

# Zoom Instructions for Participants

Sharing beyond borders: Danube-Networkers Conference 2020

# Overview

1. Tips to resolve issues by yourself
2. Zoom Instructions for muting yourself
3. Translations/Interpretations with Zoom
4. Using Q&A (questions and answers)

# 1. Tips to resolve issues by yourself

- Restart Zoom
- Restart your device
- Try connecting to the internet via cable
- Try using another device or Internet browser

You can always send us an E-Mail to get help.

## 2. Zoom Instructions for muting yourself

Only for the workshops and the social evening

# Why you should turn your microphone off

- Avoiding annoying background noises, for others
- Not accidentally disturbing the speaker
- Easier to know who is talking

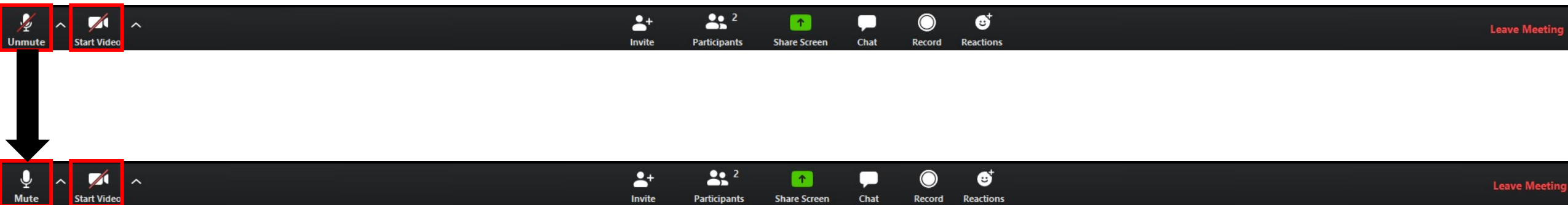
You can find all the settings in the bottom row



ileu

# Turning the microphone and camera on/off

Click on the small Microphone or camera icon, to turn it on/off



Remember to turn your  
microphone back on once you  
want to speak



# 3. Translations/Interpretations with Zoom

*Only works for Windows and Mac*

# 1. Join the Zoom Meeting through the E-Mail we sent you

Join Zoom Meeting

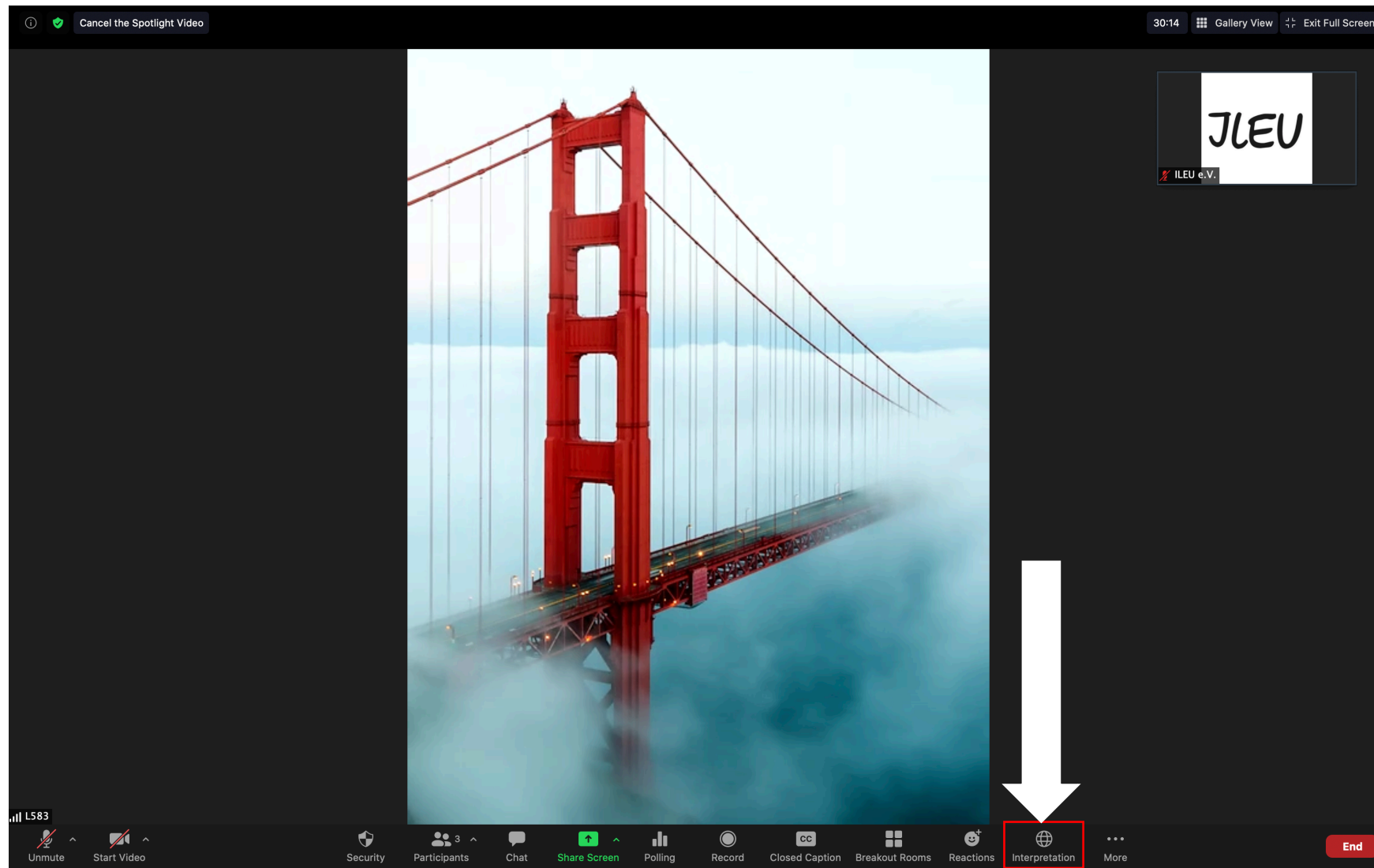
<https://us04web.zoom.us/j/175852325?pwd=dVFBSVNLNnpTdEITb3kzSjQwUWhXQT09>

Meeting ID: 175 852 325

Password: 674712

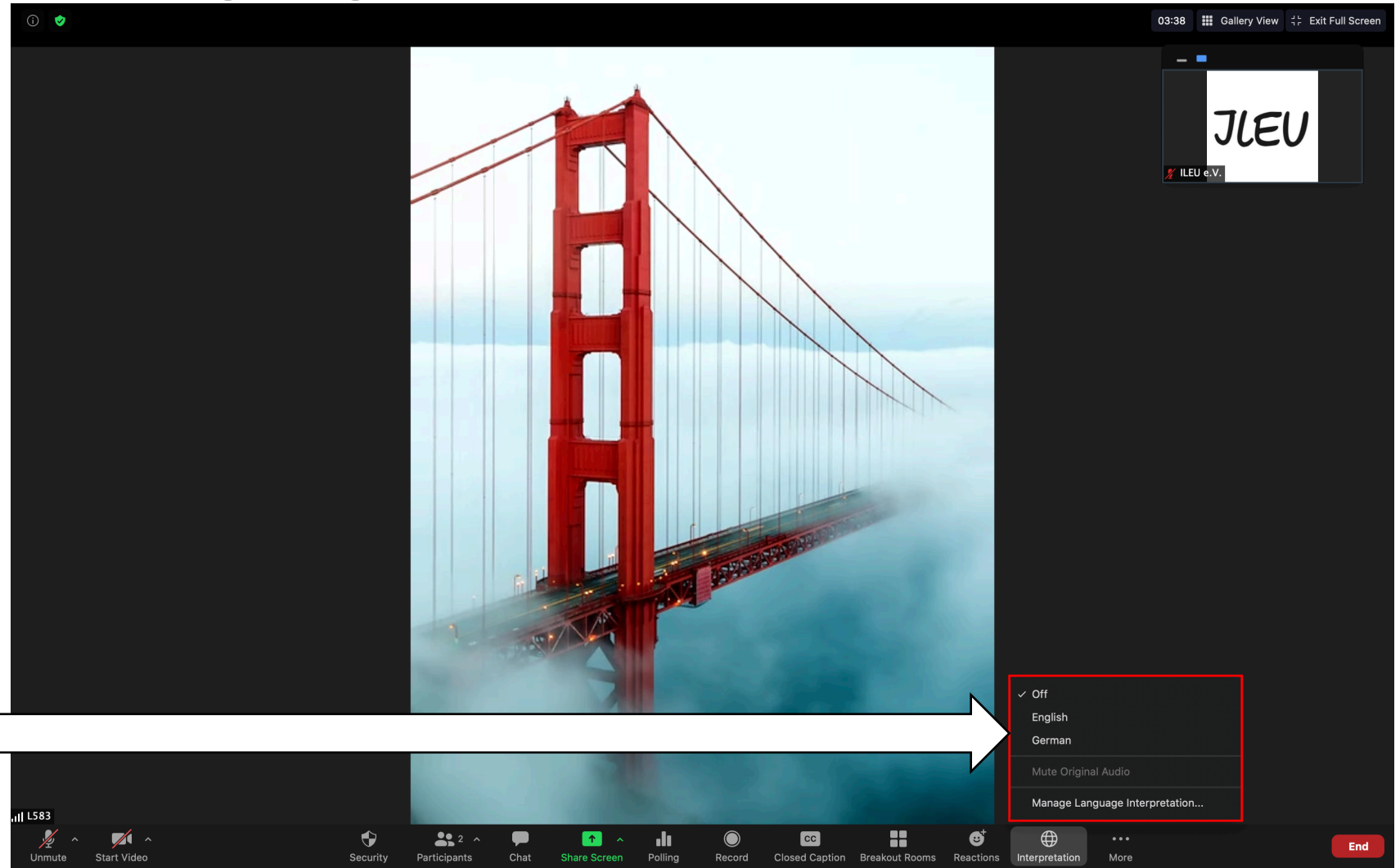
If you want to listen to another language than english, please join through a current version of the Zoom program/app!

2. Click on “Interpretation” (if not available, make sure the Host offers translations)



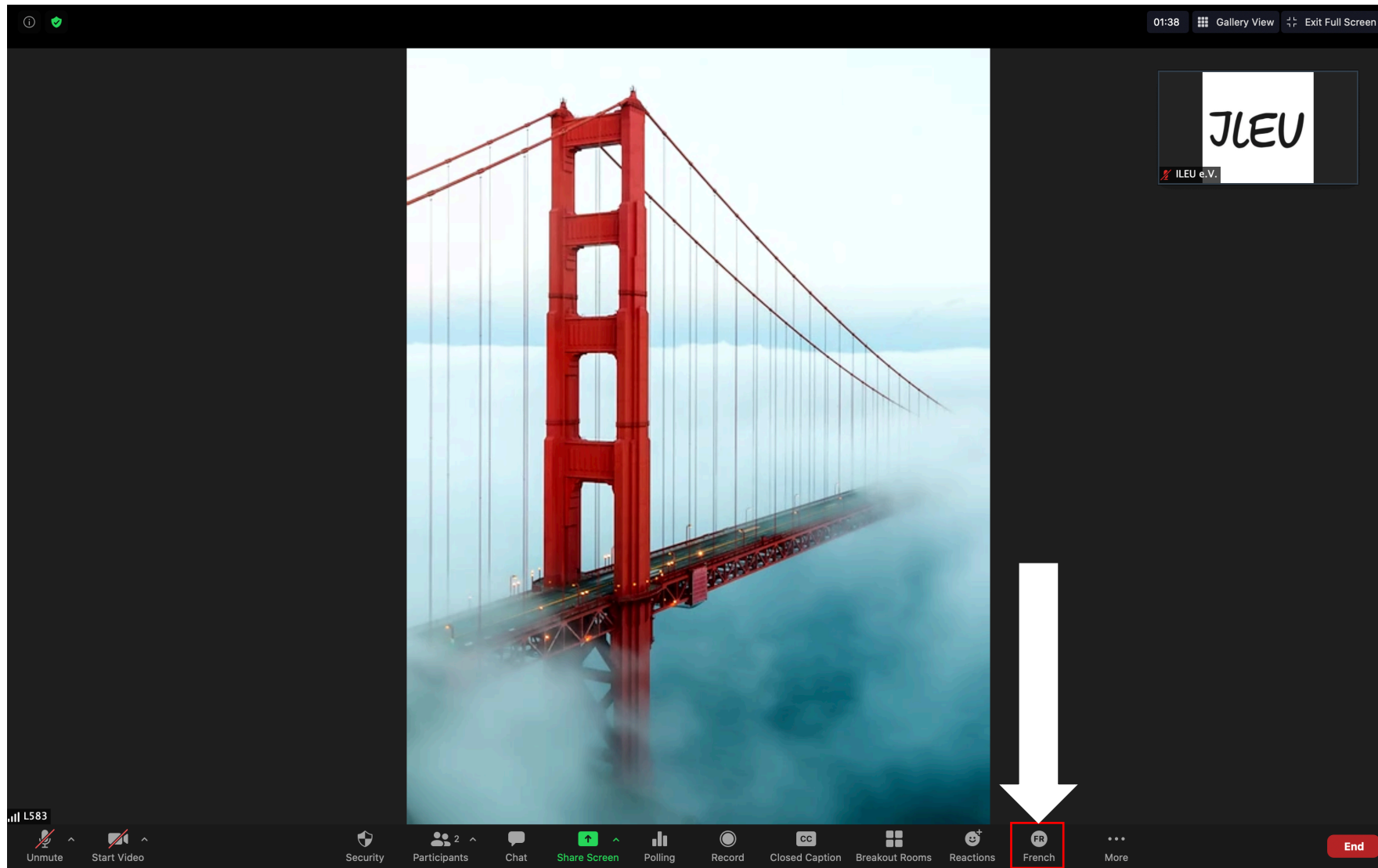
3. Choose your language in the list (since there's only a few languages, your language might be under another languages name! Ask the Host)

You can find the german translation at german, bulgarian at spanish and romanian at portugese



The screenshot shows a Zoom meeting interface. The main video feed displays the Golden Gate Bridge in San Francisco, partially obscured by a thick layer of fog. In the top right corner, the meeting duration is 03:38, and the view is set to Gallery View. A small video thumbnail for 'ILEU e.V.' is visible in the top right corner, showing the letters 'JLEU'. At the bottom of the screen, the Zoom control bar is visible, including buttons for Unmute, Start Video, Security, Participants, Chat, Share Screen, Polling, Record, Closed Caption, Breakout Rooms, Reactions, Interpretation, and More. The Interpretation menu is open, showing options: Off (checked), English, German, Mute Original Audio, and Manage Language Interpretation... A white arrow points from the text on the left to the Interpretation menu.

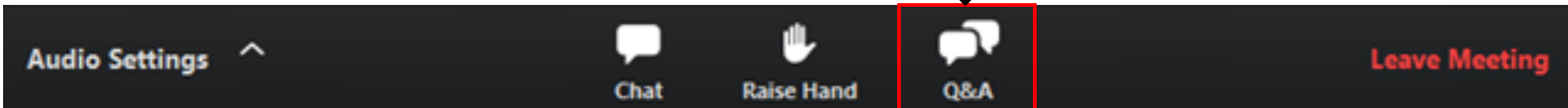
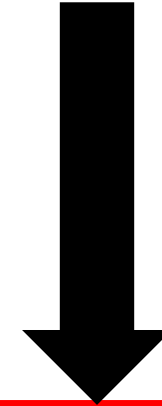
# The language you chose should now be in the bottom row



# You can now hear the Translator

# 4. Using Q&A (questions and answers)

Click on the Q&A icon in the bottom bar





All questions (1)

My questions

**Lee** 01:54 PM

Will there be a follow-up session?



Comment



You can see other questions up here!

Type your question here...



Type your question in the box at the bottom of this window

The Host will either answer your question live, or through a message