

# QUICK REFERENCE FOR ZOOM MEETINGS

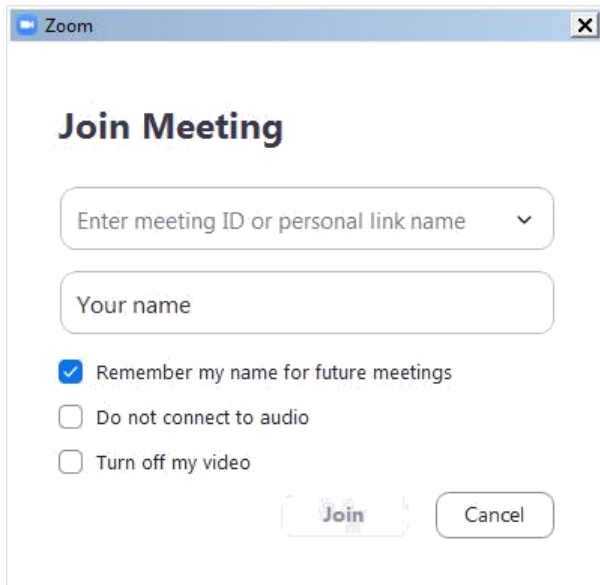
## I. Connecting to a Zoom meeting

There are two ways to join a Zoom meeting: via a Zoom application or via an internet browser:

- 1) Using an internet browser
  - Open your internet browser.
  - Go to [join.zoom.us](https://join.zoom.us).
  - Click the “Join a Meeting” button. This button is usually located on the top right corner of the page.
  - Enter your meeting ID provided by the organizer in the **invitation e-mail**
- 2) If a Zoom application is installed on your device, clicking on the invitation e-mail should launch the application.

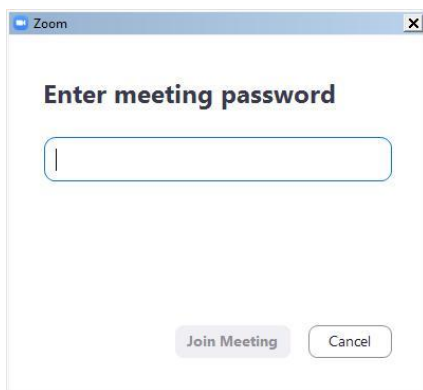
When the Zoom application opens, you see the dialog asking you to join a meeting on top.



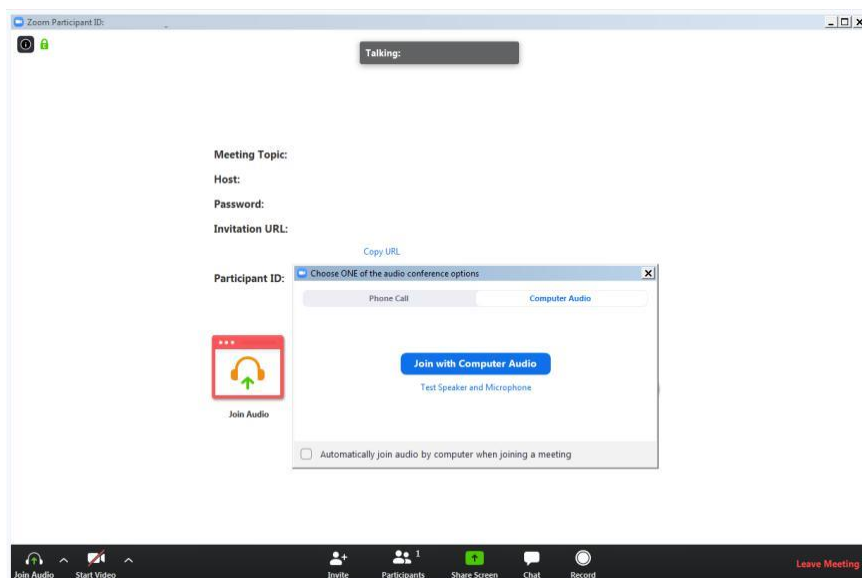


Enter the meeting ID from the **invitation e-mail**.

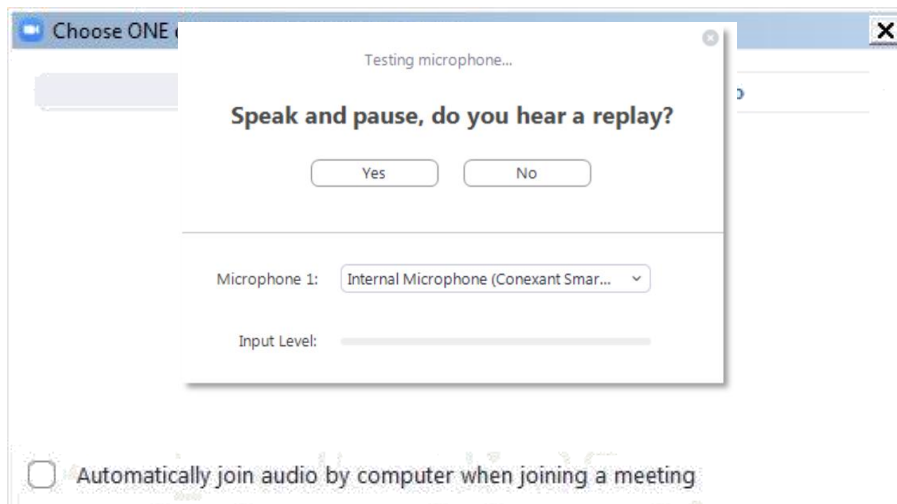
Enter your display name for the meeting using the naming convention rules provided by the organizer in the **invitation e-mail**.



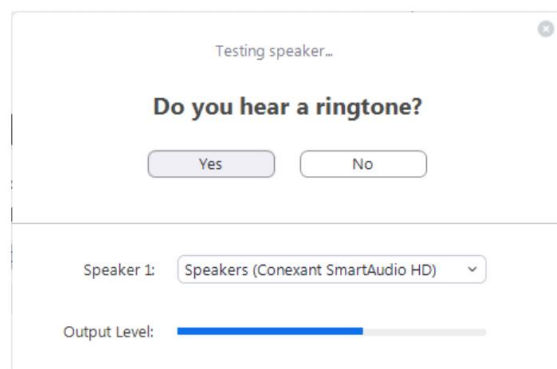
You might get the following dialog asking for a meeting password. It is also contained in the invitation e-mail.



The next dialog displayed consists of the prompt to Join with Computer Audio and the Zoom control application in the background.

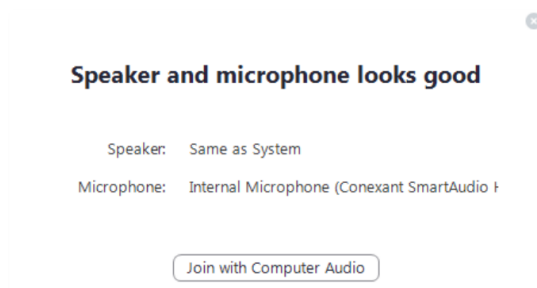


You may click **Join with Computer Audio** and if the hardware has been detected properly you have already joined the meeting with your audio equipment. You may alternatively first try your sound equipment clicking **Test Speaker and Microphone** below.



You should then immediately hear a ringtone; if not, answer with 'No' above and the program will continue to test the next speaker hardware found on the system until you confirm with Yes.

Immediately after the speaker test, you are prompted to speak and pause. You should hear your own recording right after you paused. If you can confirm with Yes you will see the following dialog after both tests.



Proceed with **Join with Computer Audio**. The Zoom control window should finally display the message **You are using the Computer Audio**.

Please note that the meeting host may have specified that your microphone is muted when you enter the virtual meeting room. Typically your camera will also be turned off at the beginning. In

the next steps you will see the controls enabling you to send your video and unmute your microphone.

Participants given the floor should turn on their microphone and camera before starting their intervention.

## II. Applying the mandatory Zoom meeting naming convention

In order to prevent unauthorized access to the meeting, participants are required to apply correctly the naming convention communicated to them in the **invitation email**.

Admission to the meeting will be granted in the waiting room only if your meeting name adheres to the naming convention. The meeting hosts will not be able to admit those whose names are not in line with the said convention and will be “removed” from the waiting room, so they may rename themselves according to the applicable naming convention, and join the meeting again.

### **How to change your meeting name when joining the meeting if the Zoom desktop client is installed**

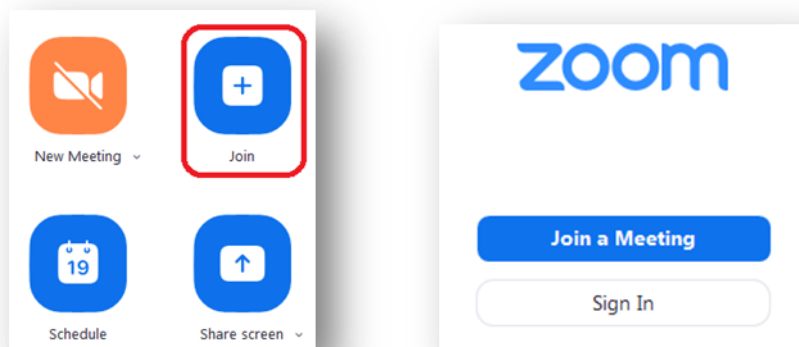
Issue: You wish to join a meeting and you are not prompted to enter your name before joining the meeting. This is typically the case if the Zoom desktop client is already available on your device and has been used previously.

Step 1 - Locate the Zoom desktop client on your device:

If it is unclear whether the client is installed, check the Start Menu for Zoom on Windows devices or use similar methods to search for programs (installed applications) on your specific device.

Step 2- Open the Zoom client application

In the zoom application client interface, locate the Join button. Depending on client version it should look like one of the following:



Next, continue with entering the meeting ID and your meeting name as per the **invitation mail**.

### III. Controlling audio and video in the Zoom application window

In the lower left section of the Zoom window you can locate the controls for the microphone and the video camera. If the tools are not displayed move the mouse inside the Zoom window.



By default these controls may be crossed out, click on them to activate the microphone and to enable the video.

The video image will immediately be visible to the whole audience of the meeting. It is therefore recommended to try the video privately first. To do this click on the arrow next to Start Video while this control is still crossed out. Select **Video Settings** from the menu. There you can preview your camera image and make adjustments. It is not recommended to use Enable HD for meetings with more than 5 participants. When ready, close the dialog and activate the camera by clicking Start Video.

There is also a large set of audio settings and other categories available in this dialog window.

### IV. Conference features in Zoom

#### Participants

There are several tools available when you display the Participants panel. A chat message will be displayed visibly to the targeted audience even if the chat area is not observed by some participants.

Please note that the meeting host can mute and unmute participants.

#### Chat

Click this function to display a Chat panel. Use the chatting function to communicate with meeting hosts.

#### Leave Meeting

At the end of a session, you may use this command to disconnect from the meeting. If you experience technical issues or would like to add additional hardware, e.g. a second camera, you may opt to disconnect and reconnect with the equipment attached to your computer.

#### Link to an overview of features of Zoom meetings

The following link on the Zoom webpage offers more information about Zoom features:

<https://support.zoom.us/hc/en-us>

## **V. Contact us**

In case of any issues or questions concerning accessing the Webinar Series, registered participants can send us a message at [webinar.series@odihr.pl](mailto:webinar.series@odihr.pl).

See Annex below for minimum requirements and recommendations for speakers participating at Virtual meetings with simultaneous interpretation through web-based platforms.

## Annex

### **Minimum requirements and recommendations for speakers participating at Virtual meetings with simultaneous interpretation through web-based platforms**

It is important to observe the following to run virtual meetings with simultaneous interpretation as smoothly as possible.

Please note that providing remote interpretation via a platform is highly demanding, therefore the audio-visual requirements for meetings with simultaneous interpretation are higher than those you may know from virtual meetings with everyone speaking the same language. Not following the guidance set out in this document might make it necessary for interpreters to interrupt the delivery of simultaneous interpretation services due to low audio-visual quality and may prevent your message from being duly heard by all participants due to technical issues.

Therefore, the following guidelines should be observed:

- Stable **internet connection** with Internet speed of minimum 2Mbits up- and download (can be checked at [www.speedtest.net](http://www.speedtest.net))
- **Headset with integrated microphone or individual microphone** plus separate headphones with frequency response of min. 125 Hz to 15.000 Hz (see list of recommended headset models at the end of this document)
- **Camera/Webcam** with HD video quality connected to (PC) or built-in (Laptop)
- Minimum requirements for **Operating System**:
  - Mac OS X with Mac OS 10.11 and higher
  - Windows 7 or higher
- Mac OS or Windows OS **hardware requirements**:
  - 2.5 GHz Dual Core Intel Core i5 and higher desktop CPU (single screen)
  - 2.8 GHz Quad Core Intel Core i7 and higher desktop CPU (dual or triple screen)
- Google Chrome or Mozilla Firefox as **browser**, with latest version installed and regularly updated. Remember to allow access to your microphone and camera in your browser
- Participation at virtual meetings should take place via **laptop or desktop pc** connected to router/network **via Ethernet cable**.
- Avoid using ad-blockers
- **Working environment** should be located at a distance from any sources of disturbance likely to produce audible artefacts, e.g. outside traffic or transport noise, noisy corridors, lifts and kitchens, do-it-yourself work, gardening, household appliances, cries of animals, etc.

- Have your headset **configured and tested** before the event, by accessing your system settings and/or following instructions given by the platform provider.