

Inclusive Zoom Events



Adding pronouns to your name on Zoom:

You can edit your profile by opening the Zoom webpage (<https://ucalgary.zoom.us> or for AHS accounts: <https://albertahealthservices.zoom.us/>) and clicking on Profile on the left menu. (UCalgary automatically populates the name associated with Zoom accounts.

You can customize your name/pronouns on a meeting-by-meeting basis (if a host has enabled this option) as follows:

1. While in the meeting, click on 'Participants' at the bottom of your Zoom screen.
2. Find your name from the list of participants and click on the '...'
3. Select "rename" in the pop-up menu
4. Add your preferred name and/or pronouns

(Note: You may not be able to make changes if the meeting host hasn't enabled this option)

Hosting Tip: Go to **Settings** -> **In Meeting (basic)** and change the setting to "Allow participants to rename themselves". If in a meeting, you can also click on the arrow by Participants, select 'Host tools for participants, and enable the renaming option.

Live transcription

Zoom hosts can turn on transcription during a meeting by clicking the 'Live Transcript' or 'Show Captions' button at the bottom of the Zoom window. *(If you cannot see this button, click on the "More" icon)* Click on 'Enable Auto-Transcription'.

Participants can enable subtitles or transcripts by clicking on the 'Live Transcript' button at the bottom of the Zoom window. They can choose to see subtitles or to view the full transcript in a side panel. They can also adjust the font size of the captions by clicking on 'subtitle settings'.

Other ways to make Zoom meetings more accessible

Include dial-in numbers on the invite: Some Deaf users use Video Relay Services to get sign language interpretation for Zoom meetings. Including dial-in numbers in the meeting invite helps them - and those who may not have computer access - better participate.

Mute all participants upon entry: Those with visual impairments rely heavily on audio from screen readers, so excess noise should be minimized when possible. Some neurodivergent users also may be sensitive to background buzzing noises.