

How to use Zoom for people with aphasia



It takes **time** to **learn** a **new** app.

This **guide** might **help** you **learn** something new.

There will be **different ways** to do the **same thing**.

Use the **way** that works **best** for **you**.

This **guide** gives **information** on:

- **Signing** up to Zoom
- **Adding** a contact/ **friend**
- **Joining** a Zoom **call**
 - With a **meeting number**
 - With an **email link**
- **During** a **call**
- **Sending** a Zoom **invite** for a call

Signing up your account

Select **'Sign Up'**

Start a Meeting
Start or join a video meeting on the go



Join a Meeting



[Sign Up](#)

[Sign In](#)

Next **fill in your birthday.**

Then select **'confirm'**.

For verification, please confirm your date of birth

28 Apr 2020

This data will not be stored

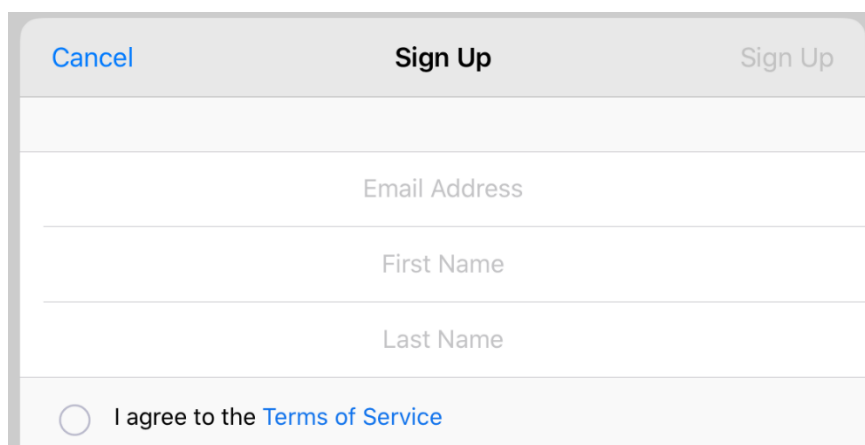
[Confirm](#)

25	January	2017
26	February	2018
27	March	2019
28	April	2020
29	May	2021
30	June	2022
31	July	2023




Fill in your **first name** and **surname**.

Confirm your **email address**.



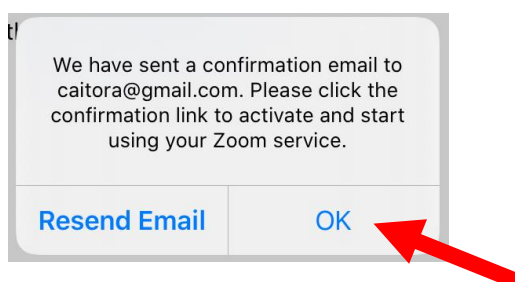
A screenshot of a mobile sign-up form. At the top, there are three buttons: 'Cancel' (blue), 'Sign Up' (grey), and 'Sign Up' (grey). Below the buttons are three input fields: 'Email Address', 'First Name', and 'Last Name'. At the bottom, there is a checkbox with the text 'I agree to the [Terms of Service](#)'.

Tick that you **agree** to the **Terms of Service**.



A screenshot of a checked checkbox with the text 'I agree to the [Terms of Service](#)'.

Zoom will send you an **email** to **activate** your **account**.



A screenshot of a Zoom confirmation email notification. The text reads: 'We have sent a confirmation email to caitora@gmail.com. Please click the confirmation link to activate and start using your Zoom service.' Below the text are two buttons: 'Resend Email' (blue) and 'OK' (blue). A red arrow points to the 'OK' button.

Open your email and **find** the **email**.

Click the blue '**Activate Account**' Button.

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account



Or paste this link into your browser:

https://zoom.us/activate?code=IRa8NWrhRoIS4NUoisHG_3zoES3fipA2HT-gec5oWK8.BQgAAAFxt2So4QAnjQAdQ2FpdGxpbj5Mb25nbWFuQHN0cm9rZS5vcmcudWsBAGQAABZXVlk3Tm8zVIRkeWxHTTNtc0V2MDFnAAAAAAAAAAAA&fr=client

Next you will be asked if you are **signing up** on behalf of a **school**.

Select **No**.

Select **continue**.

Are you signing up on behalf of a school?

Yes No

Continue



Choose a **password** for your account.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Your password must have **8 characters**.

Have **at least 1 letter**.

Have **at least 1 number**.

Include **upper** and **lower case** letters.

Fill in your **password twice**.

Select **continue**.

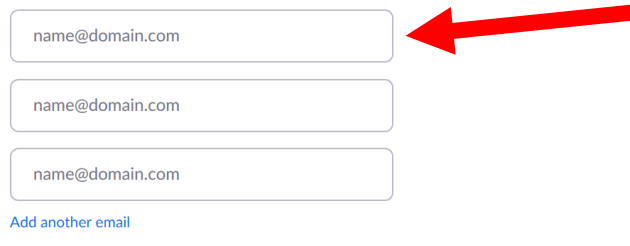
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).



Zoom will ask if you want to **invite friends**.
If you do you can **share** their **email address**.
You **do not have to** do this step.

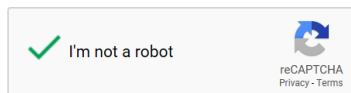
Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)



A screenshot of the Zoom invitation interface. It shows three input fields, each containing the placeholder text "name@domain.com". A red arrow points to the first input field. Below the fields is a link that says "Add another email".

You might be asked if you are a **robot**.
Tick I am **not a robot**.



A screenshot of the reCAPTCHA "I'm not a robot" checkbox. The checkbox is checked, and there is a green checkmark icon to its left. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".

It might ask you some **extra questions**.

If you want to **share your friends email** click '**Invite**'.



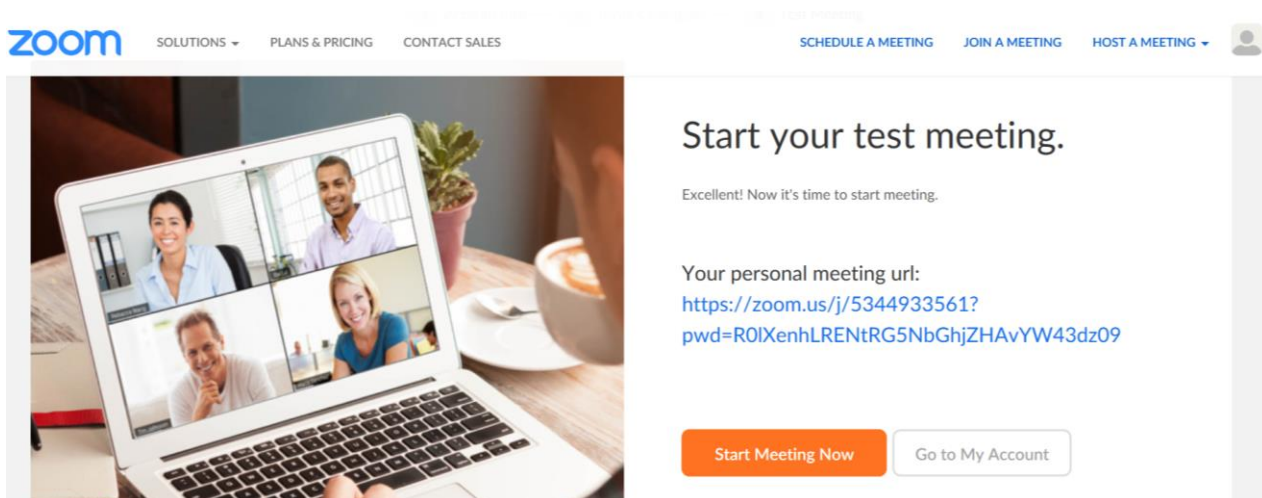
A screenshot of two buttons: "Invite" (orange) and "Skip this step" (grey). A red arrow points to the "Invite" button.

If you do **not want to share** any emails click '**Skip this step**'.



A screenshot of two buttons: "Invite" (orange) and "Skip this step" (grey). A red arrow points to the "Skip this step" button.

You have **completed** your **sign up**.

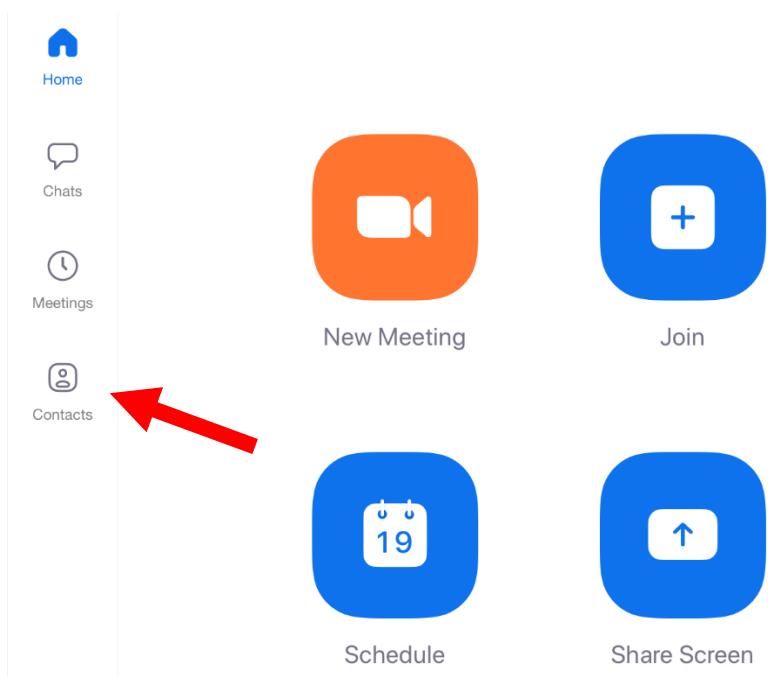


The image is a screenshot of the Zoom website's sign-up confirmation page. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' are in the center. On the right, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING' next to a user profile icon. Below the navigation is a large image of a laptop displaying a video conference with four participants. To the right of the laptop image, the text reads 'Start your test meeting.' followed by 'Excellent! Now it's time to start meeting.' Below this, it says 'Your personal meeting url:' followed by a blue link: 'https://zoom.us/j/5344933561?pwd=ROIXenhLREntRG5NbGhjZHAvYW43dz09'. At the bottom of this section are two buttons: an orange 'Start Meeting Now' button and a white 'Go to My Account' button.

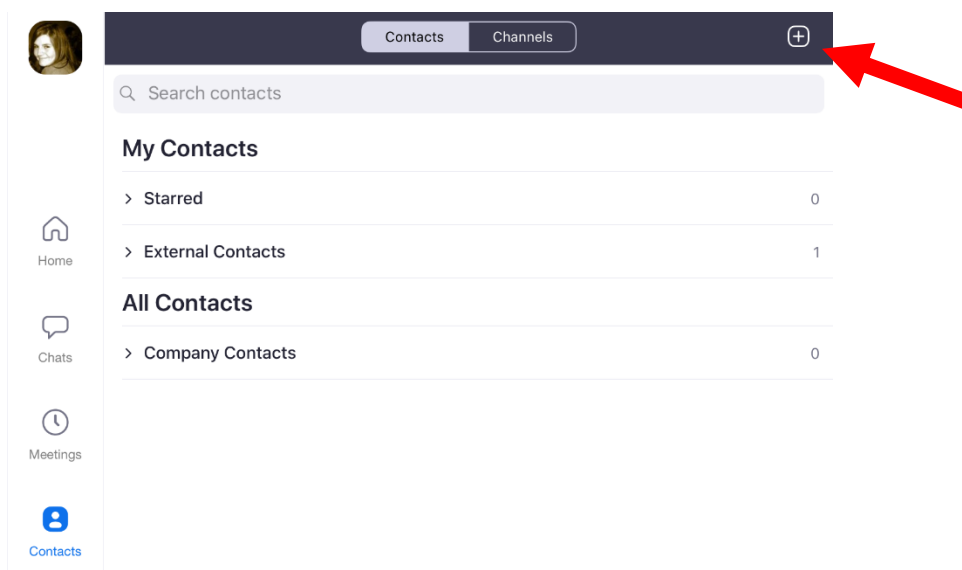
Adding a friend

Open Zoom

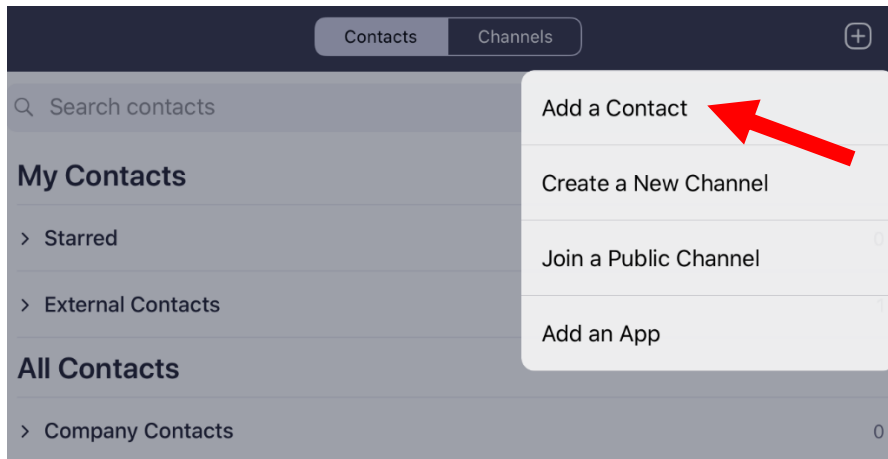
Select the 'Contacts' icon.



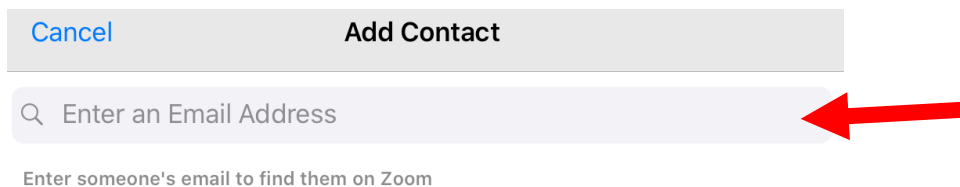
Click on the + in the top right corner.



Select **'Add a Contact'**.



Fill in your friend's **email** address.



Add If they already **have Zoom** you will see an **'Add' button**.
Select the **'Add'** button.

If they **do not have** Zoom you can **'Invite to use Zoom'**.

Invite to use Zoom Select the **'Invite to use Zoom' button**.
Zoom will send an **email invitation**.

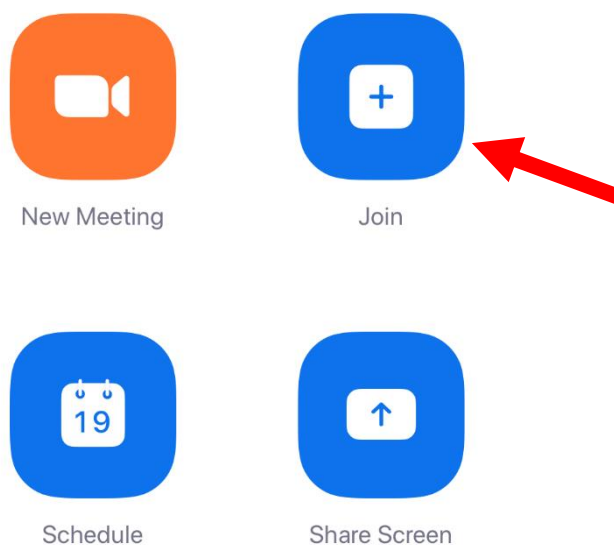
Joining a Zoom call

There are **two ways** to join a Zoom call.

- Joining with a **meeting number**
- Joining with an **email link**

Joining with a meeting number

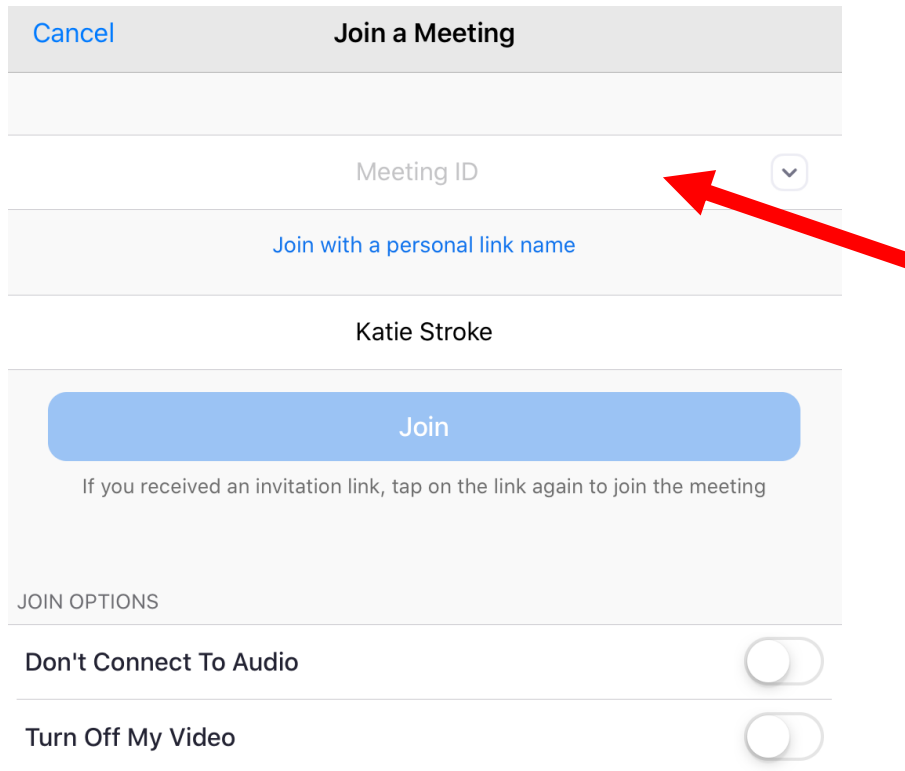
Select the '**Join**' icon.



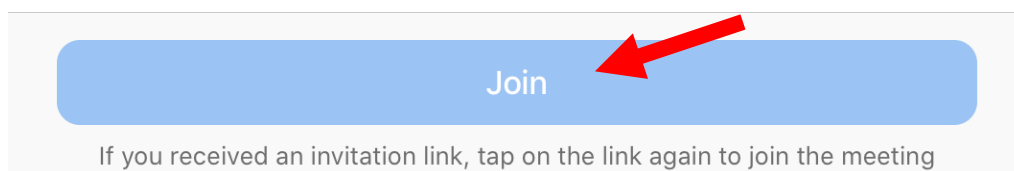
Fill in the **meeting ID**.

The **meeting ID** contains **9 numbers**.

The **organiser** of the meeting would have **sent** this to you.



Select **'Join'** to connect to the call.



Joining with an email link

The meeting **organiser** may send you an **email with a link**.

It will look like this.

Click on the **link** to join the meeting.

Katie Stroke is inviting you to a scheduled Zoom meeting.

Topic: Tea and chat

Time: Apr 29, 2020 09:30 AM London

Join Zoom Meeting

<https://us04web.zoom.us/j/77323513439?pwd=c00wcU1jeCttb0kzTEF6dTB0cGoxZz09>



Meeting ID: 773 2351 3439

Password: 8uduFf


At the **bottom** of the **email** is the **Meeting ID** number.

Some meetings may have a **password**.

You can **find** the **password** under the **Meeting ID**.

Meeting ID: 773 2351 3439

Password: 8uduFf



During a call

When you have **joined a call** you might see this.

 **Please wait for the host to start this meeting.**

Start: 9:30 AM

Tea and chat

Test Computer Audio

If you are the host, please [login](#) to start this meeting.

This is known as a **waiting room**.

The **meeting host** might **not** have **joined** the call yet.

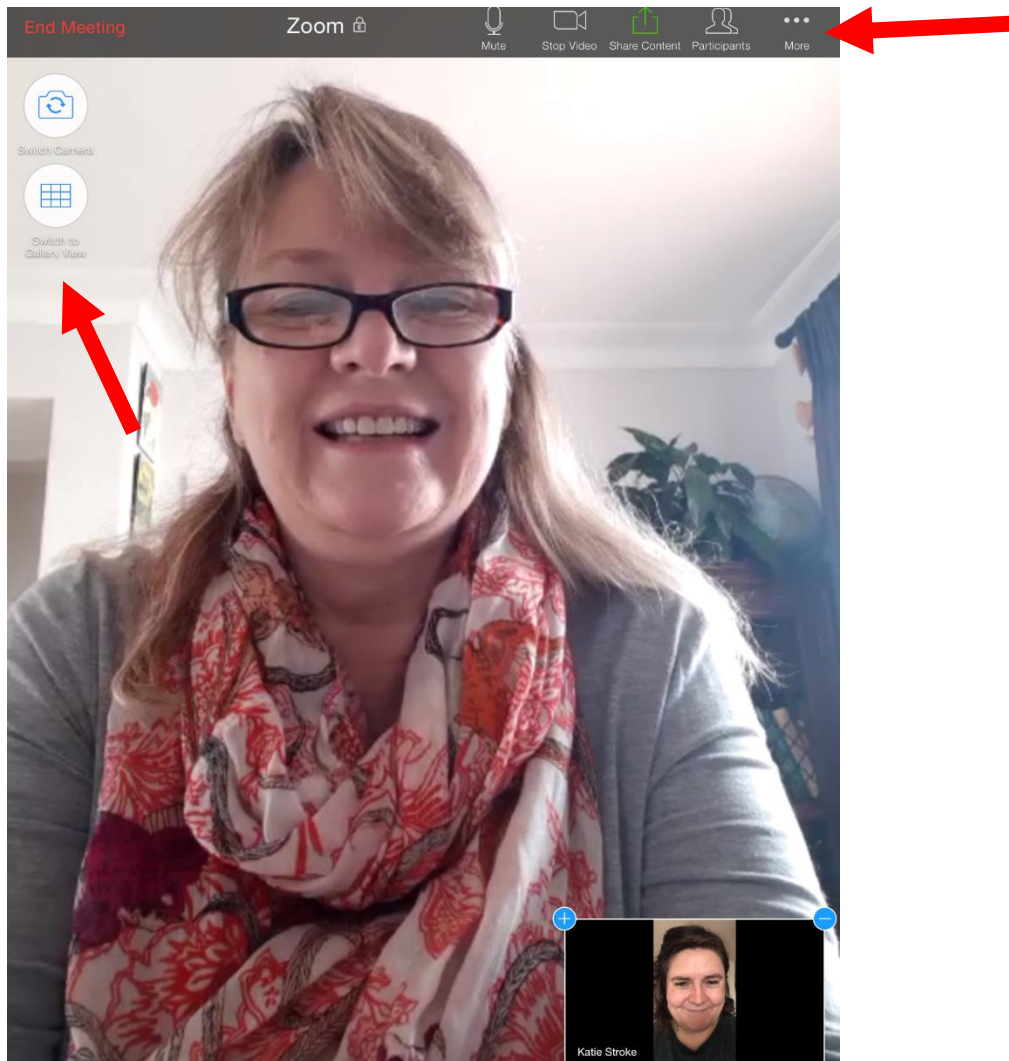
Once they have joined **they will add you** to the **video call**.



When in a **call** you will see **icons**.

These **icons** have **different functions**.

If you are using your **phone** or a **tablet** you need to **touch** the **screen** to **see** the **icons**.

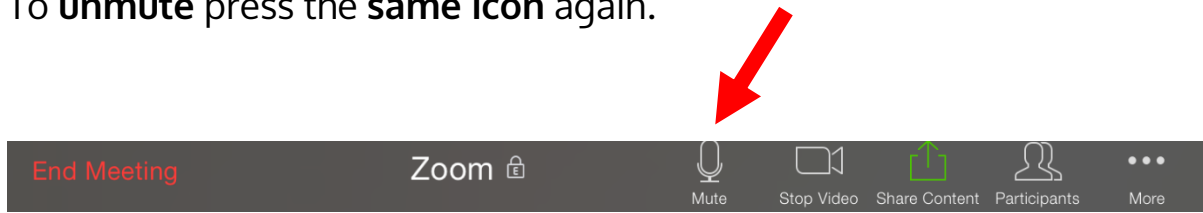


To **end** the **meeting** select '**End Meeting**'.



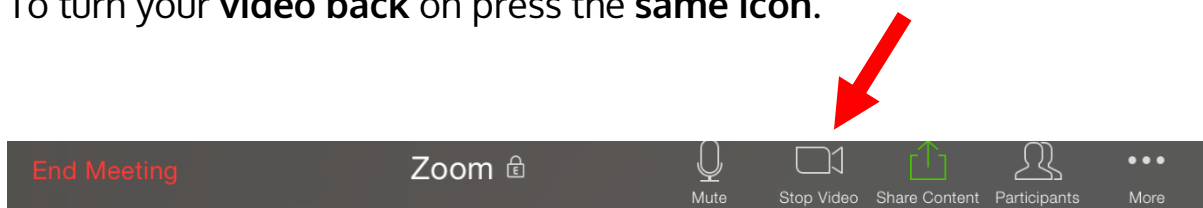
To **mute** your **sound** select the '**Mute**' icon.

To **unmute** press the **same icon** again.



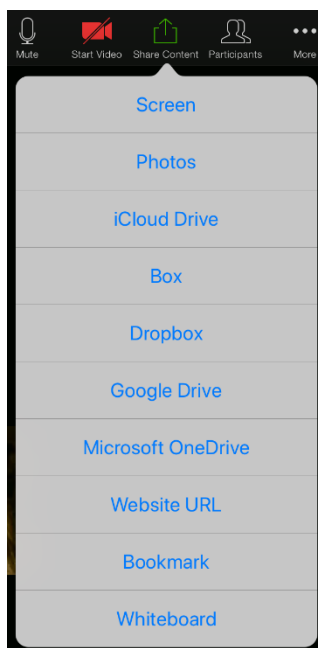
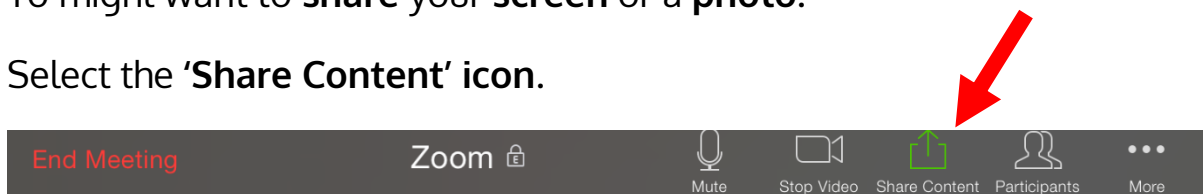
To **turn off** your **video** select '**Stop Video**' icon.

To turn your **video back** on press the **same icon**.



To might want to **share** your **screen** or a **photo**.

Select the '**Share Content**' icon.

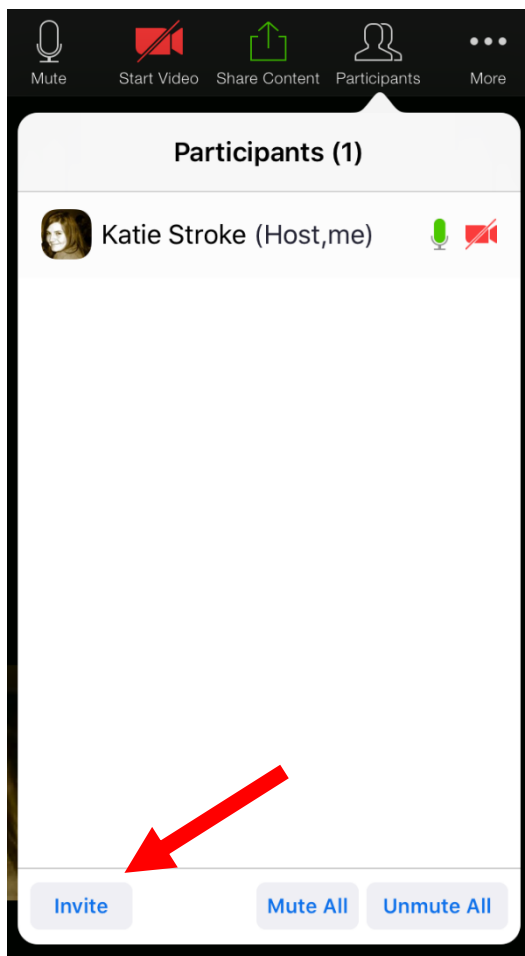


Then **choose** what you want to **share**.

You can see **who** is in the call by selecting the **'Participants'** icon.



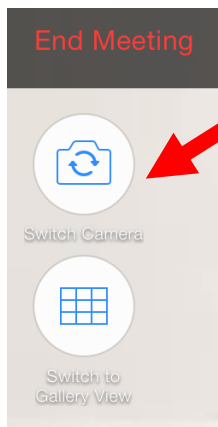
You can also **invite** more people to the call by **selecting 'Invite'**.



If you want to use your **back camera** to show something in your room.

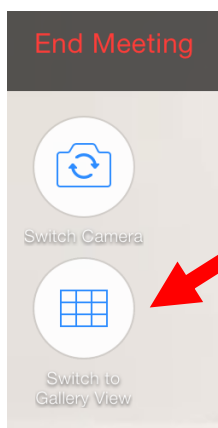
Select the '**Switch Camera**' icon.

Select again if you want to **change** the camera back.



If there are **lots of people** on the call you might want to **change** your **screen** to see everyone.

To do this **select** the '**Gallery View**' icon.

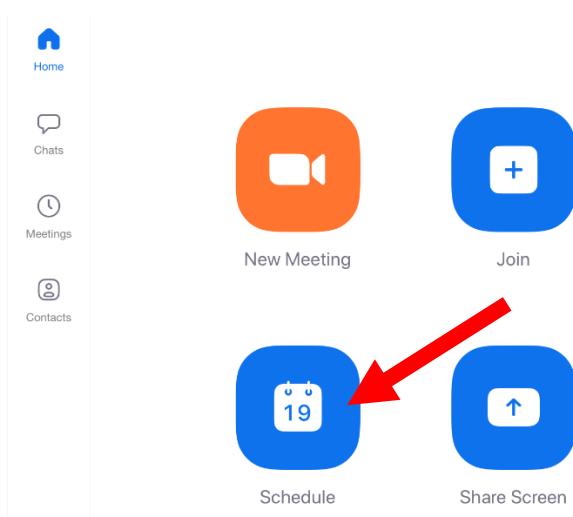


Sending a Zoom invite

You might want to **invite** a **friend** to a **video call**.

Open Zoom.

Select the **'Schedule'** icon.




You can now **fill in information** about your **meeting**.

Cancel	Schedule Meeting	Done
Tea and catch up		
Starts	Today at 12:00 >	
Duration	30 mins >	
Time Zone	London >	
Repeat	Never >	
Calendar	iCalendar >	


Start with giving your **meeting a name**.

Cancel	Schedule Meeting	Done
Tea and catch up		




Choose the **day** and **time** you want to **meet**.

Starts	Today at 12:00 >
Duration	30 mins >
Time Zone	London >




Select **how long** you want to meet for.

Starts	Today at 12:00 >
Duration	30 mins >
Time Zone	London >



Check your **time zone** is correct.

Starts	Today at 12:00 >
Duration	30 mins >
Time Zone	London >

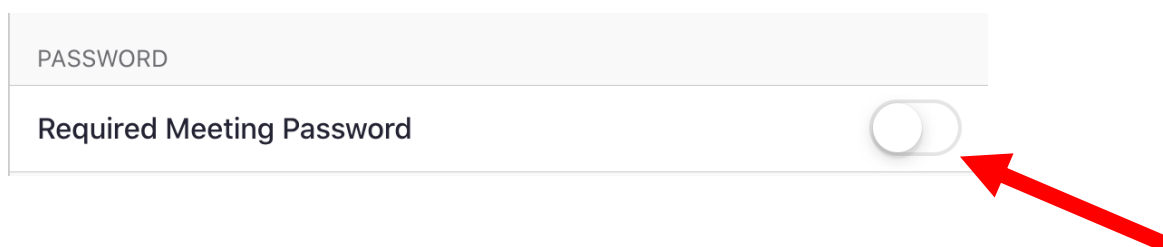


You can **choose** if you want your friend to **enter a password**.

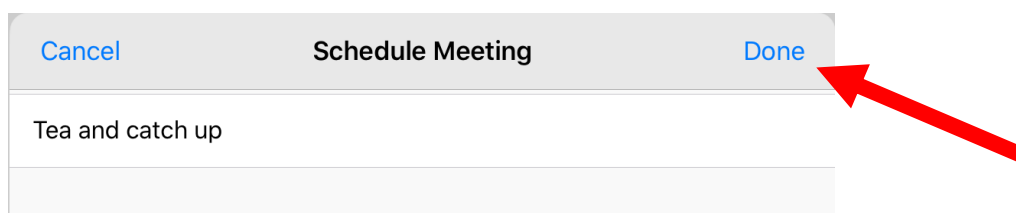
People with aphasia can find **passwords difficult**.

You might want to **turn this off**.

Click on the **switch** and it will **change** from **green** to **white**.



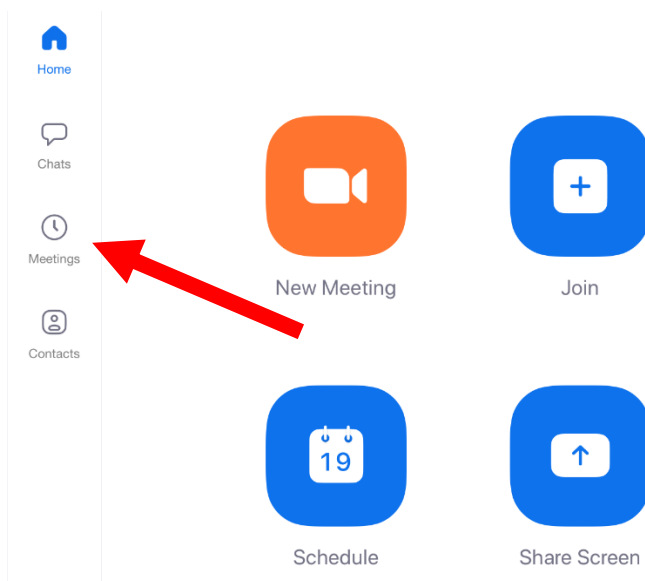
When you have **finished** entering the information **select 'Done'**.



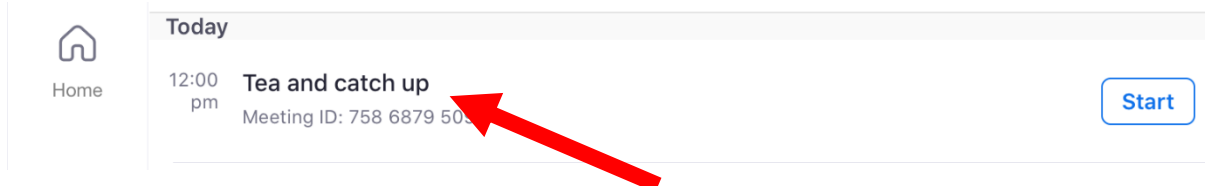
You have now **created** your **meeting**.

To **invite** your **friends**.

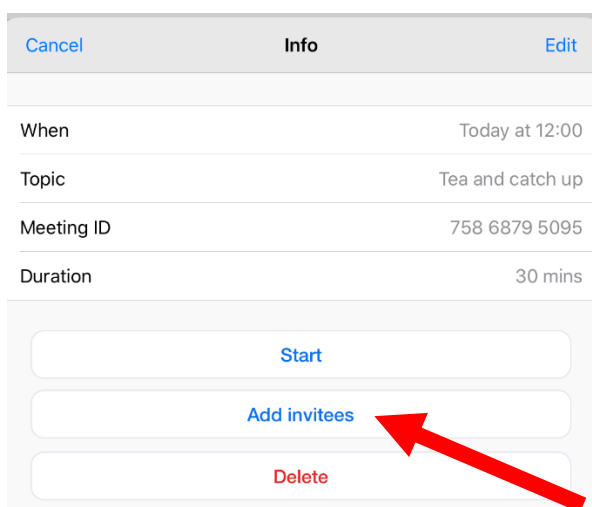
Select the **'Meetings'** icon.



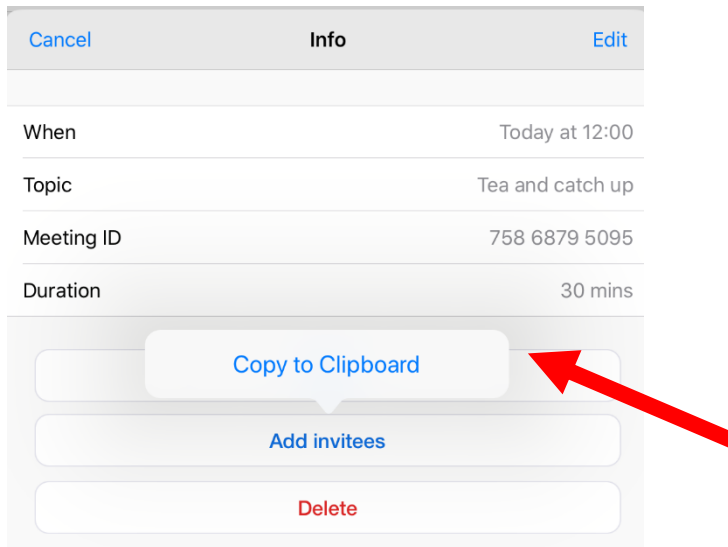
Select the **meeting** you want to invite friends to.



Select **'Add invitees'**.



Select **'Copy to Clipboard'**.



This will **save** the **invite information**.

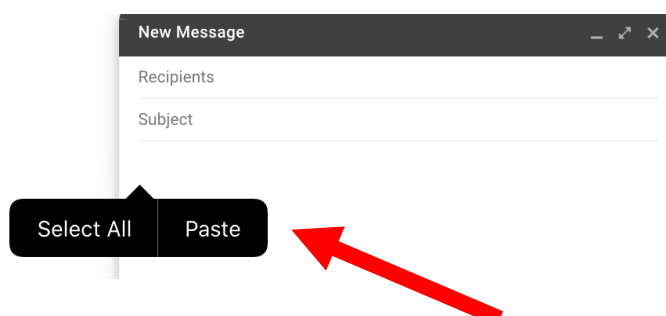
You can now **go** to your **email**.

Open a new **email**.

To **paste** the **information**.

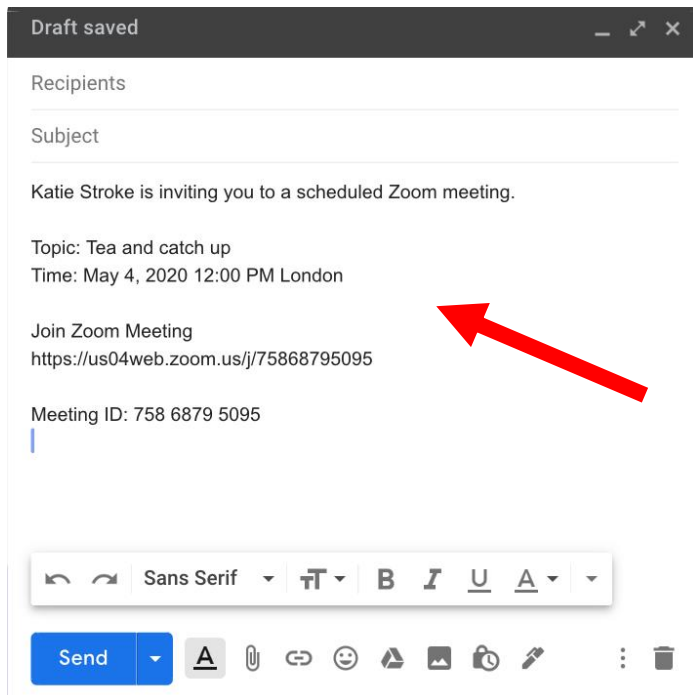
Hold down your **finger** on your **phone** or **tablet**.

Select **'Paste'**.



You can also **paste information** by selecting **CTRL** and the letter **V** on your keyboard.

The **text** will appear.



Fill in email addresses and select '**Send**'.

You could also **paste** the **information** into a **text message** or WhatsApp message.