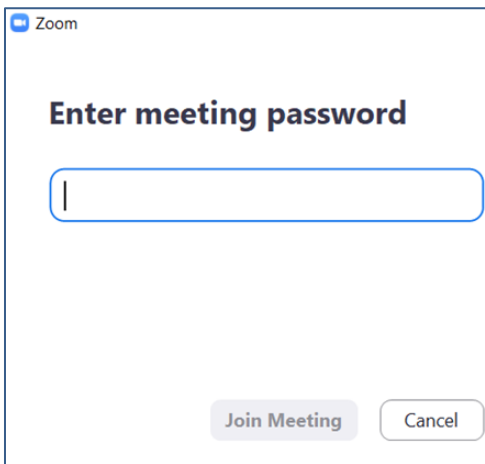
2. Use the "Waiting Room" option to decide who can enter the Zoom meeting.

3. It is helpful to have someone host the meeting with you (co-host) to help manage participants. The co-host can help people who are joining the meeting and people who type messages in the chat box.

4. Tell participants to use a virtual (computer) background from Zoom so everyone cannot see your personal surroundings (what is behind you).

5. Do not allow files to be shared (sharing documents) on Zoom. Use other options to share materials and documents. This will protect your documents from being accessed and seen by people you do not know.

6. Zoom has stopped allowing people attending meetings to share their screen. This was done to make Zoom meetings safer for everyone. If people need to share their screen, the host will have to allow your screen to be shared.

What is Zoom-Bombing?

Zoom-Bombing is when an uninvited person disrupts the zoom meeting. They may put mean and disrespectful words, drawings, or pictures on the computer screen for everyone to see.

How to Prevent "Zoom-Bombing"

Zoom has already taken steps to limit Zoom-bombing. For more information on how to keep yourself safe from Zoom-bombing, please see the Resources on page 19.

RESOURCES

How to Join a Zoom Meeting:

https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=youtu.be

How to Use the Buttons in a Zoom Meeting:

https://www.youtube.com/watch?v=ygZ96J_z4AY&feature=youtu.be

How to Prevent "Zoom-Bombing:" A Guide

https://nnedv.org/wp-content/uploads/2020/04/Library_TechSafety_NNEDV_How_to_prevent_Zoom_Bombing.pdf

Accessibility Tip Sheet for Virtual Meetings and Events:

https://www.endabusepwd.org/publications/accessibility-tip-sheet-for-virtual-meetings-and-events/

How to stay safe in a Zoom Meeting:

https://www.forbes.com/sites/kateoflahertyuk/2020/04/03/use-zoom-here-are-7-essential-steps-you-can-take-to-secure-it/#266867b57ae1

Acknowledgements

This guide is the result of a collaborative effort of many dedicated and talented people – self-advocates, Self-Advocate Coalition of Kansas staff, Kansas Coalition Against Sexual and Domestic Violence staff, and technical assistance providers including the Vera Institute of Justice Center on Victimization and Safety. We hope this guide will help people with I/DD access and participate fully in Zoom meetings and connecting with others.

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