

Putting the VI in Virtual Meetings

Brought to you by [Travis Association for the Blind](#) in partnership with [Northwest Hills Eyecare](#)

Welcome

- Thomas Stivers, Austin Lighthouse
Agenda: Learning about what virtual meetings
-how they work
-how you can participate regardless of how much vision you have.

Presenting today are Aaron Hoffman, Dan Hart, Taryn Schriewer, and Yvonne Guzman. This is our first in a series of training events to help you make the most of all the free time many of us have right now. We are using [Zoom](#) which is quite accessible. To learn more about Zoom you may want to read the free audio book by Jonathan Mosen entitled [Meet Me Accessibly – A Guide to Zoom Cloud Meetings from a Blindness Perspective](#)

- Virtual meetings are everywhere
- There are a lot of tools, but what works?
- I'm not an executive, why should I go to meetings?

Tech Tips and Tricks

Aaron Hoffman

Action	PC Keystroke	Desktop Position	iOS	Phone
Mute or Unmute	ALT+A	Bottom Left, Microphone.	Bottom bar. Mute, Unmute lower left.	Star 6 for you. 99 to mute all.
Go to Chat	ALT+H, CTRL+T	Bottom Bar, Chat Bubble	Bottom bar. Chat. Select participant, type.	
Raise Hand	ALT+Y	Top Right, Hand Raised by Name.	Bottom bar. More, Raise Hand.	Star 9

This meeting will be recorded and made available online shortly after the live webinar.

Virtual Business Meetings

Dan Hart

- Collaboration
 - Ability to hold face to face meetings.
- Working together from a distance
 - Still have a sense of connection with co-workers

- Sharing files and ideas
 - Easy to share files and ideas instantly
- Accountability
 - Ability to document tasks a person is responsible for.
 - Ability to discuss expectations as in a face to face meeting.

Virtual Education

Taryn Schriewer

- Sharing work between teachers and students. Teachers can see students' work and share examples while having discussion.
- Asking questions and getting answers in real time. Learning and completing an assignment with guidance.
- Performing group discussion. Receiving feedback from classmates and working together. Provides help from peers as well as providing a social outlet at a distance.

Virtual Self-improvement, Games, Exercise, and Parties

Yvonne Guzman

- Way Around [Tag Everything webinar](#) series on Tuesdays at 12:30 PM Central
- [JAWS Beginner Training](#) from the NFB of Pennsylvania – Mondays at 11:00 AM Central
- [Tech Talk](#) (ask questions about iOS and Android) from the NFB of California – Mondays at 6:30 Central Password is 009343

Topics for Future Virtual Meetings

- Shopping for groceries without leaving the house.
- What accessible gadgets can I get to turn my home into a smart home?
- Tips and tricks for using Android with speech and magnification
- Employment workshop – How to find, get, and keep a job as someone who is blind or visually impaired.

Questions and Answers

Acknowledgements

Special thanks to Dr. Laura Miller and her staff at Northwest Hills Eyecare for allowing us to speak with you today.

If you would like a copy of the information, we presented today please send an email to Thomas.stivers@austinlighthouse.org.