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’

Next fill in your birthday.

Then select ‘confirm’.
Fill in your first name and surname.

Confirm your email address.

Tick that you agree to the Terms of Service.

Zoom will send you an email to activate your account.
Open your email and find the email.

Click the blue ‘Activate Account’ Button.

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

Select No.

Select continue.
Choose a **password** for your account.

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**.
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.

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

It might ask you some extra questions.

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

If you do not want to share any emails click 'Skip this step'.
You have **completed** your **sign up**.
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.

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’. 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=e00wcU1jeCtb0kzTEF6dTB0eGoxZz09

**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.

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.

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To **turn off** your video select ‘Stop Video’ icon.

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

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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.

<table>
<thead>
<tr>
<th>Cancel</th>
<th>Schedule Meeting</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea and catch up</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Starts</th>
<th>Today at 12:00</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Duration</td>
<td>30 mins</td>
<td></td>
</tr>
<tr>
<td>Time Zone</td>
<td>London</td>
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<tr>
<td>Repeat</td>
<td>Never</td>
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<tr>
<td>Calendar</td>
<td>iCalendar</td>
<td></td>
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</tbody>
</table>
Start with giving your **meeting a name**.

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

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

Check your **time zone** is correct.
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.