

ZOOM Interpretation Guide for Participants



A screenshot of a Zoom meeting interface. At the top left, it says "Zoom Meeting" with a small green video icon. In the center, there is a "Talking:" label above a dark grey bar. Below this, meeting details are listed: "Meeting Topic: Test Zoom", "Host: Congress Rental", "Passcode: 669909", and "Invite Link: https://us02web.zoom.us/j/87583950659?pwd=Mzdvb09jQ...". Below the invite link is a "Copy Link" option. Three main action buttons are visible: "Join Audio" (with a headset icon and "Computer Audio Connected" text below it), "Share Screen" (with a screen icon), and "Invite Others" (with a person icon and a plus sign). At the bottom, a dark toolbar contains icons for Mute, Start Video, Participants (5), Chat, Share Screen, Record, Interpretation (highlighted with a red box), and Leave. An arrow points from the text "Select Interpretation" to the Interpretation button in the toolbar.

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A screenshot of a Zoom meeting interface. At the top, there is a "Talking:" indicator. Below it, the meeting details are listed: Meeting Topic: Test Zoom; Host: Congress Rental; Passcode: 669909; Invite Link: https://us02web.zoom.us/j/87583950659?pwd=Mzdvb09jQ... with a "Copy Link" option. Three main icons are visible: "Join Audio" (with a sub-label "Computer Audio Connected"), "Share Screen", and "Invite Others". At the bottom, the Zoom control bar is shown, with the "Interpretation" icon highlighted. A red box highlights the interpretation menu, which includes options for "Off", "English", "Portuguese", and "Spanish". An arrow points from the text "Available languages" to this menu. The "Leave" button is visible in the bottom right corner of the control bar.

Meeting Topic: Test Zoom
Host: Congress Rental
Passcode: 669909
Invite Link: <https://us02web.zoom.us/j/87583950659?pwd=Mzdvb09jQ...>
[Copy Link](#)



Join Audio
Computer Audio Connected



Share Screen



Invite Others

Available languages

- ✓ Off
- English
- Portuguese
- Spanish

Mute Original Audio

The Zoom meeting control bar at the bottom of the screen. It includes icons for Mute, Start Video, Participants (5), Chat, Share Screen, Record, Interpretation, and Leave.

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Zoom Meeting

Talking:

Meeting Topic: Test Zoom

Host: Congress Rental

Passcode: 669909

Invite Link: <https://us02web.zoom.us/j/87583950659?pwd=Mzdvb09jQ...>
[Copy Link](#)

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Off
English
Portuguese
Spanish
Mute Original Audio

Mute Start Video Participants Chat Share Screen Record Interpretation Leave

Select desired language
N.B Speakers must select the correct language that they will be speaking on the floor

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A screenshot of a Zoom meeting interface. At the top, there's a "Zoom Meeting" title bar with a green microphone icon. Below it, a "Talking:" indicator is present. The main area displays meeting details: "Meeting Topic: Congress Rental's Zoom Meeting", "Host: Congress Rental", "Passcode: 088781", and "Invite Link: https://us02web.zoom.us/j/87476244386?pwd=Nk8zaFDK...". Below the details are three icons: "Join Audio" (with a sub-note "Computer Audio Connected"), "Share Screen", and "Invite Others". At the bottom, a toolbar contains icons for Mute, Start Video, Participants (5), Chat, Share Screen, Record, and Language (Portuguese). A dropdown menu is open for the Language icon, showing options: Off, English, Portuguese (checked), and Spanish. The "Mute Original Audio" option at the bottom of this menu is highlighted with a red rectangular box. A blue arrow points from this box to a text block on the right.

Make sure to select "Mute Original Audio" to only hear your desired language from the floor/interpreter

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A screenshot of a Zoom meeting window. At the top, there's a "Zoom Meeting" title bar with a green microphone icon. Below it, a "Talking:" status bar is visible. The main content area displays meeting details: "Meeting Topic: Test Zoom", "Host: Congress Rental", "Passcode: 669909", and "Invite Link: https://us02web.zoom.us/j/87583950659?pwd=Mzdvb09jQ...". Below the link is a "Copy Link" option. Three icons are shown: "Join Audio" (with a sub-note "Computer Audio Connected"), "Share Screen", and "Invite Others". At the bottom, the Zoom control bar includes "Mute", "Start Video", "Participants" (5), "Chat", "Share Screen", "Record", "Portuguese" (highlighted with a red box and an arrow pointing to the text "Now listening to interpretation"), and "Leave".

Now listening to interpretation

ZOOM INTERPRETATION GUIDE FOR PARTICIPANTS BEST PRACTICES



- All speakers must select the language channel they will speak in. (otherwise it causes feedback)
- Please mute when you're not speaking
- Please use a headset microphone
- If speaking, please join from a quiet location so the interpreters can hear you clearly