

Zoom Accessibility

Please see our handout *Virtual Event Tips* for advice on how to design virtual events and effectively communicate expectations to attendees. This handout is specific to Zoom with emphasis on Zoom’s accessibility features. Sending accessibility info out with your event confirmation and/or mentioning key features at the beginning of your event can be a very welcoming thing to do.

Meeting Controls

Before diving into Zoom’s accessibility features, acquaint yourself with Zoom’s basic meeting controls with this [10-minute video](#). Keep in mind Zoom frequently updates the functionality of these controls. After watching the video, set up a test meeting with just yourself (or a friend!) and play with these features.

- **Mute**
- **Stop/Start Video**
- **Invite Participants**
- **Manage Participants**
- **Share Screen** – *for public events it is strongly encouraged to restrict this feature to “host only.”*
- **Record**
- **End Meeting**
- **Chat**

Accessibility Features

Zoom offers automatic closed captioning for all free accounts. [Watch this video](#) to learn about the following accessibility features and, if serving as a meeting host, get in the habit of enabling the automatic CC function to make your events as accessible as possible.

- Closed Captioning
- Spotighting or Pinning
- Reordering Videos in Gallery View
- Sharing Slides as a Virtual Background

What’s the difference between spotighting and pinning?

Pin screen allows you to disable active speaker view and only view a specific speaker or ASL interpreter. Pinning another video will only affect your view.

As a host, you can spotlight videos ensuring that everyone on the Zoom will see the video(s) you choose no matter who is speaking.

Zoom Accessibility Hints

- **Closed Captioning/Live Transcript:** After enabling this feature, you can use your cursor to “grab” the caption box and move it where needed.
- **Chat Font Size:** By holding down the Control (Ctrl) button selecting the “+” or “-” you can increase or decrease the font size in Chat.
- **Mute/Unmute:** If locating the mute button is an issue, just leave yourself on mute and use the space bar to temporarily unmute yourself when you wish to speak.