

# How to Use Zoom as a KTDRR21 Attendee

We will be using [Zoom](#) to host the 2021 Online KT Conference.

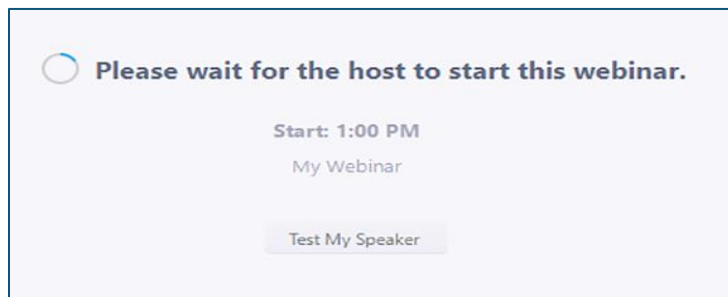
**Please click on [this link](#) to join the conference.**

If clicking the link does not open the conference, you can download [Zoom Client for Meetings](#) and follow the installation steps, and then retry clicking the link.

The conference link will take you to a web page before you enter the conference.

**Please enter your first and last name, then the email address we are using to send this information to you now. Then, click "Join Webinar."**

If you see the message below, you're all set. The conference will start at 1 p.m. Eastern.



## 1. KTDRR21 Audio

Once you've logged on, you will automatically be muted and will remain muted for the day. Need to adjust your computer's volume or switch to phone audio? Just click on "Audio Settings" (see the screenshot on the next page) to open the Zoom audio settings.



The contents of this product were developed under grant number 90DPKT0001 from the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR). NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and Human Services (HHS). The contents of this product do not necessarily represent the policy of NIDILRR, ACL, HHS, and you should not assume endorsement by the Federal Government.

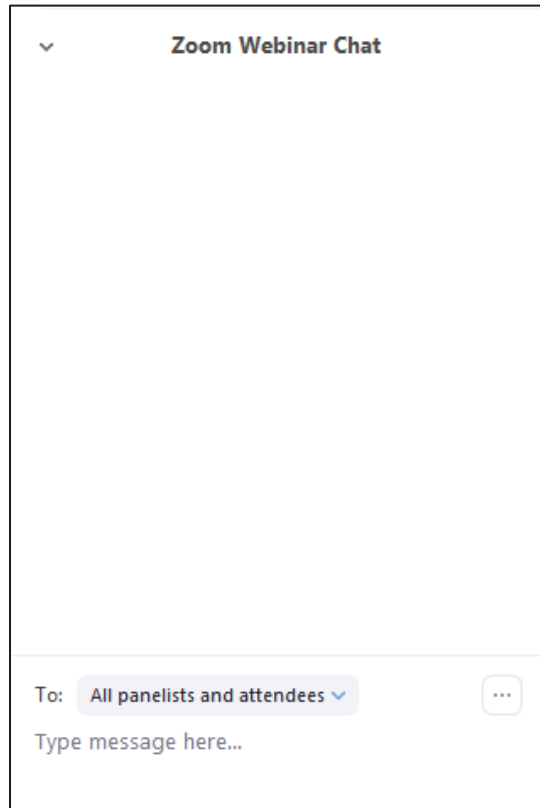
## 2. How to Ask Questions and Chat During KTDRR21

The Chat window allows you to ask presenters and moderators questions and to exchange comments with other participants.

Presenters and moderators can reply either via text in the Chat window or answer your question live. Other participants will respond only in the Chat window.

Click "Chat". The Chat window will appear on the right side of your Zoom window if you are not in full-screen mode. If you are in full screen, the Chat window will appear in a window that you can move around your screen as necessary.

Participate in the conference discussion by typing into the Chat window. Then, click "Enter" when you are ready to broadcast your question or discussion point to all conference attendees.



*PLEASE NOTE:* TO CHANGE THE NAME OF THE PERSON WITH WHOM YOU ARE CHATTING, CLICK THE DROP-DOWN MENU BESIDE "TO."

MAKE SURE THE "TO" AREA IS POPULATED WITH "**ALL PANELISTS AND ATTENDEES**" FOR EVERYONE TO SEE YOUR MESSAGE. IF YOU LEAVE THIS ON "ALL PANELISTS," ONLY THE PRESENTERS WILL SEE YOUR MESSAGE.

When you receive a Chat message, if you don't have the Chat window open, a notification will appear at the bottom of your screen on the Chat icon (conversation bubble).

We love a lively chat room! That said, please be mindful of keeping your questions and comments focused on the presentation at hand. That helps all of us get the most out of the day's sessions.



### 3. How to Get the Moderators' Attention During KTDRR21

If during KTDRR21 you're having technical difficulties, issues accessing files, or have a question not related to the presentation or discussion, please click on the 'raise hand' icon. The moderators will see it and contact you individually. Please don't forget after you've been contacted to lower your hand.



### 4. Accessibility and KTDRR21

Attendees will be able to download 508-compliant PDFs of presentation material on the [conference website](#). For further details regarding Zoom's accessibility features, please read on. You can also visit Zoom's dedicated [accessibility web page](#)

**Keyboard Navigation** There are keyboard shortcuts on the Zoom Desktop Client for Windows and Mac to navigate the Zoom settings without using your mouse, listed in your Zoom Desktop Client settings under "Accessibility." Please review the ["Hot Keys and Keyboard Shortcuts for Zoom" article](#) for further details and a list all keyboard shortcuts in Zoom.

**CART** Throughout KTDRR21, Communication Access Realtime Translation (CART), or real-time captioning, will be provided through the Zoom platform during the conference.

**Screen Readers** Zoom follows the latest accessibility standards to ensure that the platform is fully accessible to the latest screen readers.

### 5. How to Exit KTDRR21

If you have to leave at any point during KTDRR21, click "Leave Meeting" to exit the conference. If you leave, you can rejoin if the conference is still in progress.

Keep in mind that when you rejoin, the chat will start fresh and you will not see comments posted when you were logged on before, or when you were logged off.

**If you have any questions about *accessing the conference room*, please email Shoshana Rabinovsky at [srabinovsky@air.org](mailto:srabinovsky@air.org).**

**For other questions, please reach out to Tracy Bauman at [TBauman@air.org](mailto:TBauman@air.org)**