



Inter-Parliamentary Union  
For democracy. For everyone.

## Zoom Meeting: Participant Guide

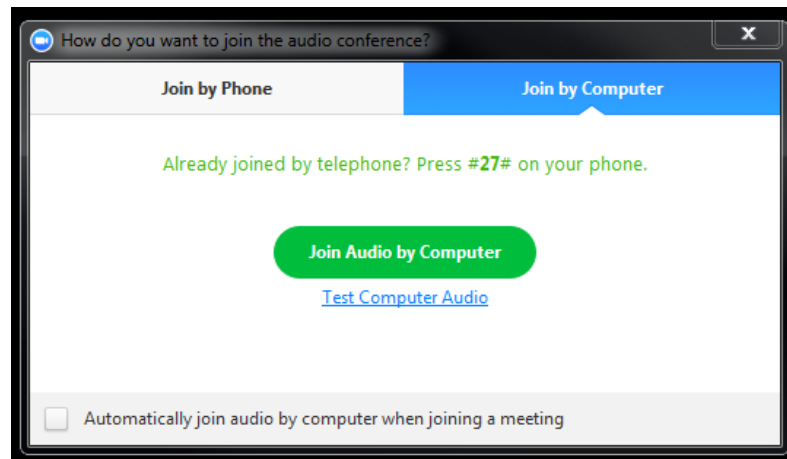
Please ensure that you have the latest Zoom version (5.5.2):  
[https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting)

### Enter the Zoom Meeting

Your meeting host will provide the URL to the Zoom room. Simply click the URL or paste into your browser of choice to open the meeting.

### Audio and Video Setup

After launching the Zoom meeting from the meeting URL, you will be prompted to join the room's audio. Click "join audio by computer." Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line.



Should you experience problems connecting your audio, click the arrow next to the microphone icon in the bottom-left hand corner, choose "Audio Options", then "Test Computer Audio".

### Mute Yourself/Stop Webcam

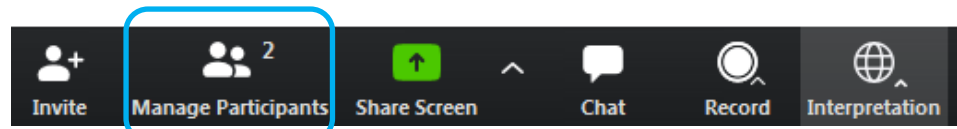
To mute, click the microphone icon in the bottom-left corner. To unmute, click the microphone icon again. Follow the same process to turn the webcam on and off.



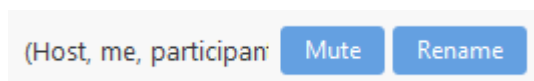
**Ground rules for the webinar: Please keep your microphone muted at all times during the meeting if you are not speaking.**

### Participants List

The participants list shows all the active members in the meeting. To open the participants list, click "Participants" in the bottom menu.



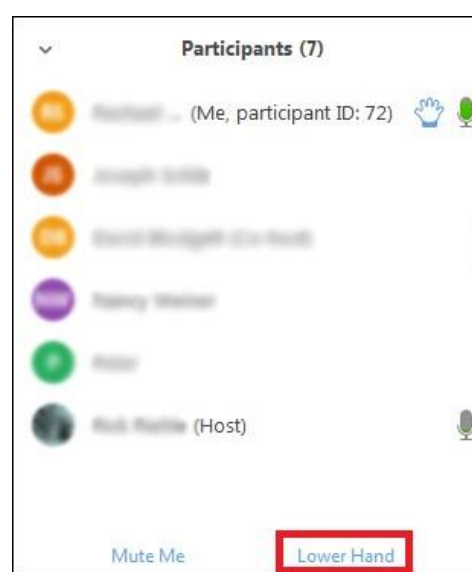
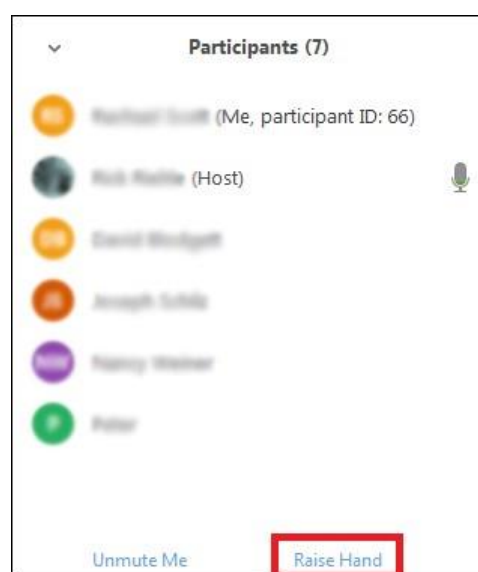
This will open a list on the right-hand side of the meeting screen. You can mute yourself or change your display name by hovering over your name in the participants list.



**Ground rules for the webinar: When you join the meeting, please rename your tag as follows: Country/Organization, First Name, Surname**

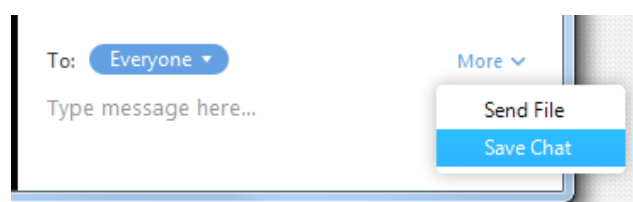
## Raise and Lower Hand

If you want to speak, click on the button “raise your hand”. This will place a hand icon next to your name in the participant list. Lower your hand once you have spoken.



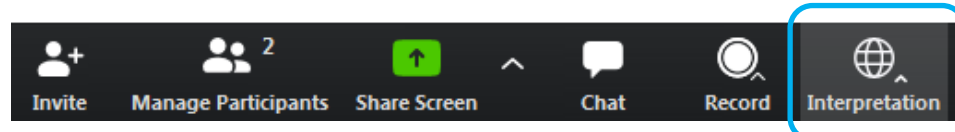
## Chat

Chats may be sent either to all members of the meeting or privately to specific individuals. From the menu “Participants”, choose the appropriate person for private chat using the dropdown menu next to the “To:” field.

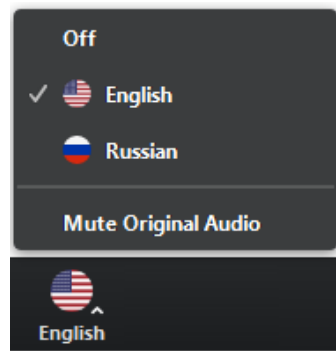


## Interpretation

After you have successfully connected to a Zoom meeting with Interpretation you can find an additional function on the toolbar showing the meeting controls.



Depending on the setup chosen by the meeting host there are several language channels to choose from as shown below.



The Original Audio (the so-called “floor language”) is available as a separate channel when you select “Off”.

The default setting for listening to a channel with interpretation is that the original audio is decreased in volume to 20% and the interpreter’s voice is heard at a volume of 80%.

To increase the audibility of a chosen language channel you can use **Mute Original Audio**, which is strongly recommended.

### Additional Resources

#### Getting started with Zoom meetings

[https://livetraining.zoom.us/rec/play/78Ytfruppj03EoeRswSDU\\_dxW43ofaisgXIWqfVY\\_nxu2BXISMf0YuQUarf\\_OXJhEbPFJVjDP8\\_UBJy4?continueMode=true&\\_xzm\\_rtaid=C51aVYwARKWGgB8YyF\\_JIA.1593163548229.65f79c743a828fe1c7d271e1f948cf1e&\\_xzm\\_rhtaid=633](https://livetraining.zoom.us/rec/play/78Ytfruppj03EoeRswSDU_dxW43ofaisgXIWqfVY_nxu2BXISMf0YuQUarf_OXJhEbPFJVjDP8_UBJy4?continueMode=true&_xzm_rtaid=C51aVYwARKWGgB8YyF_JIA.1593163548229.65f79c743a828fe1c7d271e1f948cf1e&_xzm_rhtaid=633)

#### Zoom Meetings

[https://livetraining.zoom.us/rec/play/78Ytfruppj03EoeRswSDU\\_dxW43ofaisgXIWqfVY\\_nxu2BXISMf0YuQUarf\\_OXJhEbPFJVjDP8\\_UBJy4?continueMode=true&\\_xzm\\_rtaid=C51aVYwARKWGgB8YyF\\_JIA.1593163548229.65f79c743a828fe1c7d271e1f948cf1e&\\_xzm\\_rhtaid=633](https://livetraining.zoom.us/rec/play/78Ytfruppj03EoeRswSDU_dxW43ofaisgXIWqfVY_nxu2BXISMf0YuQUarf_OXJhEbPFJVjDP8_UBJy4?continueMode=true&_xzm_rtaid=C51aVYwARKWGgB8YyF_JIA.1593163548229.65f79c743a828fe1c7d271e1f948cf1e&_xzm_rhtaid=633)