



JOINING A ZOOM MEETING WITH A SIGN LANGUAGE INTERPRETER

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JOINING A ZOOM MEETING

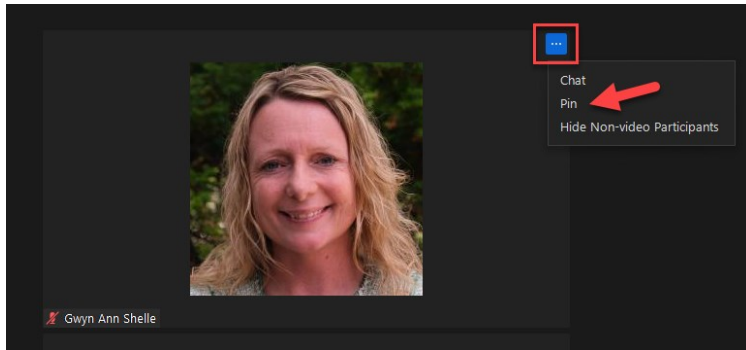
To join a Zoom session with a sign language interpreter you can use one of these two options:

- Join from a laptop or desktop computer or -
- Join with a tablet in addition to a smart phone (you will watch the interpreter on one device and see a shared screen on the other device).

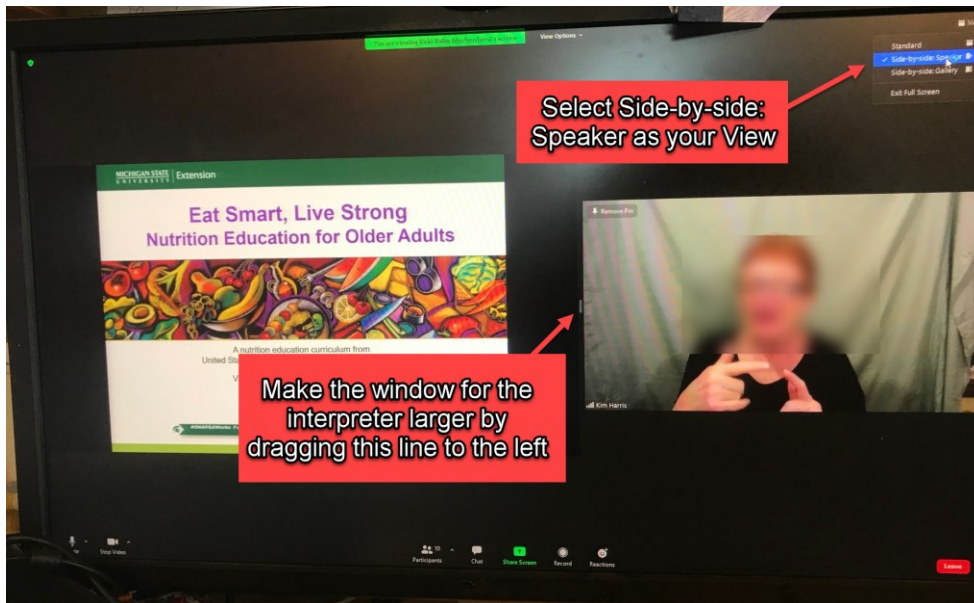
See specific instructions below for each option.

OPTION #1: JOINING FROM A LAPTOP/DESKTOP

1. Click on the link provided to you to join the Zoom meeting.
2. When you join the meeting close the window to connect your audio.
3. Look for the thumbnail of the sign language interpreter, right click on their thumbnail, and **select Pin**. You can also pin other speakers.



4. If a presenter shares content on their screen, such as a PowerPoint, select the View button in the top right corner and select **Side-by-Side: Speaker** as your View option (see screen capture below). This will allow you to view the interpreter and view the presentation. If you hover your mouse over the divider between the shared content and the speaker you can resize the window with the interpreter to make their image larger.



OPTION #2: JOINING WITH A TABLET AND SMART PHONE

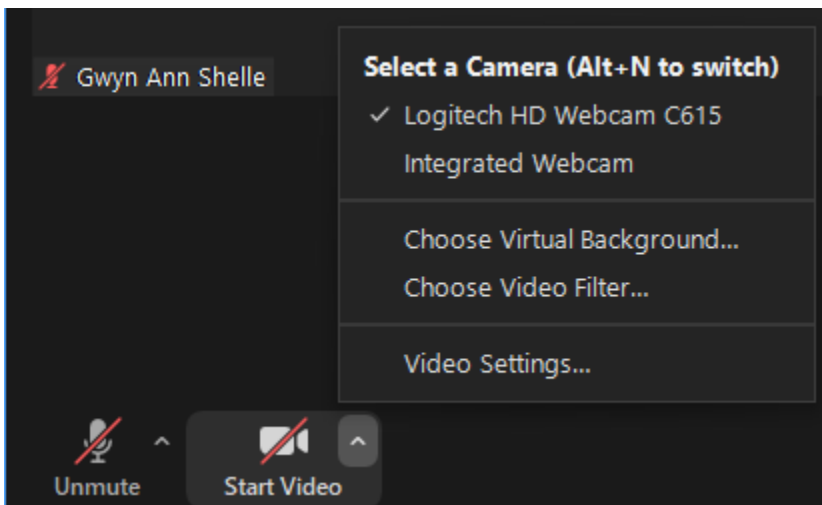
If you join a Zoom session from a tablet you will need to join using two devices so that you can pin the sign language interpreter on one screen, and view the content of the Zoom session on another device. To do this:

1. Download the Zoom app on your devices.
2. Join the Zoom session on your tablet and your smart phone.
3. On your tablet **tap your screen** and select the **Switch to Gallery View button** in the top left corner (if you don't see this option tap your screen again).
4. Double-tap the video of the sign language interpreter and **select the Pin** option. This will Pin the interpreter on the larger screen so the interpreter will always be the video you are viewing.
5. If a presenter begins to share their screen, **click on the image of the interpreter** in the lower right corner and it will switch your view to the interpreter.
6. On your second device, you can view anything being shared from the presenters.



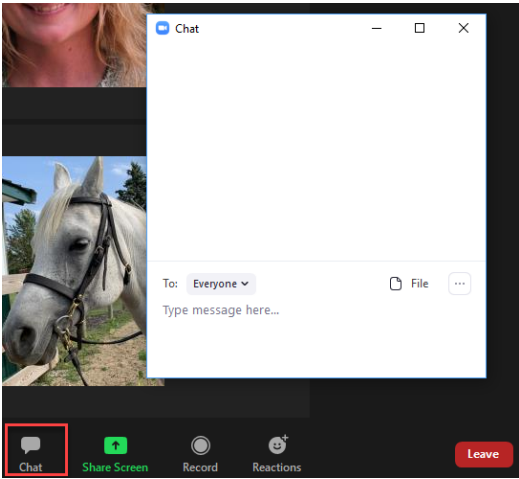
VIDEO (WEBCAM) SUGGESTIONS

When you join a meeting, you can turn your video feed on and off by selecting the video icon shown below. If you click on the up arrow to the right of the video icon you can select a video source. In addition to this you can change your background using the Virtual Background option in order to keep meeting participants from seeing what is in your video background such as your home or office.



CHAT WINDOW

If you click on the Chat option at the bottom of the screen a chat window will open. Depending on what settings the host of your meeting has selected, you will have the option to chat with host only, everyone publicly, everyone publicly and privately, or no one.



INTERNET CONNECTIVITY TIPS

Joining a video conferencing session with a slower Internet connection can be a challenge. Below are tips for successful Zoom meetings.

Wired Connection. If your computer and Internet router have an option for a wired connection, join with a wired option versus a wireless connection.

Proximity to Router/Hot Spot. Bring your laptop or device closer to your router or hot spot connection.

Check Bandwidth. You can check your bandwidth using a speed test such as <https://www.speedtest.net/> (MSU Extension does not endorse this specific website – other speed test websites can be found online). For the list of required bandwidth for Zoom meetings and Webinars visit: [Zoom System Requirements](#).

HD Video in Zoom: You can disable the HD video option by selecting video settings in a meeting - select the up arrow to the right of the video icon and check or uncheck the HD video option.

Close other Applications: Zoom uses memory and processing from your computer and is not prioritized over other applications - closing applications you do not need will improve your Zoom experience. Try to pause downloading updates, if you can.

Avoid Crowding Your Router: If multiple devices (from other individuals) are joined to your router or hotspot, try to limit video streaming which will affect bandwidth (e.g. Netflix, Roku, YouTube TV, etc.)