

WiB Zoom Conference Guidance for Participants

You will be sent a link via email from the conference organisers. This link will give you access to your session.

To join your session (without app)

1. Locate the meeting invite link from your email or calendar invitation.
2. Click the [join link](#) to join the meeting.
On your web browser, a pop-up window will prompt you to open or download the application.
3. In the pop-up window, click **Cancel**.
4. At the bottom of the page, click [join from your browser](#).
You will be directed to a new page.
5. Click **Allow** to allow Zoom permission for your microphone and camera.
6. Sign in with your name to join the meeting.
7. (Optional) Select the **Remember my name for future meetings** check box.
8. Click **Join**.

Further basic details here, including on how to mute/unmute your microphone; use the chat function, etc.

<https://irp-cdn.multiscreensite.com/ffb7ea18/files/uploaded/Zoom%20Basics-%20Final%20.pdf>

Please note:

1. Please join the meeting audio through your computer audio. You cannot listen to language interpretation if you use the dial-in or phone audio features.
2. If you need **interpretation**, in your meeting, click Interpretation
Then click the language that you would like to hear.
(Optional) To hear the interpreted language only, click Mute Original Audio.

Details here:

<https://www.montclair.edu/inserra-chair/zoom-instructions/>

Or here:

<https://premc.org/how-to-use-interpretation-in-zoom/>

3. **English speakers** need to place themselves in the 'English Room' whenever a 'main room' speaker is presenting in a different language.