

*Zoom*

(ENGLISH)

# Welcome!

**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*.



# ¡Bienvenido!

**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:

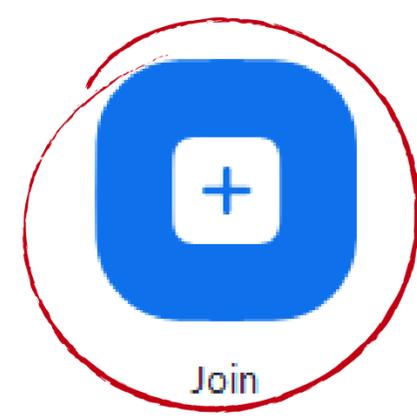
Connect using internet audio on your phone or tablet, and computer audio on your laptop and desktop computers.

Turn on your camera.

Mute your microphone when you are not speaking.



New Meeting ▾



Join



Schedule



Share screen ▾

## Join Meeting

555 555 5555 ▾

First Name Last Name

Do not connect to audio

Turn off my video

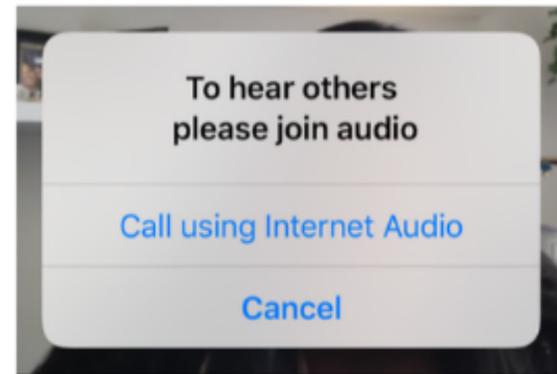
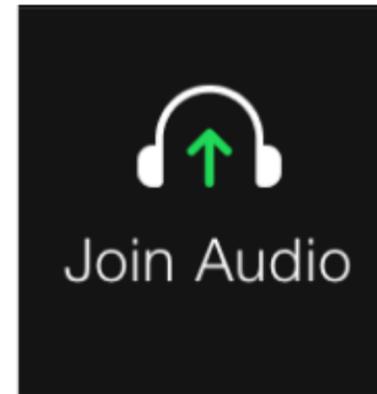
Join

Cancel



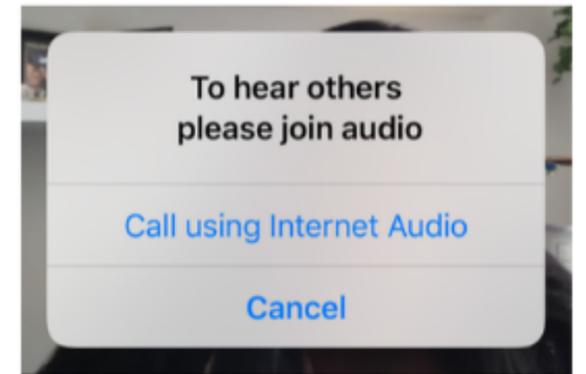
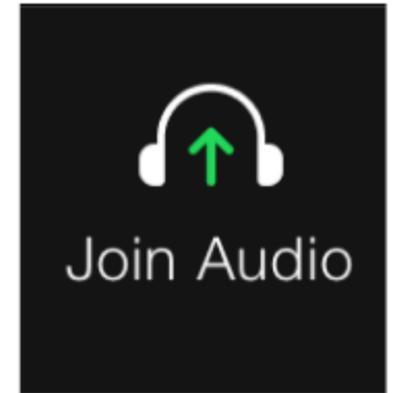
## ENABLE INTERNET AUDIO

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.

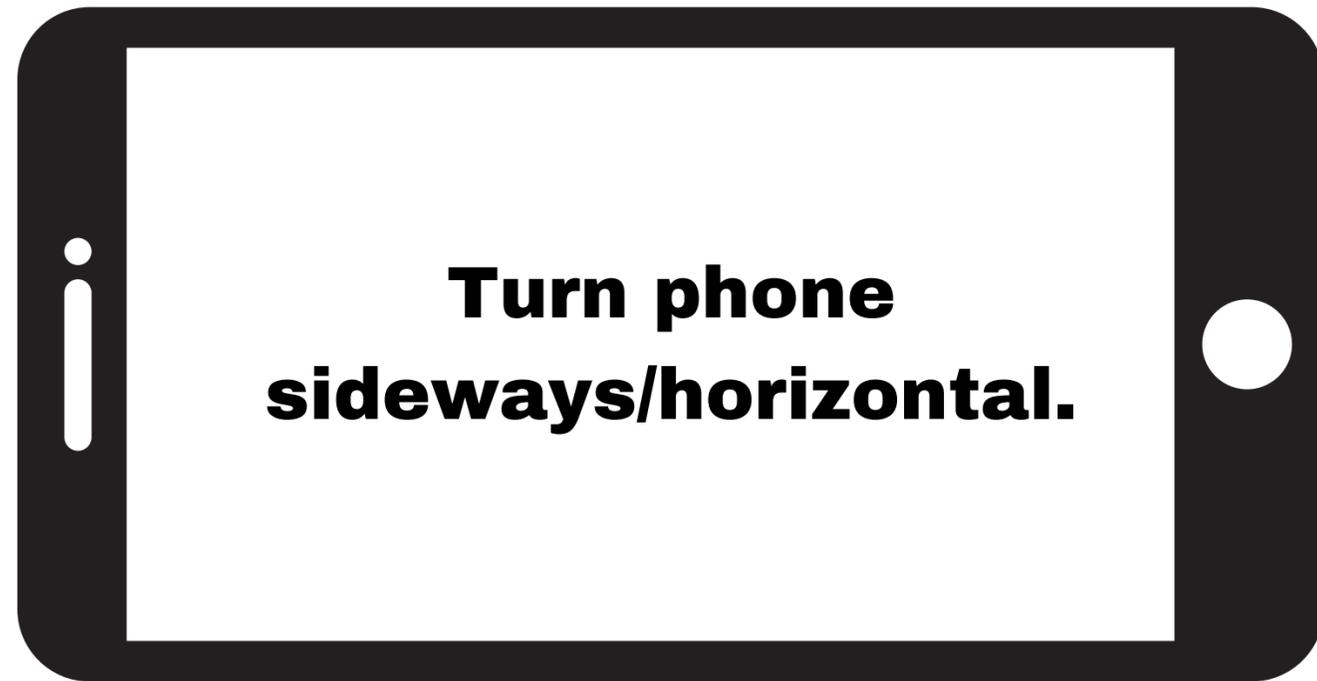


## ACTIVE EL AUDIO DEL INTERNET

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.

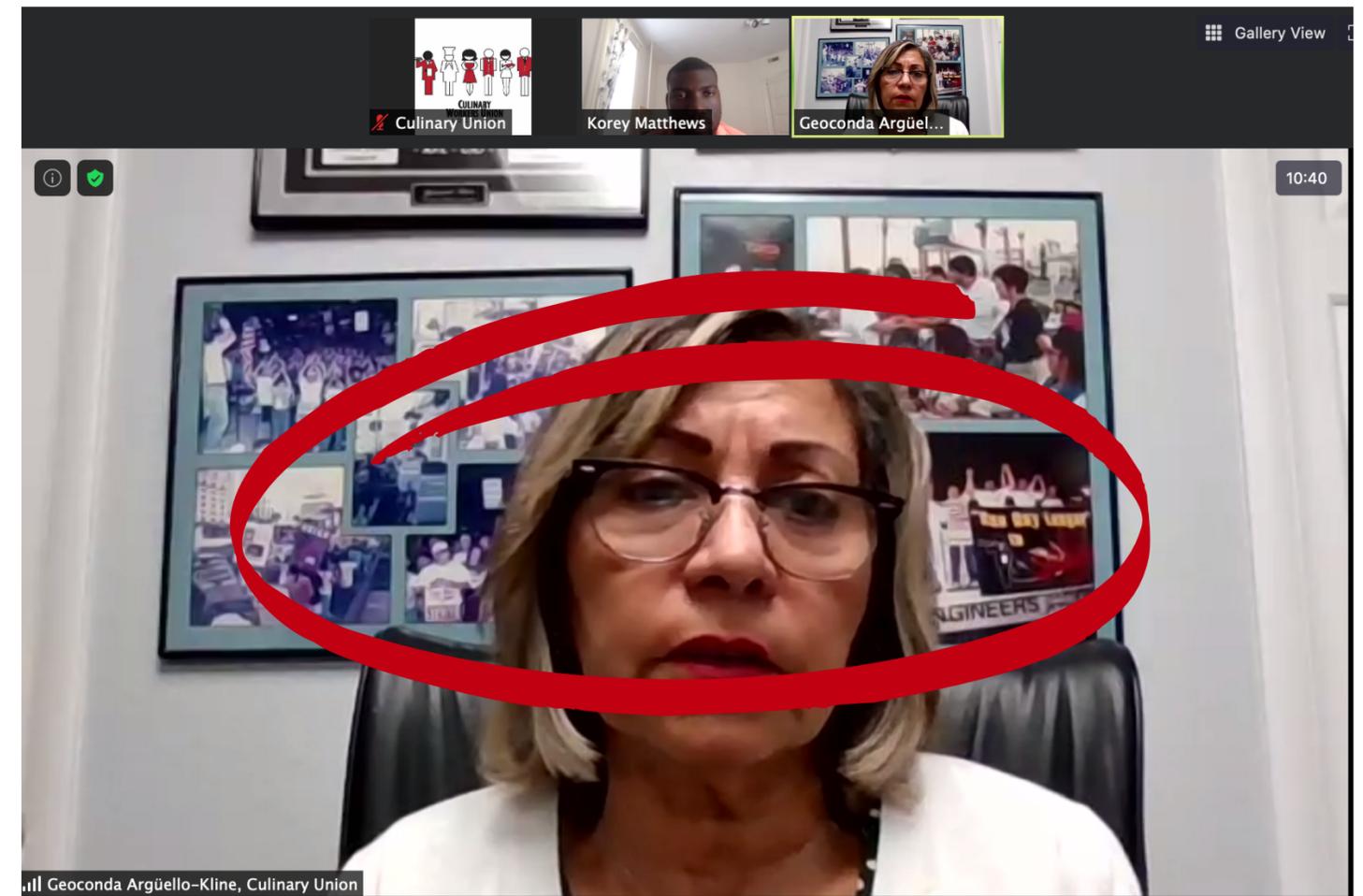


# On-Camera Tips



Turn 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!



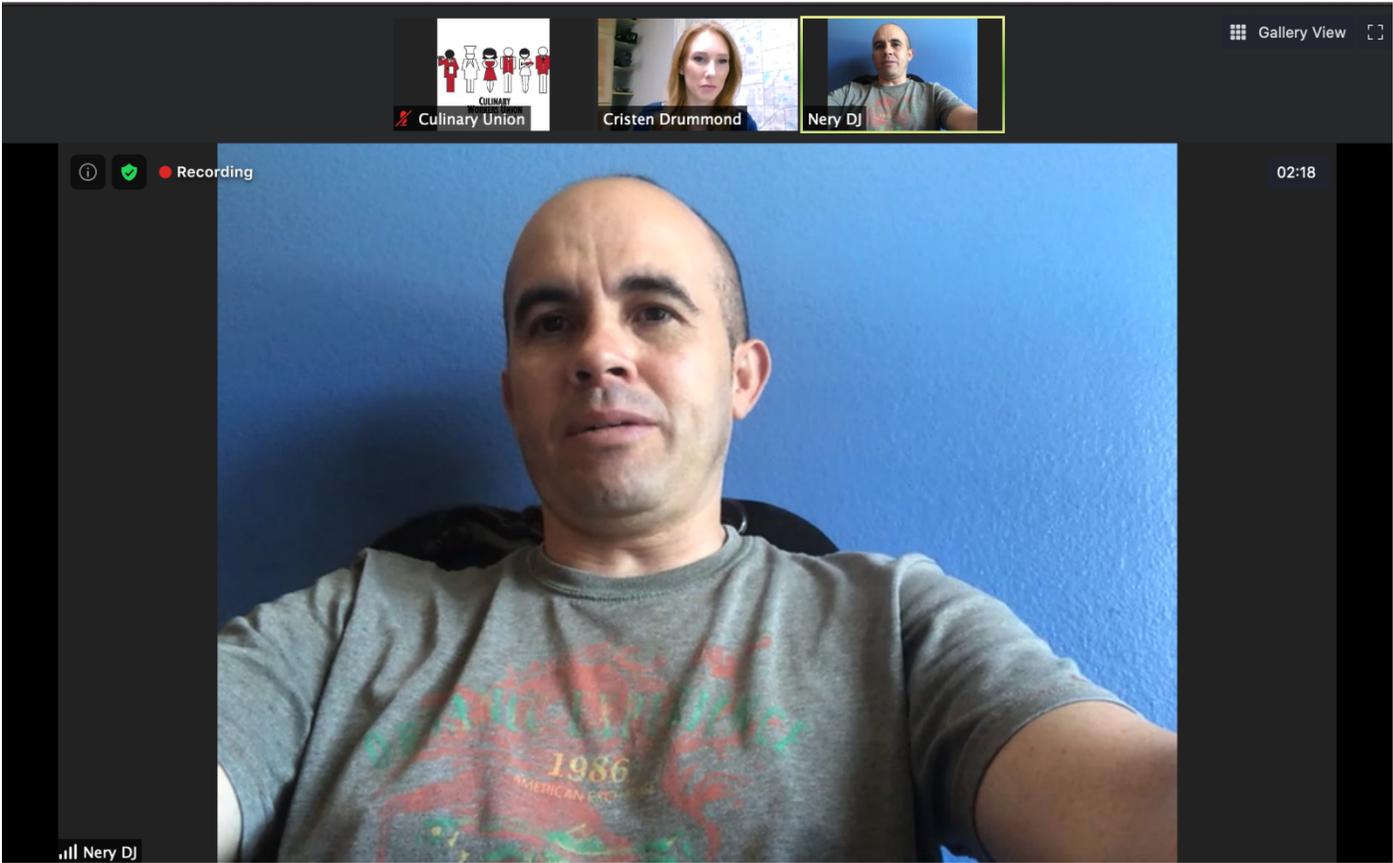
Facing camera and try to be in the middle of it (see above). Sit up straight.

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.

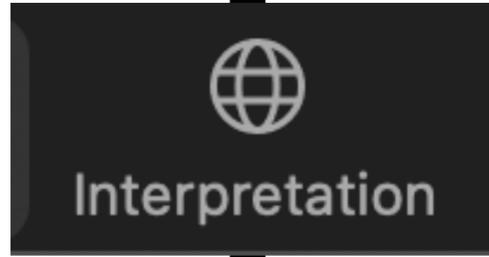
The screenshot shows the 'Schedule meeting' interface in Zoom. The following settings are highlighted with red circles:

- Meeting ID:** The 'Generate Automatically' radio button is selected.
- Advanced Options:** The 'Enable Waiting Room' checkbox is checked.
- Interpretation:** The 'Enable language interpretation' checkbox is checked.

Other visible settings include:

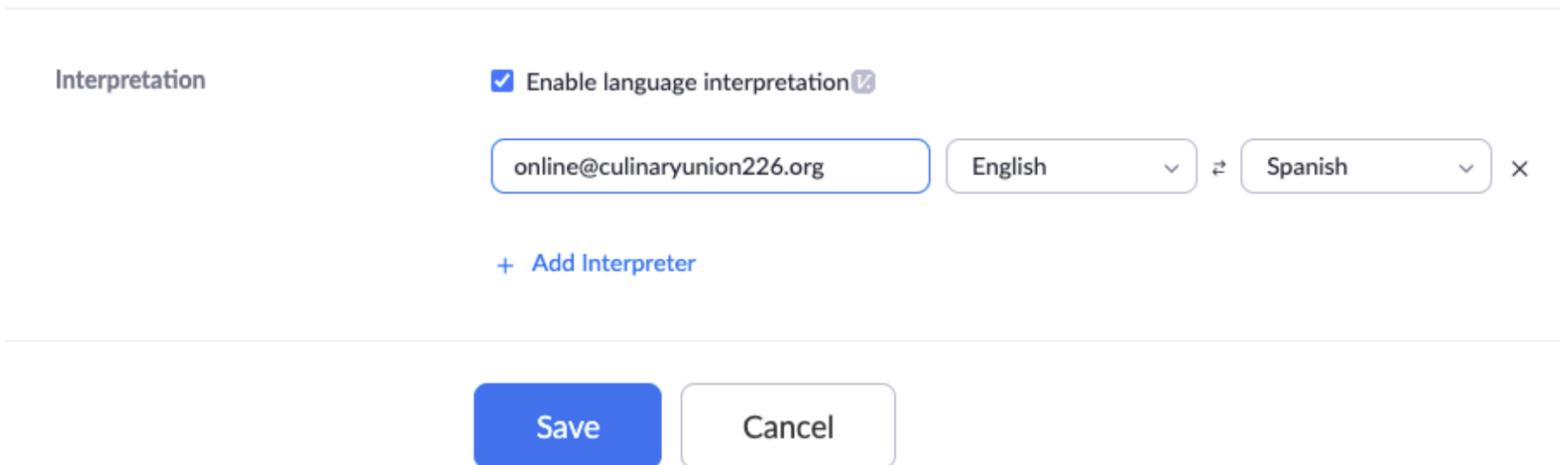
- Start:** Fri July 31, 2020, 07:00 PM
- Duration:** 0 hour, 30 minutes
- Recurring meeting:** Unchecked
- Time Zone:** Pacific Time (US and Canada)
- Password:** 'Require meeting password' is unchecked.
- Video:** Host: Off, Participants: On
- Audio:** Telephone and Computer Audio is selected.
- Calendar:** Other Calendars is selected.
- Buttons:** 'Schedule' and 'Cancel' buttons are at the bottom right.

# Setting up Interpretation



# Using Interpretation

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

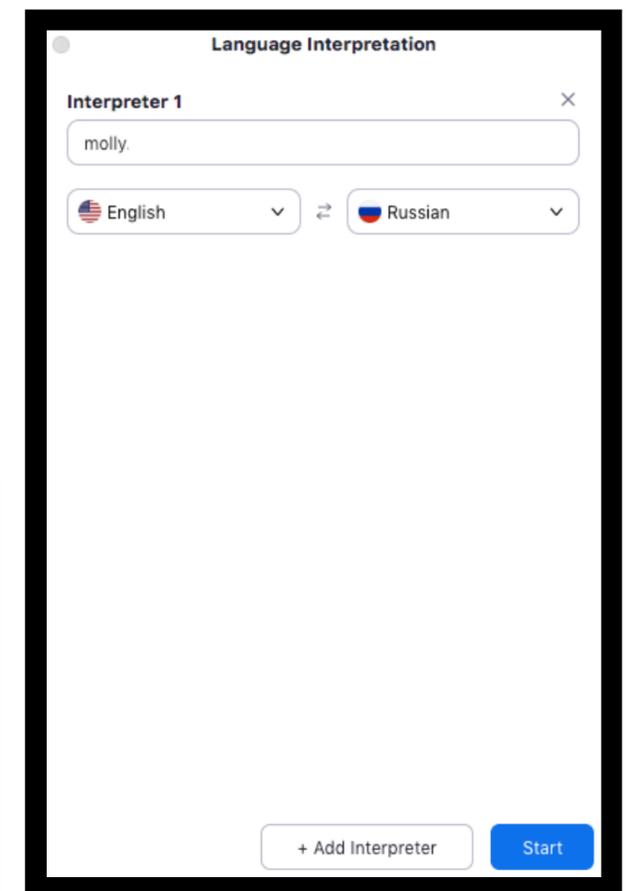
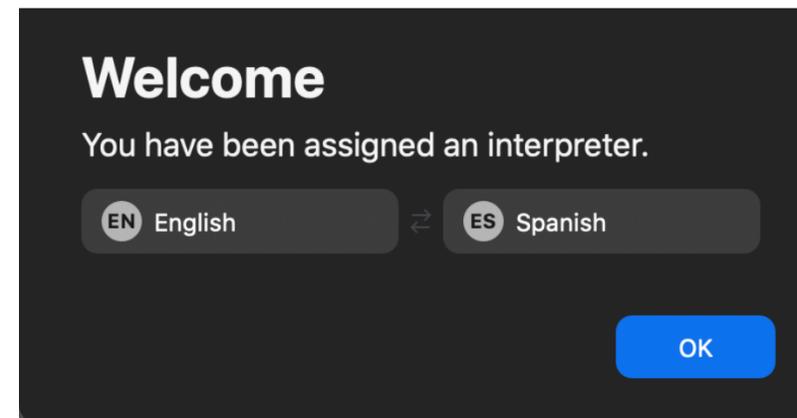
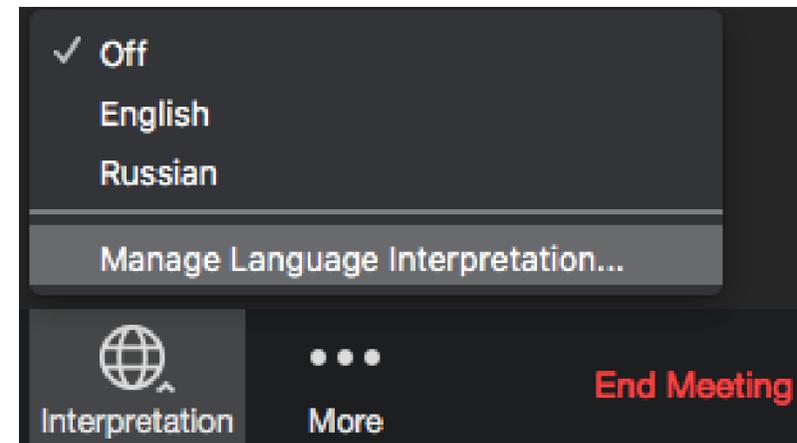


The screenshot shows the 'Interpretation' settings panel. At the top, there is a checkbox labeled 'Enable language interpretation' which is checked. Below this, there is a text input field containing the email address 'online@culinaryunion226.org'. To the right of the email field are two dropdown menus: the first is set to 'English' and the second is set to 'Spanish', with a double-headed arrow between them. Below the email field is a blue link that says '+ Add Interpreter'. At the bottom of the panel are two buttons: a blue 'Save' button and a white 'Cancel' button.

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).

**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

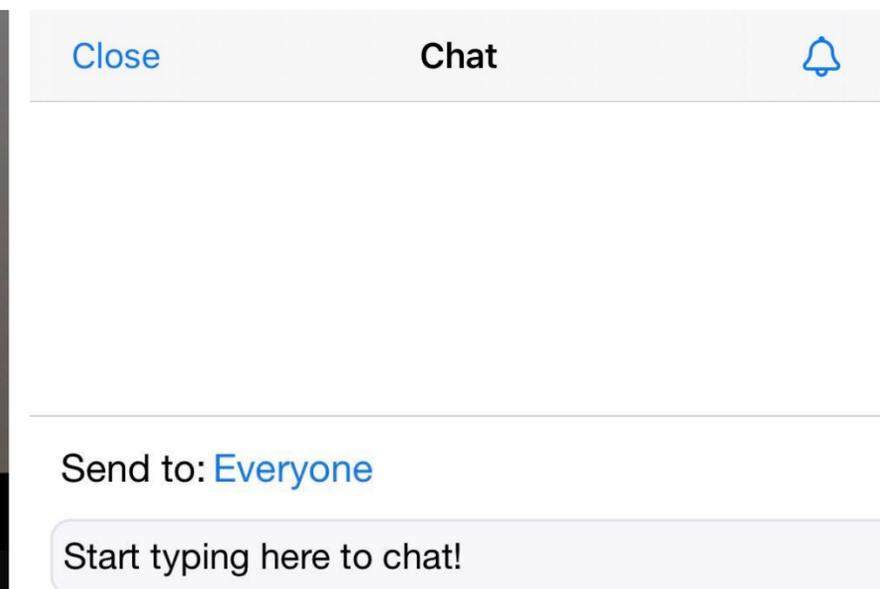
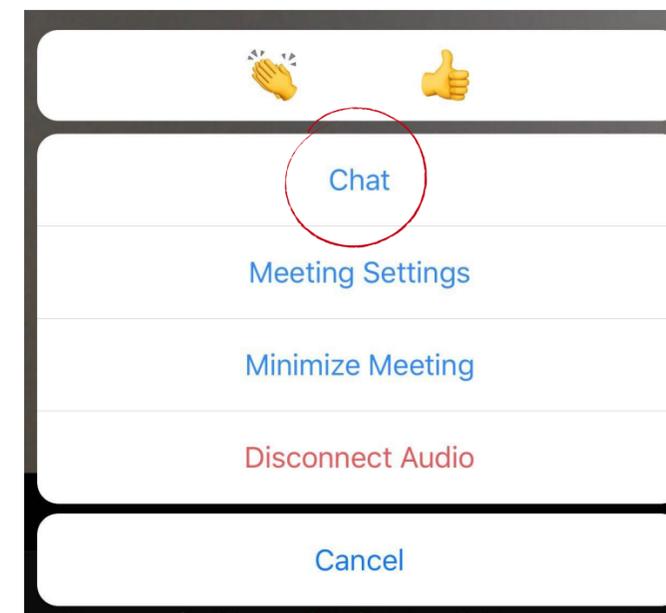
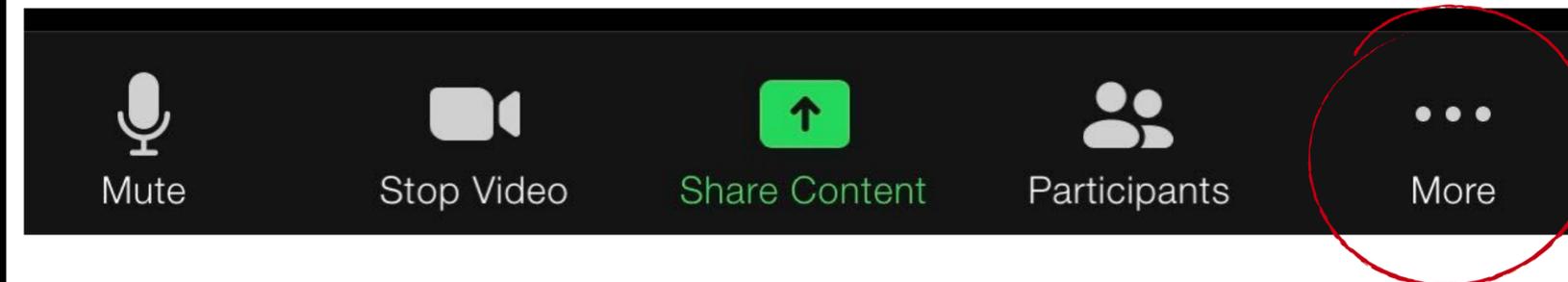
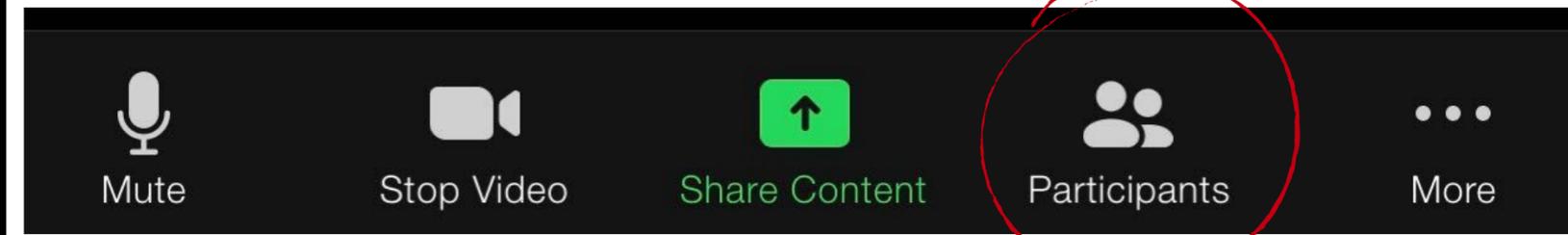
Click "Participants" on the bottom of the screen

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)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Copy Meeting Invitation

Cancel