Setting up/enabling an interpreter on Zoom

To enhance the use of a Spanish interpreter during a Zoom meeting, we have provided the following instructions for adding/enabling Spanish interpretation in your meeting. We encourage every meeting host to become familiarized with these instructions and reach out if there are any questions or concerns. As a friendly reminder, remember to add the language interpreter in your meeting settings and send them an email notification *prior* to the meeting to avoid delays.

We have provided some additional resources at the bottom of the page including a video showing the process. Please let us know if you have any questions and/or concerns.

How to add Language Interpreters to your meetings/webinars

1. Sign into the Zoom web portal or desktop application.
2. In the navigation panel, click **Meetings**.
3. Click **Schedule a Meeting.**
   Note: You will *not* be able to add interpretation prior to your meeting if scheduling a Zoom meeting directly through a Calendar invite on gmail.

4. Next to **Meeting ID**, select **Generate Automatically**. This setting is *required* for language interpretation. Please note that the interpretation feature will not be available if the Personal Meeting ID is selected.

Time Zone	(GMT-6:00) Central Time (US and Canada)
	☐ Recurring meeting
Registration	☐ Required
Meeting ID	● Generate Automatically ○ Personal Meeting ID 876 973 0366
Template	Select a template

5. Next to interpretation, select the Enable Language interpretation check box.
6. Enter the information for your interpreters. The languages you select will create separate audio channels for the languages in your meeting.
   Note: Pre-assigned interpreters must sign into the account with the chosen email address in order to be recognized as an interpreter during the meeting.
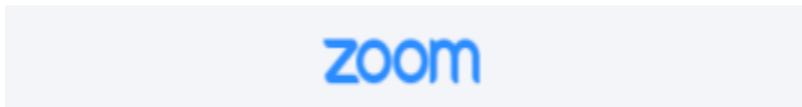
7. Click **Save**.

Options	Show

Interpretation	☑ Select interpretation languages. Select output channels below. You can assign interpreters at any time.

john@company.com | English ˅   ⇄   Spanish ˅   ✕

\+ Add Interpreter

Save   Cancel

 Note: Your designated interpreter will receive the following email notification when added as an interpreter to the meeting:

zoom

Hi ▮@district65.net,

▮▮▮ (▮@district65.net) invited you to a meeting to be an interpreter for English and Spanish

Topic	**My Meeting**
Date & Time	Thursday, Jan 27, 2022 04:30 PM Central Time (US and Canada)
Meeting ID	▮▮▮

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

Join Meeting

If the button above does not work, paste this into your browser:

8. To modify your list of interpreters prior to the meeting, you must click **Edit** on your scheduled meeting settings. You can also add new or additional interpreters by clicking **+ Add Interpreter**. Enter the information for those interpreters. To resend email invitations to your interpreters, you can click on the email icon ✉ next to

each interpreter's name. You can also remove interpreters by clicking on the ellipses next to the interpreter's name. Then, click **Remove interpreter**.

9. Click **Save** when finished.
Note: For adding interpretation on webinars, click **Webinars** in the navigation menu and follow steps 3-6.

Notes:

- You *must* choose the option **Generate Automatically** for the **Meeting ID** if you plan to enable interpretation at any point during the meeting. Language Interpretation *cannot* be used or enabled during your meeting if used with Personal Meeting ID (PMI)**.**
- This feature has to be enabled when **scheduling a meeting or webinar**, and cannot be used for an instant meeting.
- To add language interpretation to a **recurring meeting/webinar**, you must edit each occurrence of the meeting/webinar.
- For webinars, a language interpreter must also be assigned as a panelist.

# How Initiate Language Interpretation during your meeting/webinar

Note: Only the host can initiate and manage interpretation for the meeting. Interpretation cannot be initiated or managed through the Zoom mobile app. Participants joining the meeting through the Zoom mobile app can only listen to the audio.

1. Start or join meeting
2. Once the meeting has initiated, click the Interpretation 🌐 icon in the meeting controls panel.
   Note: The Interpretation 🌐 icon will *not* appear if the interpretation feature was not enabled when the meeting was being created nor will it appear if the meeting was scheduled using/checking the box for "Personal Meeting ID."
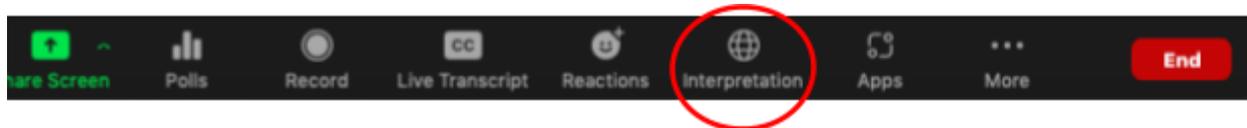
3. You can add/remove interpreters from this menu at this time if necessary (you can only choose from the participants available in the call).
4. As the host, you will see the following window pop-up. Click start to initiate interpretation.
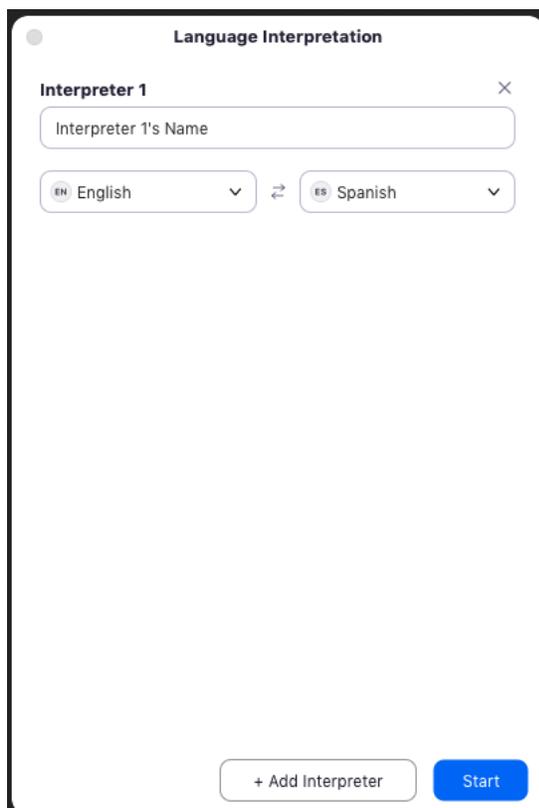
5. Interpreters can accept to begin interpretation for their specific language channel from their pc/laptop or Zoom mobile app. The interpreter will be able to hear the original meeting audio in order to translate.
Note: Once an interpreter accepts the interpreting window of a language channel, they will *no longer* be heard in the original meeting audio. A participant must click on the specific language channel to hear the interpreter.

Welcome
You have been assigned as an interpreter.

🇺🇸 English   ⇄   🇩🇪 German

OK
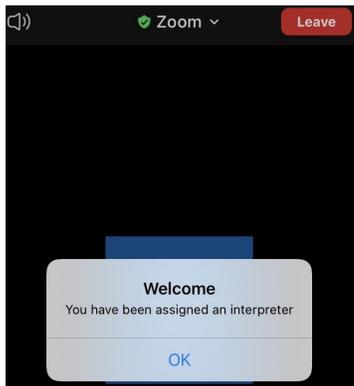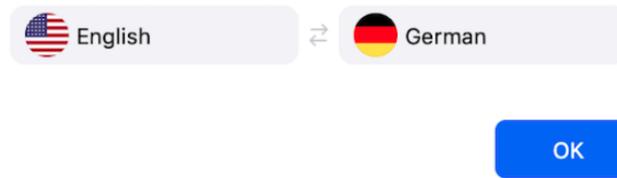
6. Participants can now click Interpretation in the meeting controls and select a language channel to hear interpretation audio. A participant in a language channel will hear the interpreted audio, and hear the original audio at a lower volume, unless selected otherwise.
7. To end interpretation, the host must click the Interpretation 🌐 icon in the meeting controls. They can click **Manage language Interpretation** to make changes to the interpretation channels and click **end** to stop a specific language session.

Additional Resources:
English Instructions for participants to hear interpretation audio during Zoom meetings
📄

Instructions to hear interpretation audio in Zoom .pdf
123 KB

Spanish Instructions for participants to hear interpretation audio during Zoom meetings
📄

[Instrucciones para escuchar audio de interpretación en Zoom .pdf](#)
[136 KB](#)

Zoom support on interpretation features

https://support.zoom.us/hc/en-us/articles/360034919791-Language-interpretation-in-meetings-and-webinars#h_01FFJJEJS2AM0E678E7MR6MV92

Interpretain Youtube video on how to activate the simultaneous interpreting feature on Zoom

https://www.youtube.com/watch?v=PYW-6JhHQBM&ab_channel=Interpretrain