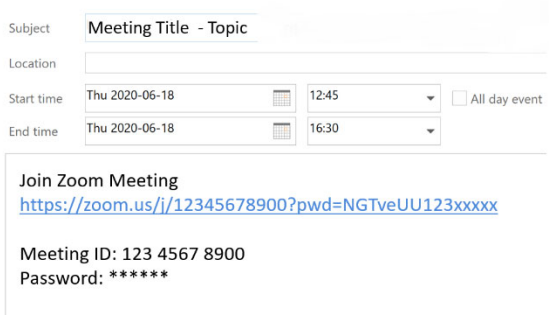
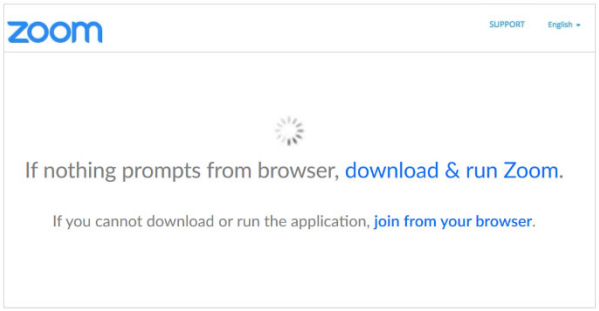
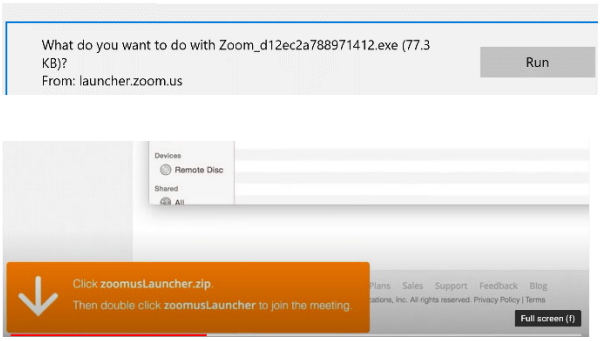
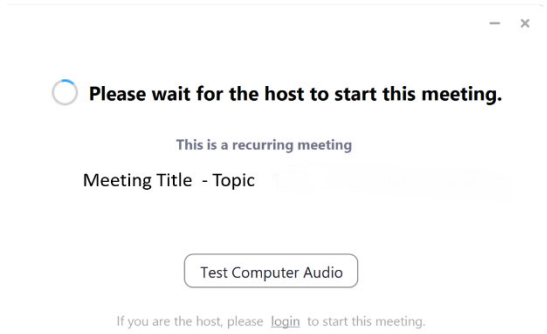
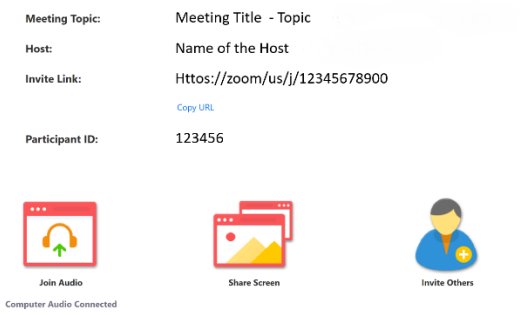
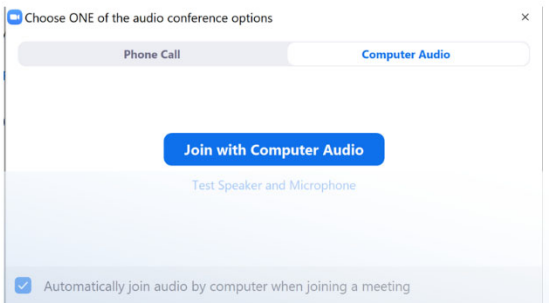
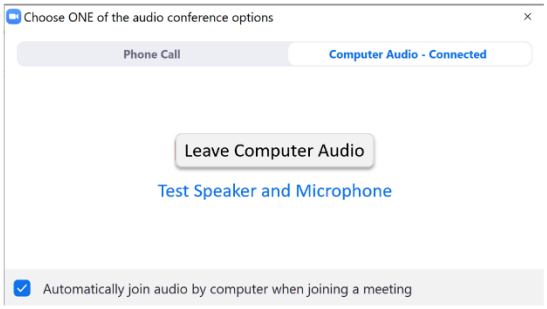
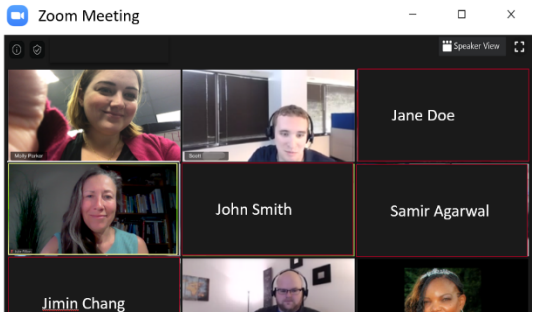
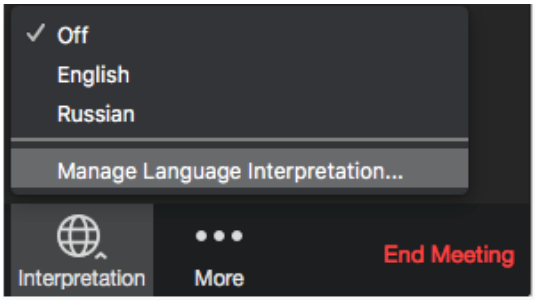
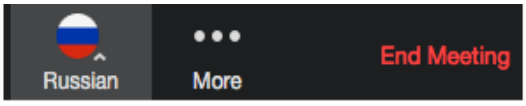
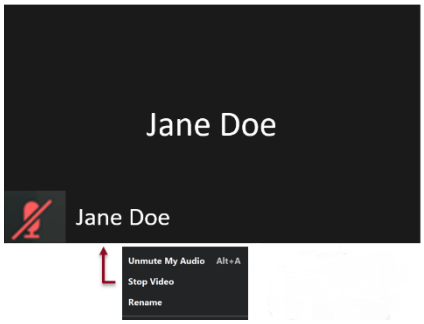
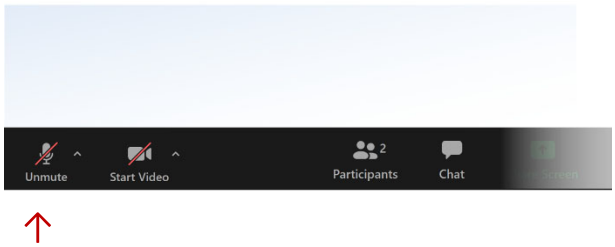
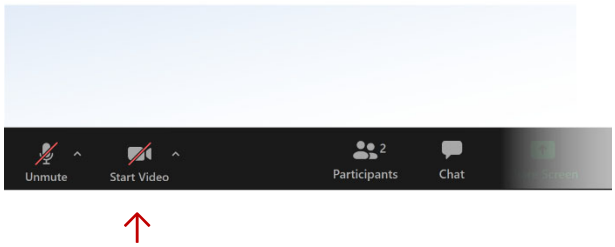
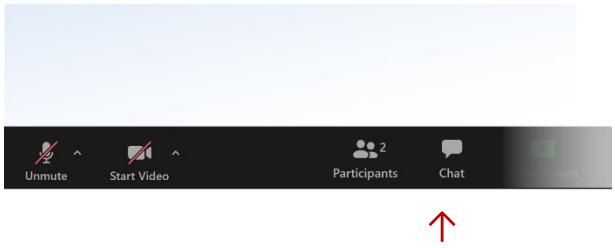
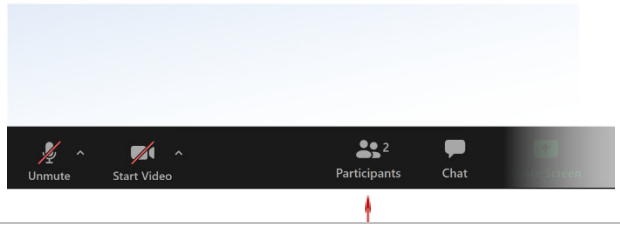
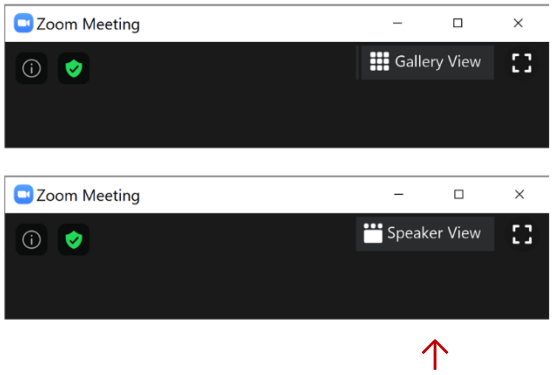
How to join a Zoom Meeting

General tips	For best performance, always disconnect from VPN. Additional resources can be found at: https://zoom.us/resources
	When receiving a zoom meeting invitation, you will see the join link in the meeting invitation. **Due to the large number of participants, joining by telephone will not be possible.**
	Click the link, and you'll be prompted to download and run zoom. Note: if you want to test the download a few days before the meeting, you can click here: https://zoom.us/test
	A zoom.us launcher dot zip file will download. Click on the file, and you can install the launcher. Note: depending on your computer, this may look different – you may need to save the file first and then run it, or simply click Run.

	If the host (facilitator) hasn't started the meeting, you'll see a message that says: "please wait for the host to start this meeting".
	Once the host starts the meeting, the zoom meeting window will appear, where you can join your audio. Click on "Join Audio".
	Choose "Join with Computer Audio" *Computer audio is required for the interpretation service.
	You can test your speaker and microphone by clicking on "Test Speaker and Microphone" and following the prompts.
	You're in the meeting.

 	Once in the meeting, you will be able to click “interpretation” in the meeting options and select a language channel. Participants in a language channel will hear the interpreted audio and also the original audio at a lower volume.
	Your video thumbnail should display your first name, your last name and your organisation. If not, right click on your name at the bottom left of your thumbnail, and select “Rename” to make corrections.
	At the bottom of your zoom screen, there will be a menu. Click on the microphone button to unmute or mute.
	To turn on or off your video (web cam), click on the video button as shown on the left.
	In order to send a chat, click on the “Chat” to open the chat box where you can type and send a message.
	In order to view the participants in the meeting, click on “Participants”. This will open a window listing all the participants.

	At the top right of your zoom screen, a button enables you to toggle between Gallery View and Speaker View.