

SETTING UP YOUR INTERPRETER WITH ZOOM



A QUICK GUIDE



ADDING LANGUAGE INTERPRETERS TO MEETINGS

- 1 Navigate to Meetings and click **Schedule a Meeting**.
- 2 Click **Generate Automatically** next to Meeting ID. This setting is required for language interpretation.
- 3 Check the box to Enable Language Interpretation for the meeting.

Interpretation

Enable language interpretation

English



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Language



[+ Add Interpreter](#)

- 4 Input the information for your interpreter. The languages you select for an interpreter will create audio channels for those languages in your meeting.
- 5 Click **Add Interpreter** if you want to add additional interpreters. Click the X icon to remove an interpreter. Click Save when you are finished.



STARTING INTERPRETING IN A MEETING

1

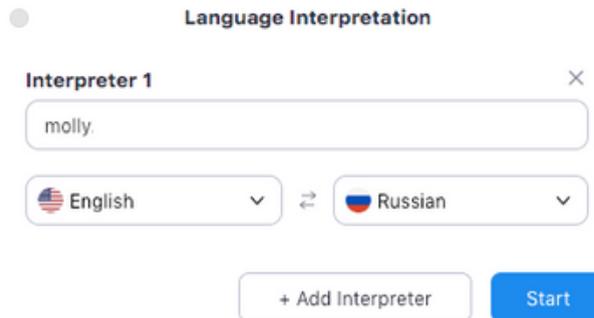
Sign in to the Zoom desktop client.

2

Once your meeting has started, click Interpretation in the meeting controls.



You can add or remove interpreters from this menu if necessary. Click Start to begin the interpretation sessions.



3

After the host clicks Start, the interpreters will receive a message they have been assigned a language.

4

Interpreters and attendees will now be able to click Interpretation in the meeting controls and select a language channel.

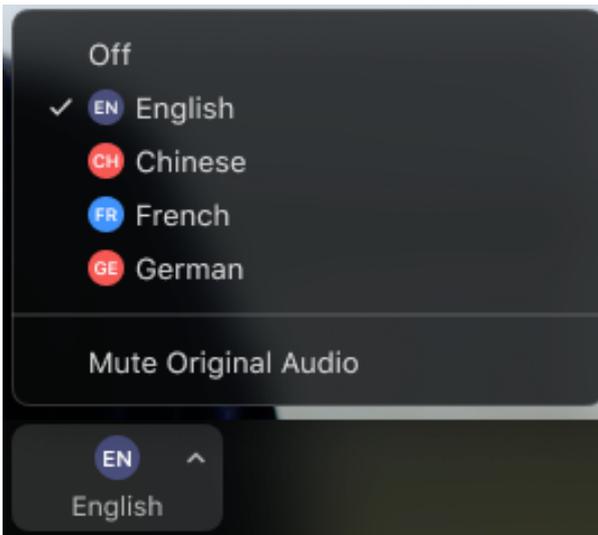


LISTENING TO THE INTERPRETING

1 In your meeting/webinar session, **click Interpretation.**



2 Click the language that you would like to hear.



3 (Optional) To hear the interpreted language only, click Mute Original Audio.