Making Zoom Accessible
1. How to Access Zoom

deafscotland is the user led, membership organisation for the deaf sector in Scotland. For more information, visit the deafscotland website by clicking here.

Start, 'Schedule' or 'Join' a new meeting via the Zoom website or App. Visit www.zoom.us or download the Zoom App from the Apple App Store or Google Play.

If you plan to use Zoom regularly, we would encourage you to sign up for a free Zoom account. This can make it easier to plan and join Zoom meetings and/or webinars. Some meetings need you to have a Zoom account for security reasons. Once you have signed up, login to your Zoom account on a web browser where you can change account settings as well as plan and join meetings.

1. How to 'Schedule/plan' a Zoom Meeting

Plan a meeting by clicking 'Schedule' on the Zoom Application. As 'host' of the meeting, you can set the date and time of the meeting as well as create a Meeting ID and Passcode.

2. Meeting ID and Passcode

It is recommended that you choose 'Generate Automatically' for the Meeting ID as this will create individual ID and Passcode details for each meeting that you plan so you do not have to give out your Personal Meeting ID details. This is so that your own Zoom account stays safe and secure.

3. Copy the Meeting Invitation

Copy the meeting invitation and invite people to attend by sending an email. If planning a meeting, send details of the meeting as close to the date as possible. Sending these details securely close to the date of the meeting helps to reduce the amount of time the meeting information is available online in order to stop people who are not invited to the meeting joining in.

The basic Zoom account is free to use and allows unlimited time for meetings of two people. Meetings of more than two people are limited on the free account to 40 minutes. However, if you run out of time simply use a new Meeting ID and Passcode to start up a new meeting.

4. Waiting Room

When joining a Zoom meeting, participants will be held in a 'Waiting Room' until the host lets them in to join the meeting. This function allows the host to control who enters the meeting. The host can move participants to the waiting room during the meeting if necessary.

5. How to 'Join' a Zoom Meeting

To join a Zoom meeting you must have the relevant 9 to 11 digit Meeting ID and Passcode. The host will email these to you before the meeting.

Join the meeting by using the email invitation link sent by the host. You might have a note of the Meeting ID and Passcode and can join directly from your Zoom app by selecting 'Join a Meeting' and entering these details when prompted.

6. How to 'Join' a Zoom Webinar

Like joining a meeting, to join a Zoom webinar you will either be sent an email invitation to join from the host or you will have registered to join the meeting.

Join using the invitation link or enter the 9 digit webinar ID on your Zoom app. Click 'Join' or tap 'Join Meeting'. If prompted, enter your name and email address, then click 'Join Webinar' or tap 'Join'.

For webinars, the default setting is that you join as an observer only, with your microphone and webcam switched off. If you wish to ask a question or raise an issue you can signal that you wish to speak by clicking 'Raise Hand' or by typing via the 'Chat' function to tell the host that you wish to comment.

We welcome your feedback

The COVID-19 pandemic has resulted in increased remote online working. As technology develops, our Factsheets will be updated to ensure accessible and secure use of Zoom.

To make sure that this factsheet is always up-to-date, we invite you to share your experiences both positive and negative. Please contact us at admin@deafscotland.org with your experiences.