



Zoom Webinar user guide for attendees

Speakers and attendees will need to ensure that they have downloaded the Zoom app and have a suitable internet connection and anyone having access to the Zoom link can use it to connect to the session.

Be aware that if you are to connect through a dedicated video conferencing hardware such as Logitech tab or Zoom rooms, you won't have access to the interpretation channels. Internet browser, as opposed to using the Zoom application, you will not have access to the interpretation channels. If your personal computer is not on an unsecured network, if you connect through a secured network behind a firewall, essential ports for you to access the Zoom session could be blocked by your IT department. If so you need to connect through an open WIFI or you can use your smartphone or tablet to connect to the zoom session with a 4 or 5G connection.

Please make sure your name is written and spelled correctly (abbreviations are not acceptable), otherwise our technical support won't be able to find you on the very long lists of attendees and attribute you the right to be seen and heard as a panelist.

For more details on Zoom Webinar panelist's interface and its requirements, please have a look at our Zoom user guide.

1) Before the session

Each session will be opened at least 30 minutes before the meeting start time in order to allow for a briefing and sound/connection tests for the meeting organizers, chairperson/moderator and panelists. Make sure to connect well in advance in order to test your equipment and internet connection.

2) Getting connected to a Zoom Webinar session.

For best results, install the latest version of the Zoom app. If you already have the zoom app but not the latest version it will prompt you to update it, please do so for best experience.

If you try to connect to a Zoom session on a secured network, please be aware essential communication ports could be blocked by your firewall. Equally, if you try to connect through a VPN, this could block the essential communication ports that allow you to connect to the Zoom session. To avoid this, please close the app/software that you use to connect through a VPN to your administration's domain and/or workstation. If this is not possible, the only solution would be to use a private computer or to ask your IT department to open the restricted ports on your secured network to allow you to connect to Zoom. Make sure you open the link directly on your device, rather than from within your remote domain/workstation area.

If you do not have a personal computer on an unsecured network, you can use your smartphone or tablet to connect to the zoom session through an open WIFI or 4-5G internet connection.



Once you've clicked on the provided zoom link, it will immediately connect you to the Zoom session or you'll see the page below from which you can choose to "Launch meeting" to join manually. If nothing happens it means you don't have the zoom app installed on your computer then you can click "Download Now" If you are using Google Chrome, the downloaded file will appear at the bottom of your browser screen. Click on it to launch the installation and follow the instructions on screen. Be aware if you are using another browser you may find the downloaded Zoom installation file in your windows download folder. If you don't have administrators' rights on the used computer you won't be able to install the Zoom app, in this case you need to click on "Join from Your Browser". Make sure it doesn't open with internet explorer, your first choice would be Google Chrome, but other browsers will work as well.

Click **Open Zoom Meetings** on the dialog shown by your browser

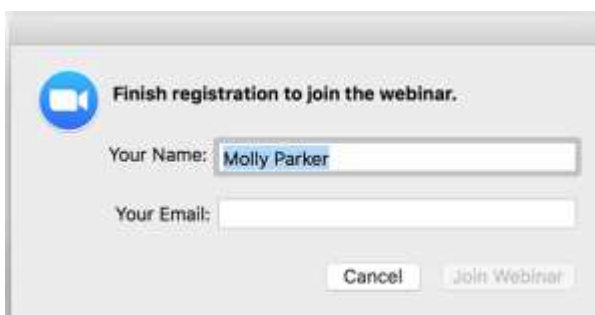
If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

Once the Zoom app is installed or you have clicked to connect with a browser, you'll be asked to enter your name and your e-mail. Be aware Zoom could have saved it from a previous connection and will log you immediately with those credentials.



Finish registration to join the webinar.

Your Name:

Your Email:



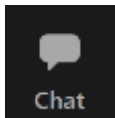
3) Once connected to a Zoom Webinar session

1. Participants tab.

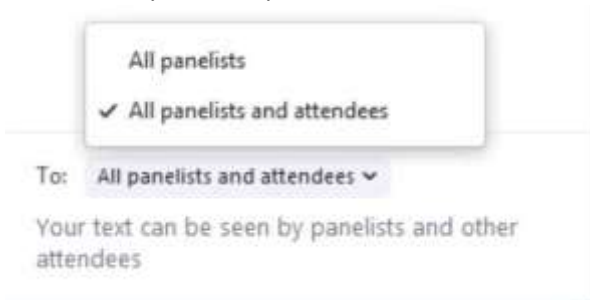
When you move your mouse/cursor, a menu will appear at the bottom of the screen.



2. Chat.



If you need to use the chat function, please click on the “chat” button that can be found on the Zoom menu at the bottom of the screen. From there you can choose to whom you would like to send a message to; you can choose to send a message to all panelists or to all panelists and attendees. Panelists are the participants seen on screen that are allowed to speak and present.



3. Raise hand.



The raise hand can be used to show the host you need to be attributed the right as a panelist to be seen and heard by all if you are part of an upcoming new panel. Click on it again to lower your hand.

4. Interpretation.



Once the interpreters are connected to the zoom session and have been attributed the interpreter role by the Host, a new “interpretation” icon will appear at the bottom. By clicking on this “interpretation” icon, which looks like a globe, you will be able to choose from the languages available. See the different images of what this looks like below: this depends on the device/operating system used (Windows/MAC, IOS/Android)

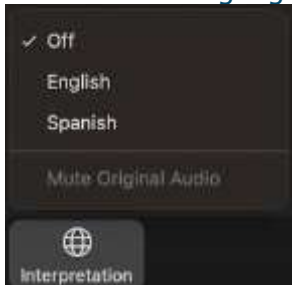


 [Windows](#) |  [macOS](#)

- a) Click on **Interpretation** in the menu.



- b) Click on the language that you would like to listen to.

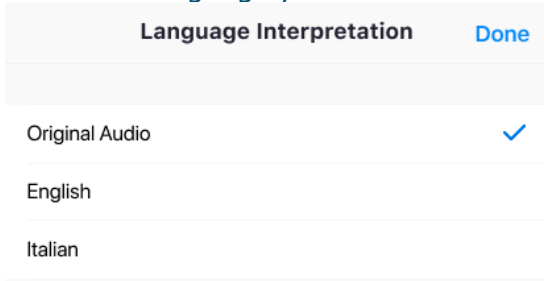


 [Android](#) |  [iOS](#)

- a) In the menu, select the more icon (...).



- b) Then select **Language Interpretation**.
c) Select the language you would like to hear.



- d) Click **Done**.