



# **ZOOM Brief Instructions**

## **( For Speakers )**

# Download Zoom

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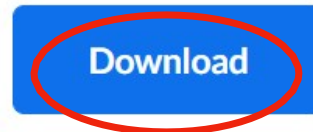
1. Please download the latest Zoom from following link:

<https://zoom.us/download>

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## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



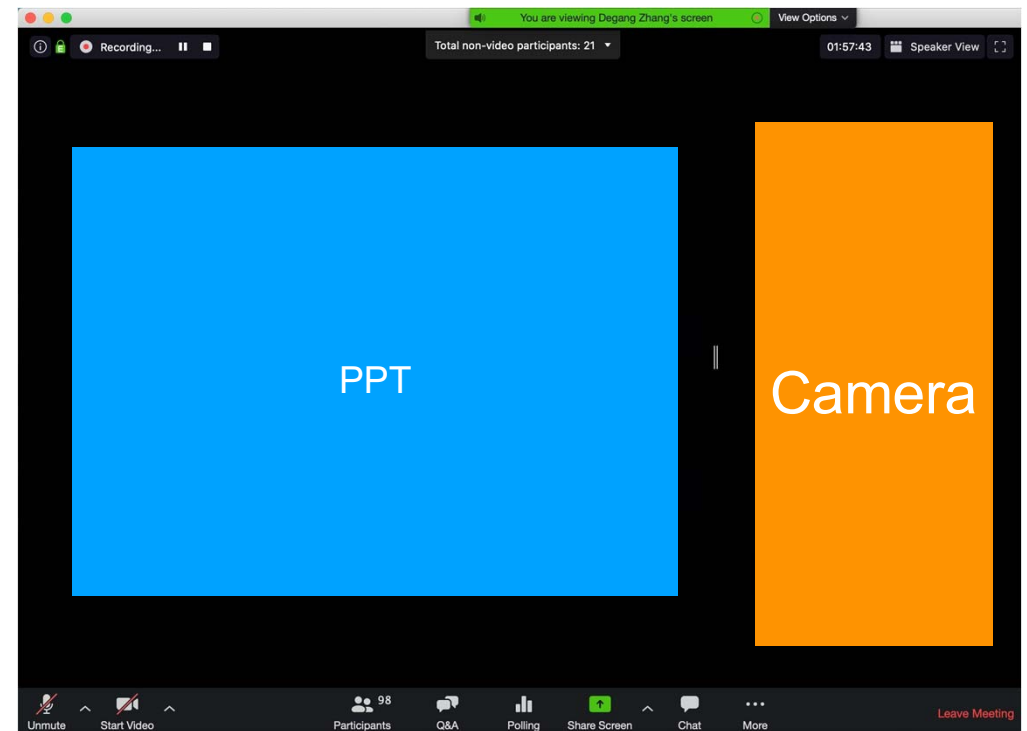
Version 5.2.1 (44052.0816)

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# Join a Webinar

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- Click on your personal VIP link to join the webinar
- **Webinar ID :**
- **Passcode :**



# Interpretation

Zoom Webinar

The image shows a Zoom Webinar interface. At the top, there's a title bar with "Zoom Webinar" and window controls. Below that, a status bar shows "Total non-video participants: 2" and a "Speaker View" button. The main area is a large video feed that is currently blurred. In the bottom right corner of the video feed, there's a white speech bubble with the text: "Click on the 'Interpretation' button when you join the webinar". At the bottom, there's a toolbar with several icons: "Unmute", "Start Video", "Participants" (showing 2), "Q&A", "Chat", "Share Screen" (highlighted in green), "Record", "Interpretation" (highlighted with a globe icon), "More", and a red "End" button. A small "Nova-Assistant" watermark is visible in the bottom left of the video feed.

# Interpretation-English Channel

The screenshot displays a Zoom webinar interface. At the top, there is a status bar with an information icon, a green checkmark, and a dropdown menu showing "Total non-video participants: 2". On the right side of the top bar, there is a "Speaker View" button and a full-screen icon. The main area of the screen is a large, empty rectangular box with a light beige background. In the bottom right corner, there is a language selection menu. A speech bubble points to this menu with the text: "Select 'English', and stay in the English channel during the whole webinar". The language menu has three options: "Off", "English" (which is selected with a checkmark and the code "EN"), and "Chinese" (with the Chinese character "中"). Below these options is a "Mute Original Audio" button. At the bottom of the screen, there is a toolbar with several icons: "Unmute" (with a microphone icon and a red slash), "Start Video" (with a video camera icon and a red slash), "Participants" (with a group of people icon and the number "2"), "Q&A" (with a speech bubble icon), "Chat" (with a speech bubble icon), "Share Screen" (with a green screen icon and an upward arrow), "Record" (with a circular icon), and a language selector showing "EN" and "English". On the far right of the bottom bar is a red "Leave" button. In the bottom left corner of the main area, there is a small red icon and the text "Nova-Assistant".

Total non-video participants: 2

Speaker View

Select "English", and stay in the English channel during the whole webinar

Off  
✓ EN English  
中 Chinese

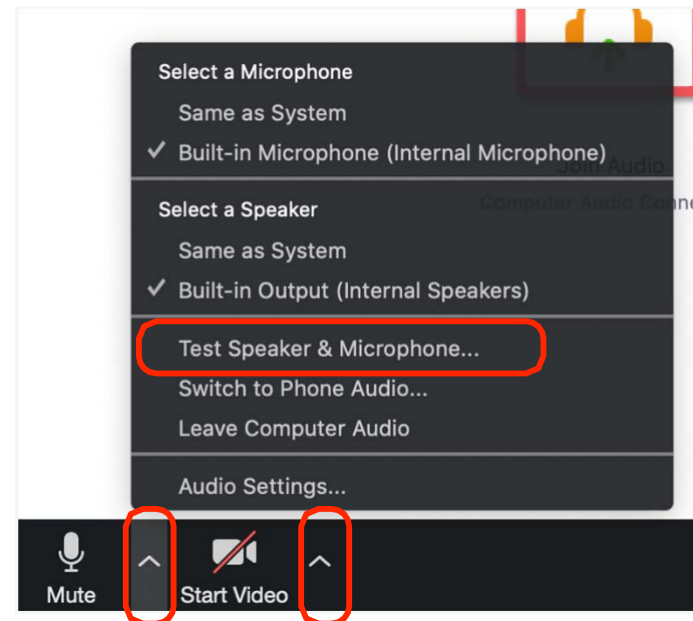
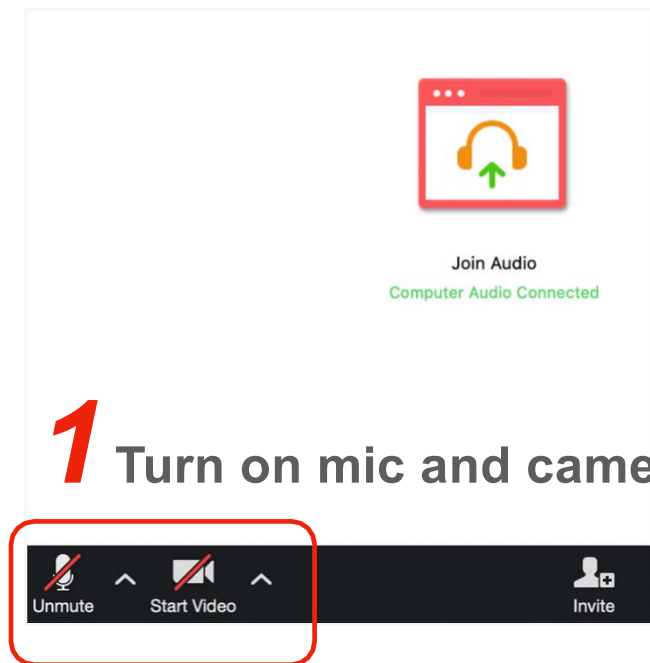
Mute Original Audio

Unmute Start Video Participants 2 Q&A Chat Share Screen Record EN English Leave

Nova-Assistant

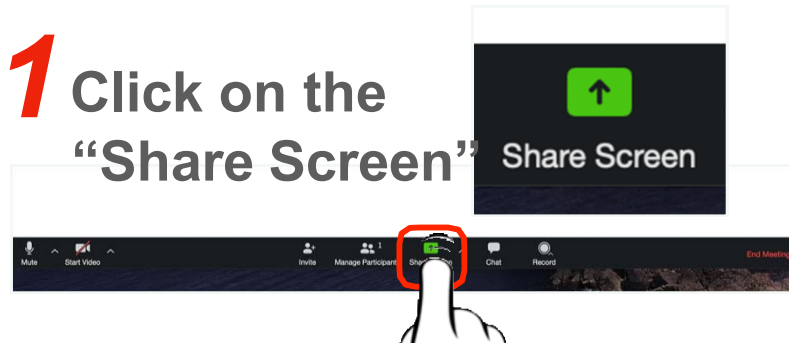
# Open Your Microphone&Camera

You may need to authorize Zoom to access camera and mic if you're using Macbook

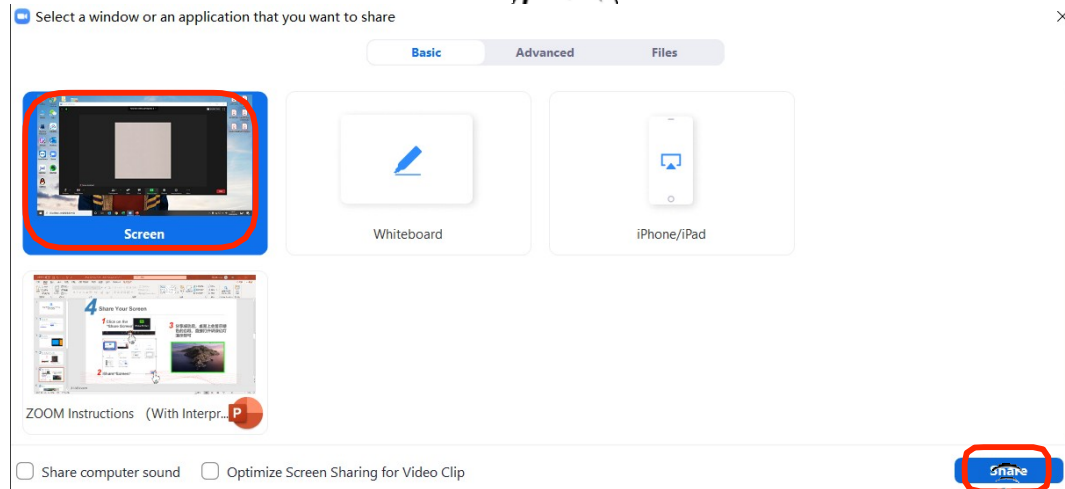
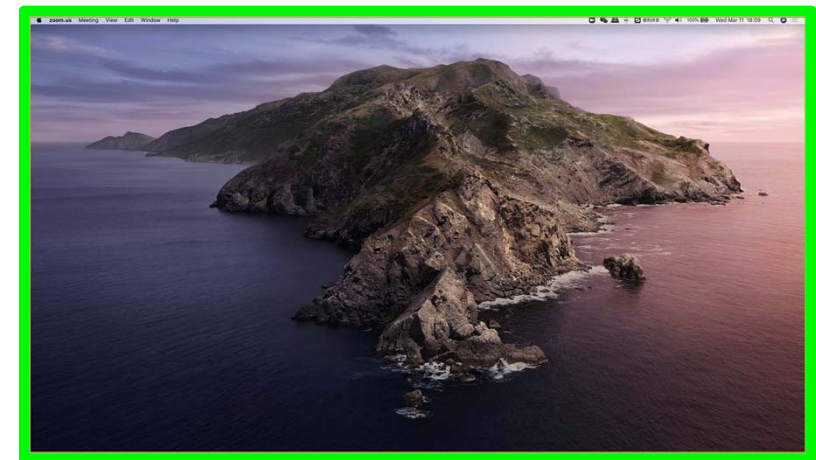


# Share Your Screen

**1** Click on the  
“Share Screen”



**3** Open your PowerPoint,  
videos or anything you  
want to share



**2** Share“Screen”



# Stop Share

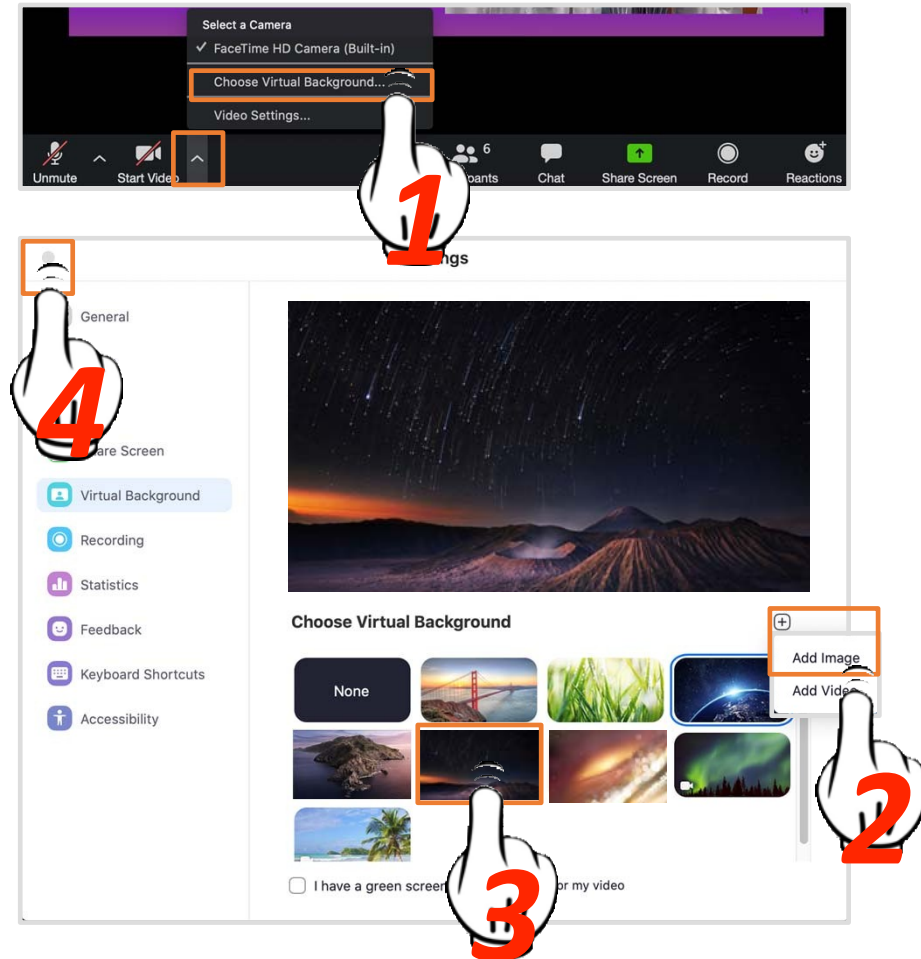
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Click on “Stop Share” on the top of your screen after finishing your presentation



# ZOOM-Virtual Background



1. Click on the arrow near the “start video” button
2. Click on “Choose Virtual Background”
3. Click on “Add image or video” to add your virtual background
4. The Virtual Background will display during the webinar
5. To disable the Virtual Background, choose the option “None”

# Devices for Speaker

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Computer/Laptop



Stable Network



Microphone(if needed)

**THANKS**