

## Accessibility on ZOOM

### Why it's important

Digital meetings and events have long been an integral part of everyday working life. But not everyone can use Zoom without barriers. **Accessibility ensures that all participants can take part in discussions and presentations without restriction.** An inclusive meeting environment not only strengthens equal opportunities, but also improves comprehensibility and usability for everyone. This guide shows how Zoom can be designed to be accessible and which functions can help.

### Video options

- **Multiple spotlights:** The host can, for example, make sign language interpreters permanently visible to everyone.
- **Multi-pinning:** Individual prioritization by pinning selected people in your own view.
- **Customize gallery view:** Rearrange video tiles using drag-and-drop to create a personalized view.

### Interpreting functions

- **Simultaneous interpreting:** Hosts can assign interpreters to translate in separate audio channels.
- **Language channels:** Participants can select the desired language and turn down the original language.
- **Sign language interpreting:** Spotlight and multi-pinning functions allow interpreters to remain permanently visible.

### Subtitles and transcription

- **Automatic subtitles:** Zoom creates live subtitles in real time.
- **Manual subtitles:** An assigned person enters the subtitles during the meeting.
- **Third-party subtitles:** External subtitle services can be integrated via a Zoom interface.

### Accessibility settings

- **Display options:** Customize font size of chat and subtitles.
- **Keyboard control:** Navigate Zoom completely via keyboard shortcuts.
- **Screen reader support:** Use Zoom with screen readers and customize audible announcements as needed.

An accessible Zoom meeting enables equal and inclusive communication for all participants. **At the beginning of a meeting, openly address any potential barriers and use the available features to strive for greater accessibility!**

You can find more information directly at [Zoom](https://zoom.us).