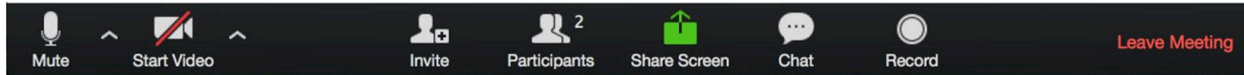


## How to Participate in the Zoom Meeting

### Attendee/host

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting will have host controls, including muting audio, using video, sharing your screen and more.



### Join the Meeting

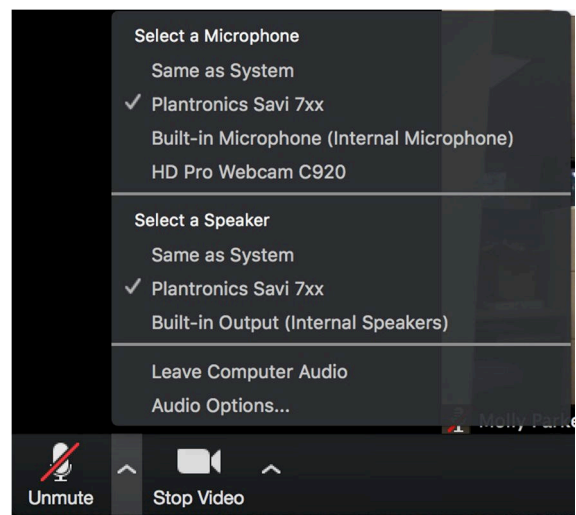
Join the meeting by clicking on the Zoom link provided by the meeting host => follow the prompts to download and run Zoom => enter the meeting ID or password if prompted => click to join the audio conference. When you're in the meeting, you may click on the Start Video button to start your video.

If you have problems logging in to the zoom meeting on 9 December, please contact [lm@ipu.org](mailto:lm@ipu.org), phone/WhatsApp/Telegram: +33660420007 or skype LauMarzal

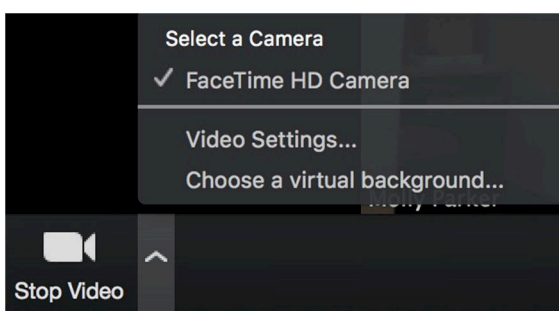
### Mute/Unmute & Audio Settings

You can mute and unmute your microphone. If you are not speaking, then it is best to mute yourself in order to avoid feedback and extraneous noise.

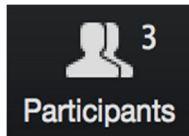
The host also has the ability to mute you and may do so if you forget to do so when you are not speaking. If you click on the arrow next to the mute button, you will have additional options for audio settings. You can change your microphone, leave the computer audio or access the audio options.



### Start/Stop Video & Video Settings



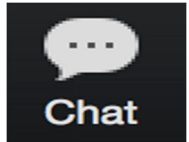
You can turn your camera on or off with the Start/Stop Video button. By clicking on the arrow next to the start/stop video button, you can change webcams, access your Zoom video settings, or select a virtual background (if enabled).



## Participants

If you click on Participants, you can see who is currently in the meeting. The participants list also gives you the option to raise your hand or rename yourself.

- **Raise Hand** - notifies host and shows a prompt to simulate hand raise
- **Rename** - hover over your name to change it as it is seen in the participants list and video window.



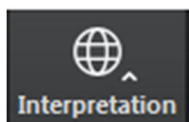
## Chat

Chat with individuals or everyone in the meeting. Click **Chat** to open up the chat window and chat with other participants or view chat messages. Select the drop down next to **To:** to change who you are chatting with.



## Share Screen

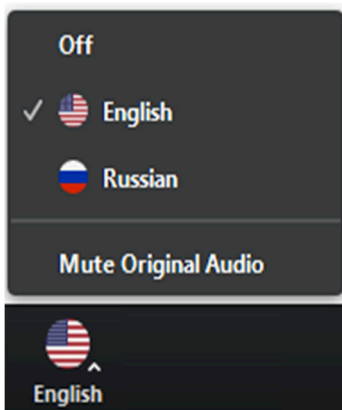
If the host allows, you can share your screen in the meeting. The host will have the ability to stop your screen share.



## Interpretation

Depending on the setup chosen by the meeting host there are several language channels to choose from. In this webinar we will have English and French.

In the example below the meeting host has enabled the interpretation of English and Russian. 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.
- To switch back to floor language (original audio) you can use the Off switch.
- Unlike in a physical meeting, you will hear the original audio in its full volume only if you don’t choose a language channel (Off).