



ZOOM INSTRUCTIONS

BASIC GUIDE FOR GHEP-ISFG MEETINGS
September 2024, V01

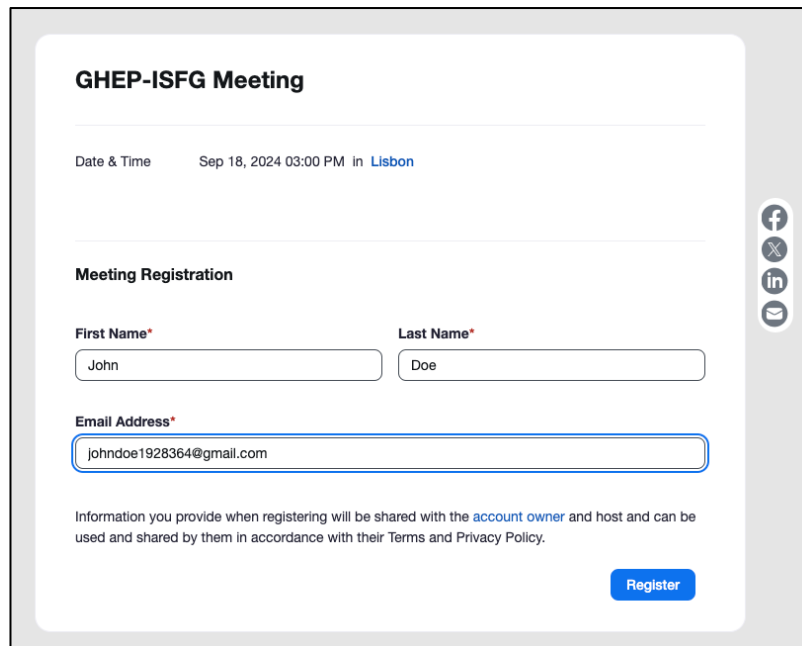
Table of Contents

<i>HOW TO REGISTER FOR A MEETING</i>	<i>2</i>
<i>HOW TO TURN ON CAPTIONS AND AUTOMATIC TRANSLATION</i>	<i>4</i>
<i>HOW TO COMMUNICATE DURING THE MEETING</i>	<i>5</i>

For further support, please refer to <https://support.zoom.com/hc/en>

HOW TO REGISTER FOR A MEETING

1. Click on the link received by email
2. Enter your data according to image below:



GHEP-ISFG Meeting

Date & Time Sep 18, 2024 03:00 PM in [Lisbon](#)

Meeting Registration

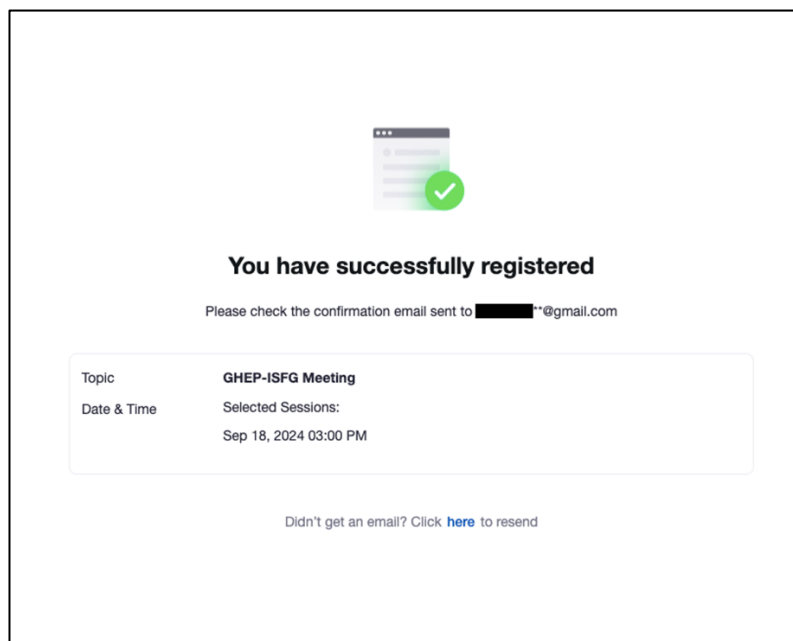
First Name* Last Name*


Email Address*

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

[Register](#)

3. Click on *Register*
4. A confirmation window appears as below:





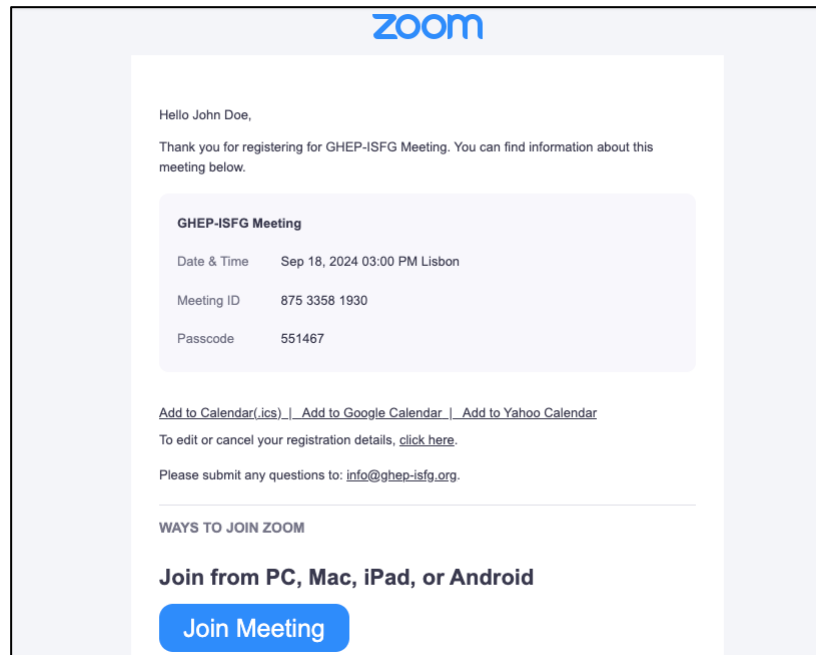
You have successfully registered

Please check the confirmation email sent to [\[redacted\]**@gmail.com](#)

Topic	GHEP-ISFG Meeting
Date & Time	Selected Sessions: Sep 18, 2024 03:00 PM

Didn't get an email? Click [here](#) to resend

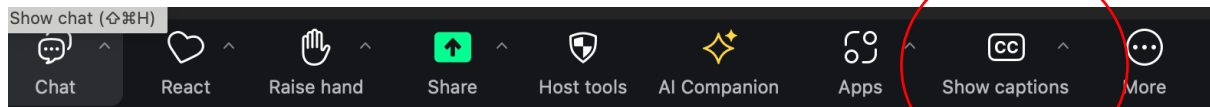
5. Check that you have received in your email address the confirmation of registration, as image below:



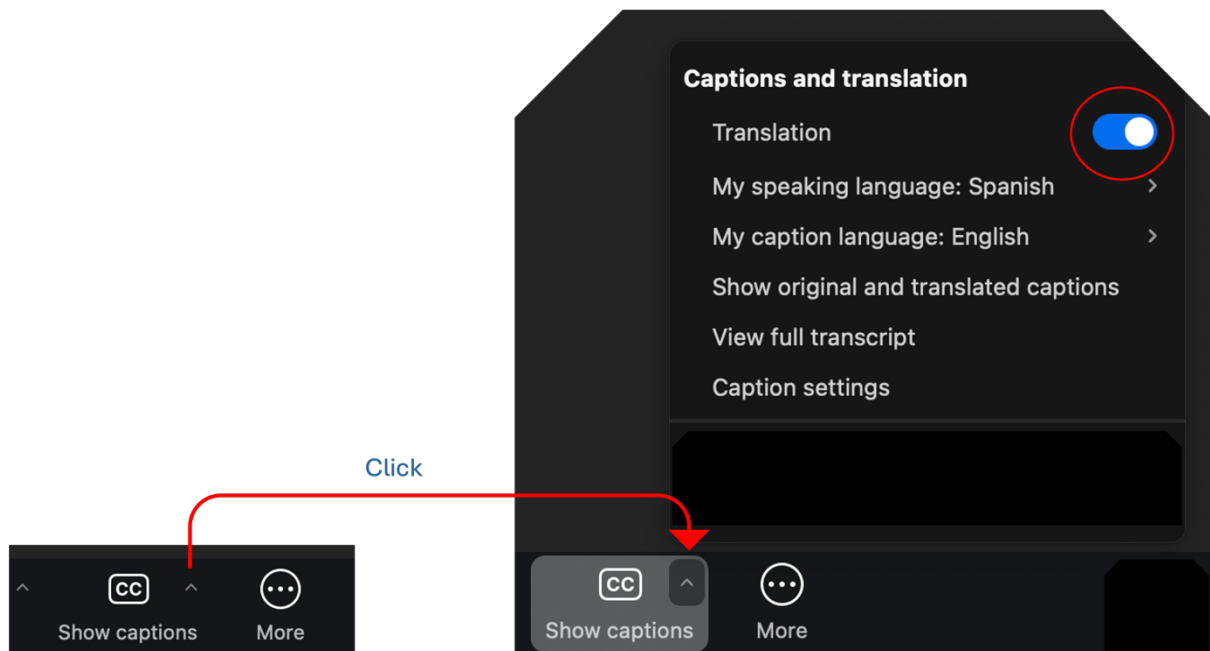
6. On the day of the meeting, click on *Join Meeting*.
7. Make sure to join the meeting a few minutes before the scheduled time. You will enter a waiting room and will be allowed to enter the meeting 3-4 minutes before the scheduled time.

HOW TO TURN ON CAPTIONS AND AUTOMATIC TRANSLATION

1. Click on *Captions* to activate *Show captions*:



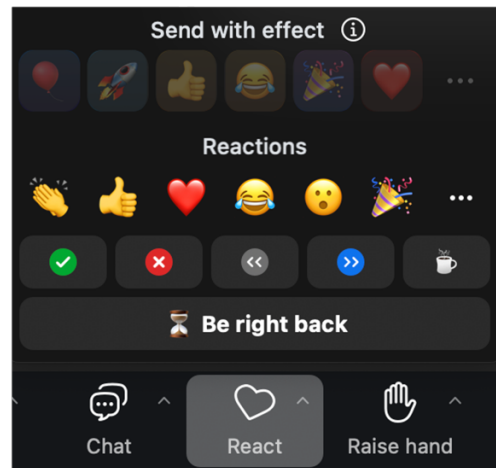
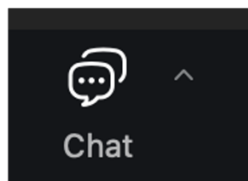
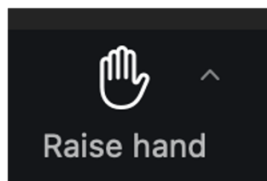
2. Click the arrow on *Show captions* and turn *Translation* on



3. Choose your speaking language and your caption language. For example, if you want the captions to be in Spanish for you to read, choose Spanish for *My caption language*. You will have the speaker's language automatically translated into Spanish in your captions. You may also opt to have your captions in both the original and translated languages.

HOW TO COMMUNICATE DURING THE MEETING

1. If you want to make a question or comment live, **raise your hand** and the speaker will give you permission.
2. You may use the **CHAT** feature for greetings, questions or any technical issues.
3. You may want to use the REACT feature once in a while. You must select the appropriate emoji from the available alternatives.



For further support, please refer to <https://support.zoom.com/hc/en>