

Recommendations for Zoom meeting attendees

Before start

Zoom offers three modes for user-connectivity:

1. Web-browser (e.g. Chrome, Edge, etc.); reportedly the Google chrome browser provides the best support for Zoom meetings. Note that interpretation will not be provided on web application.
2. Software client (installed on computers)
3. Mobile app (i.e. smartphone, tablet)

If using Zoom software (Necessary for hybrid meetings with interpretation)

1. Make sure you download it from the official source (<https://zoom.us/download>)
2. Make sure you always use the latest version
3. Do not use the Facebook or Google login option, instead create a dedicated account for Zoom; you may choose your institutional ([e.g. @un.org](mailto:e.g.@un.org)) email address but must choose a different, unrelated, and strong password
4. Do not share Zoom meeting links publicly (e.g. on social networks or in online forum posts).

General recommendations

1. Before joining a meeting, make sure the meeting invitation you are responding to was sent by a trusted party (you recognize the invitation sender, and would expect to participate in the subject of the meeting)
2. Make sure the meeting requires a password to join
3. Disable camera and mute the microphone when they are not required. Enable only when needed. (You may be asked to turn on your camera and introduce yourself by the meeting host to verify your identity.)
4. Do not accept any links or downloads you are not expecting
5. At the end of the meeting, leave promptly, ensuring that your microphone and video are turned off before you leave. Close the browser after leaving the meeting

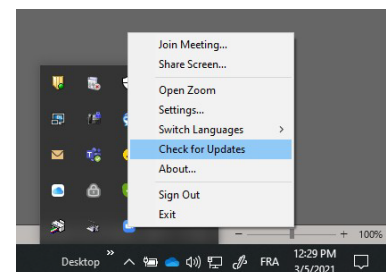
Ensure that you are running the latest version of Zoom Client

From Zoom website

- Connect https://zoom.us/download#client_4meeting
- Download the “Zoom Client for Meetings”

From your current application

- Start zoom client
- On the systray icon bar, right click and select “Check for Updates”




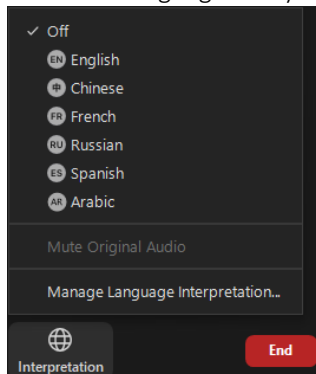
Pre-meeting test

You are strongly recommended to log into the meeting 60 minutes before it starts, to check your equipment, connection and setting with the technical moderators.

In order to make sure that the test is effective, it is essential that you participate using the equipment recommended above, namely a laptop; a unidirectional, desktop, USB-connected microphone; and a separate set of headphones. You should also participate in the test from the location where you will be during the meeting itself.

Choosing an interpretation channel during the meeting

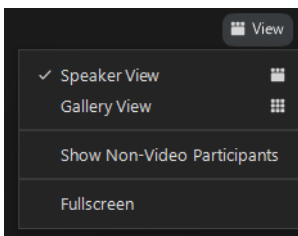
1. In your meeting controls, click Interpretation. 
2. Select the language that you would like to hear. (Note that *Off* means listening to the *Floor*),



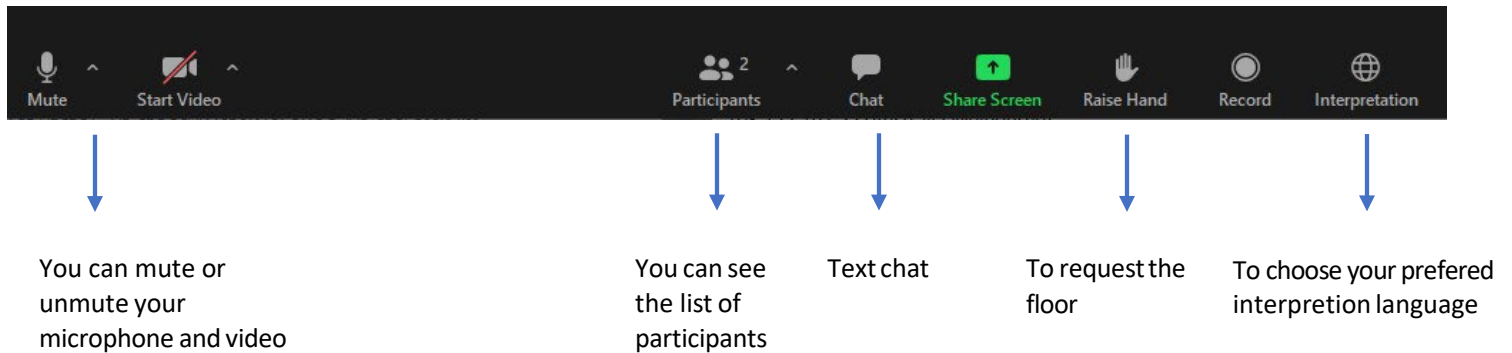
3. Make sure that you speak the language of the channel you are listening to. For example, listening to *English* while speaking in *French* could block other participants from hearing your statement.
4. Do not click "Mute Original Audio". The platform will automatically mute the original audio once you select an interpretation channel. Muting the original by choosing that option might prevent you from hearing other statements *if the speaker does not follow step 3 above*.

Change Layout

On the top right corner, you can choose your preferred layout: Gallery view, speaker view, show/hide non video participants



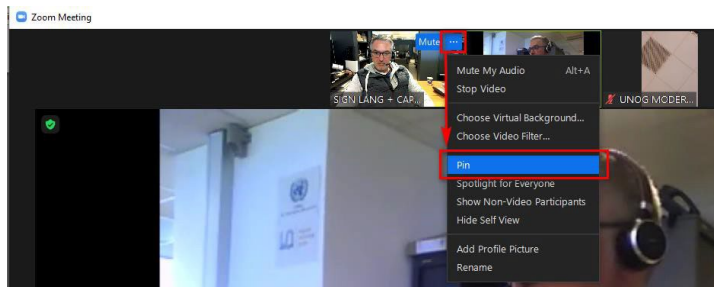
Use the navigation bar



Use International Sign and Captioning

In order to view International Sign and Captioning, you need to pin video of the participant called “IS + CAPTIONING”

- On your Zoom Client, find the thumbnail or video of participant called “IS + CAPTIONING”
- Click on the three dots, and select “Pin”

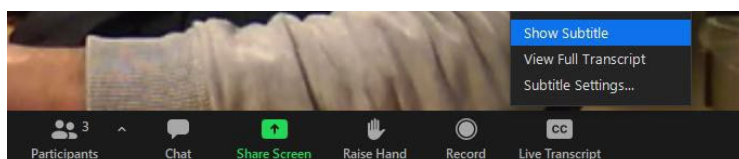


Example:

Use captioning only (from Zoom Client)

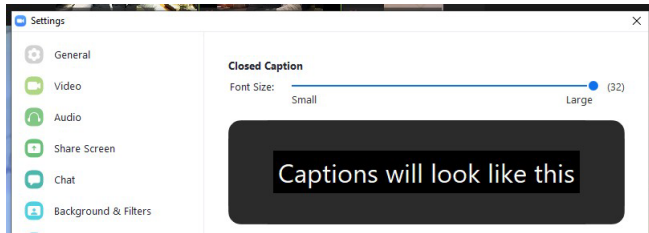
To enable captioning

- Click on the “Live transcript” button
- Select “Show Subtitle”



To enlarge subtitle

- Click on the “Live transcript” button
- Select “Subtitle Settings...”
- In the settings window, select desired font size



Explore ZOOM and join a Test meeting

Test Accessibility Overview

Test your internet connection, your Audio and Video by joining a test meeting at <https://zoom.us/test>

ZOOM Video tutorial

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Additional information

For additional information, see: <https://www.ungeneva.org/en/conference-management/rsi> (for a list of suitable microphones)

<https://www.ungeneva.org/en/conference-management/rsi/resources> (video tutorials)

<https://interpretersapbox.com/why-interpretersneed-better-sound-than-normal-listeners-bad-soundin-videoconferencing-explained/> (understanding why high-quality audio matters)