

# Using the Zoom Cloud Platform

## Overview

The Zoom Cloud program provides an exceptional platform for attending educational classes, meetings, etc. workshops without the difficulty of travel. It can be used on a variety of devices such as a mobile phone, tablet, computer, or a landline. These devices should have a built-in Microphone or external microphone for audio input and speakers for audio output.

## Questions and Answers

### *Typed Questions*

1. Use the key commands listed below to move to the Chat area.
2. Press Shift + Tab two times to go to the "To" area.
3. Press the spacebar to open the combo box.
4. Select the Name of the moderator from the menu.
5. Your questions will now only be seen by the host and Jaws will not announce your question.

## Keystrokes

### *Windows*

1. Unmute or mute audio: Alt + A.
2. Raise and lower hand: Alt + Y.
3. Move through Zoom windows: F6.
4. Enter or exit full screen: Alt + F and escape, respectively.
5. Show or hide chat area: Alt + H and escape, respectively.
6. Display or hide participants list: Alt + U.

### *Mac*

1. Unmute or mute audio: Command + Shift+ A
2. Raise and lower hand: Option + Y
3. Enter or exit full screen: Command + Shift + F.
4. Show or hide chat area: Command + Shift+ H.
5. Display or hide participants list: Command + U.

## Joining the Meeting

You will receive an email with an invitation to join a Zoom Meeting. There will be several choices for the meeting. The most accessible method is to choose the URL link. The following instructions will show the processes for a computer or iOS device when using Zoom for the first time.

### *Computer*

1. In the email message, select the URL link.
2. If using Internet Explorer, the focus will be on the Launch Zoom control. Press Alt + R to run the program.

3. Other browsers may download the app to the Download folder from which the program can be accessed.
4. A webpage opens with the focus on an edit box that will allow for the user to enter a name for the meeting.
5. Press Tab, and you can then choose to have your name remembered for future meetings.
6. Tab to the Join the Meeting control and select it.
7. Choose the option to use computer audio.
8. You will then be in your meeting.

#### *iOS*

1. It is suggested that the app be downloaded before the meeting.
  - a. Go to the App store and search for Zoom.
  - b. Download the Zoom Cloud Meeting app and follow instructions to enable it.
2. From the email, select the URL link.
3. A dialog box opens asking if you would like to join via Zoom.
4. Select open which will open several dialog boxes that, once chosen, will be defaulted to in any future meetings.
5. A dialog opens asking for permission to use audio, which should be allowed.
6. Another choice is to use Internet calling, which should be chosen for better audio quality.
7. The meeting is now joined.