

UBC Forestry

Using Language Interpretation in your Zoom Meeting or Webinar

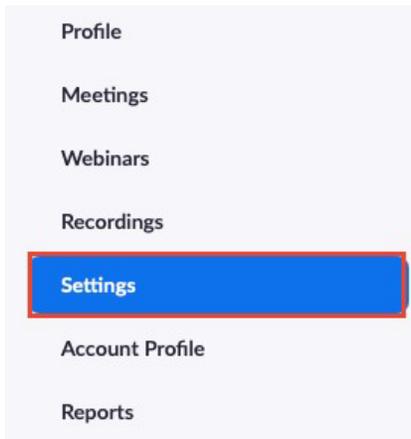
Zoom’s new interpretation feature allows a meeting host to provide attendees with the option of selecting the audio channel of the meeting or webinar to the language of their choice.

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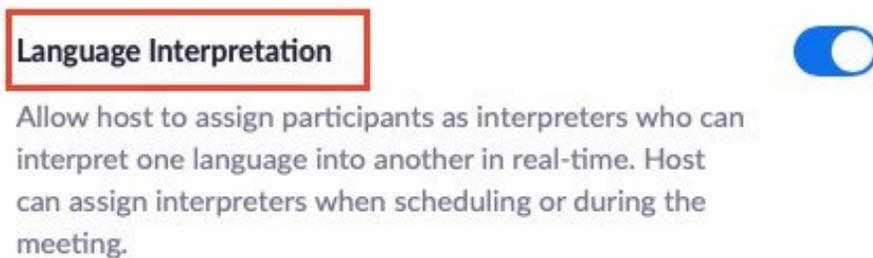
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Zoom’s interpretation feature allows interpreters to provide their own audio channel for the language they are translating. The attendees of the webinar or meeting can then select the audio channel to hear the speaker in their language of choice. To use this feature of Zoom, Business, Education, or Enterprise account is required. These instructions apply to both Zoom webinars and meetings.

A. Enable Language Interpretation Feature in Zoom (As Host)



2. Once in Settings, scroll down the Settings page until you see the “Language Interpretation” setting.



3. Click on the toggle next to “Language Interpretation,”

This toggle will appear blue once it is on. A list of additional languages will be displayed, as well as an option to add more. Once this option is turned on, it will need to be manually turned off. This must be turned on for live interpretation to be available.

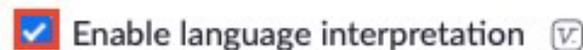


B. Using the Language Interpretation Feature in Zoom

1. Navigate to Meetings and Click Schedule a Meeting



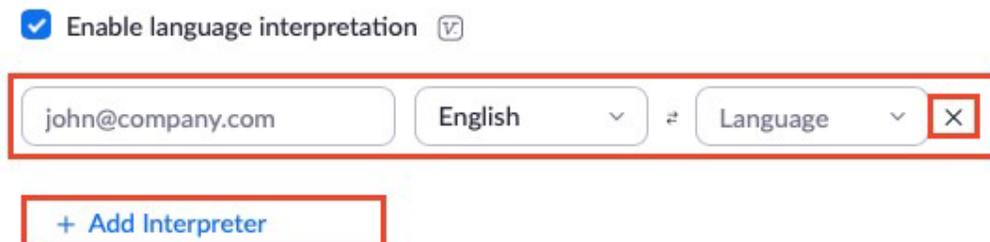
2. Check the box to enable Language Interpretation for the meeting.



3. Input the information for your interpreter

Note: for this feature of Zoom, the interpreters are not provided, therefore you will have to find your own translator who is not an attendee.

This information includes: the email of the interpreter who will provide the translation, the language they're translating from and to. You may also add languages/interpreters by clicking on "+Add Interpreter." Click the "X" icon if you would like to remove an interpreter.



4. Click Save



C. Using Language Interpretation in a Meeting

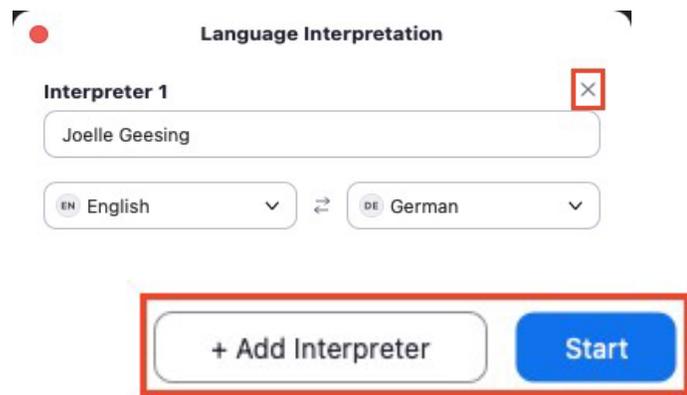
1. Start Meeting

Once the meeting has started, click “Interpretation” in the control bar at the bottom.



2. Click Start to begin the interpretation session

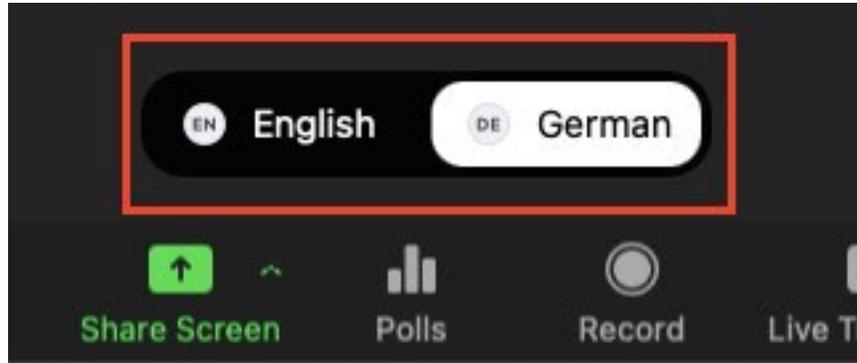
A pop up will appear where you can start the interpretation session as well as remove interpreters if necessary. Interpretation will only be available to attendees after it has been started.



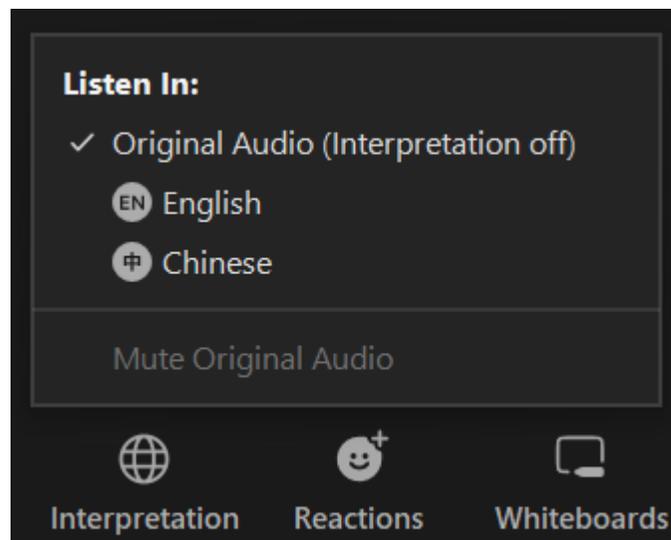
Please note that once someone is selected as interpreter and interpretation begins, they will not be able to speak to the main room audio and will speak only to the specific language channel they choose.

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

The interpreter will hear the original meeting audio which they can translate. The attendees in a language channel will hear the translated audio and the original audio at a lower volume (they will hear the interpreter at 80% and the original audio at 20%).



Interpreters may choose which channel to speak to.



Attendees are able to choose the language they want to listen in. They also have the choice to "Mute Original Audio". Both of these options can be accessed by clicking the "Interpretation" option.

4. Click End

At the end of the meeting/webinar when you want to end the interpretation, click on the interpretation toolbar and click on the end button at the bottom right of the pop-up screen.

