Zoom

(ENGLISH)
WEBINAR: Most folks are on mute and video cameras are off. You will be able to hear and see all speakers on today's agenda.

INTERPRETATION:
This meeting is in English and Spanish.

To listen in Spanish, click on interpretation and select Spanish.

AUDIO: If you don’t hear anything, try to leaving the meeting and coming back again. Make sure you select computer audio.

WEBINARIO: La mayoría de las personas tienen sus micrófonos en silencio y sus cámaras apagadas. Usted podrá escuchar y ver a todos los oradores que aparecen en la agenda de hoy.

JUNTAS: Esta junta se puede ver en inglés y español.

INTERPRETACIÓN: Para escuchar en español, pulse sobre la palabra interpretación (interpretation) y seleccione español.

AUDIO: Si no escucha nada, intente salir de la junta (leave the meeting) y volver a entrar. Asegúrese de seleccionar el audio de la computadora (computer audio)
Join a Call on Your Computer

OPTIONAL: Sign into your Zoom account with your email address and password.

JOINING: Make sure you are signing in using your first and last name so the host knows you are joining the meeting.

TIPS:
Connect using internet audio on your phone or tablet, and computer audio on your laptop and desktop computers.

Turn on your camera.

Mute your microphone when you are not speaking.
ENABLE INTERNET AUDIO

When you join a Zoom meeting on your phone you are given the option to "Call using Internet Audio" when you click on this option it will allow you to listen and speak during a meeting.

ACTIVE EL AUDIO DEL INTERNET

Cuando entre a una junta de Zoom en su teléfono, se le dará la opción de "Llamar usando el audio de Internet". Seleccionar esta opción le permitirá escuchar y hablar durante la junta.
On-Camera Tips

Turn phone sideways/horizontal.

Turn on a light. Make sure there is light in front of you, but not behind you.

Remember, the camera is on! Be professional and don’t forget to wear a shirt and pants!

Facing camera and try to be in the middle of it (see above). Sit up straight.

Close the curtain behind you if you are sitting in front of a window.
On-Camera Tips

Use your first and last name when logging into a Zoom meeting or interview.

Prop up the camera so it’s level with your face and eyes.
Schedule a Call

Staff: Remember that your Zoom account linked to your Culinary Union e-mail is for work use only. Create a Zoom account tied to a personal email account for use outside of work.

To schedule a call, open the Zoom app and click "Schedule".

Use these settings:
- Double-check that the date, time, and time zone are correct
- You can host unlimited 40-minute meetings (if not licensed)
- Do not require a password
- VIDEO: Make sure participants video is "on"
- AUDIO: Choose "telephone and computer audio"

Advanced options:
- Choose "enable waiting room"
- Enable language interpretation and add interpreter email if the meeting will be in more than one language.
Setting up Interpretation

When setting up a meeting, "Enable language Interpretation." Assign an interpreter by email. Save.

You can also edit the meeting after it's scheduled. If a meeting is already running, you will not be able to turn it on unless everyone leaves and rejoins (after you make and save the edits).

Using Interpretation

Participant: Click on interpretation and join Spanish. Mute original audio to only hear Spanish.

Host: Click on interpretation > Manage language interpretation > Assign a participant as interpreter > Start.
Ask a Question

Click "Participants" on the bottom of the screen

Click "raise hand"

Unmute yourself and ask a question

OR

Click "more," then click "chat" and write in your question
Share a meeting link

Once you schedule your meeting, a box with meeting information to share will pop up.

Click "Copy to Clipboard" to copy all of the information in the box

Share only this information:
- Zoom Meeting Link
- Meeting ID
- One tap mobile number (San Jose)
- Dial-in number (optional)

Copy Meeting Invitation

Meeting Invitation

Culinary Union is inviting you to a scheduled Zoom meeting.

Topic: Test
Time: Aug 14, 2020 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/99675026208

Meeting ID: 996 7502 6208
One tap mobile
+12532158782,99675026208# US (Tacoma)
+13462487799,99675026208# US (Houston)

Dial by your location
+1 253 215 8782 US (Tacoma)
+1 346 348 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 201 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)