

Tips for making Zoom meetings and events accessible for people who phone in

1. Always send out the full Zoom invitation, which includes phone dial-in options. You can do this by clicking “copy meeting invitation” in the Invitation Link section of your meeting page.
2. Change the name of phone participants so they don’t just show up as a phone #. This allows everyone on the video call to identify the phone caller.
3. Ask people to identify themselves before speaking throughout the entire conversation, that way those listening in can attach ideas and comments to people.
4. Read out important chat commentaries or ask those who have typed them to read them out.
5. Provide links to all participants in a follow-up email since those phoning in cannot see the links in the chat.
6. Check in with phone participants to see if they have anything to contribute to the conversation, since they can get sidelined because you cannot see them, and they cannot raise their hands or contribute via chat.
7. Try phoning in to a Zoom meeting and experience it for yourself so that you can make future calls more accessible for others.
8. Share these tips with other meeting and event Zoom schedulers so that they’re aware and less phone callers have to take extra steps to get access to the same information.