Instructions for participants on how to set your screen and enable the Zoom interpretation feature:
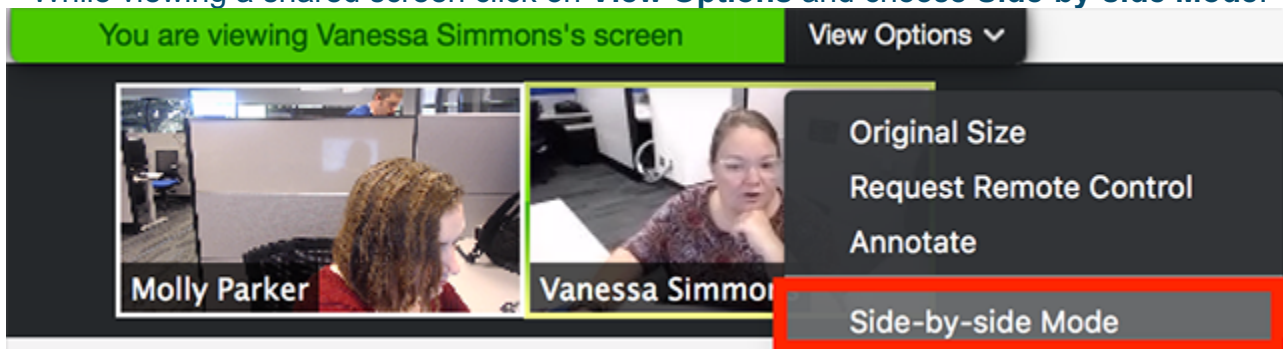
First you will need to set your screen to a side-by-side mode. To do that please follow the next steps:

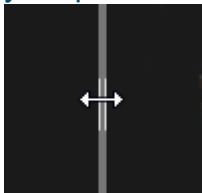## Viewing a shared screen in Side-by-side Mode

1. Sign in to the Zoom Desktop Client.

2. Start or join a meeting.

3. While viewing a shared screen click on **View Options** and choose **Side-by-side Mode**.
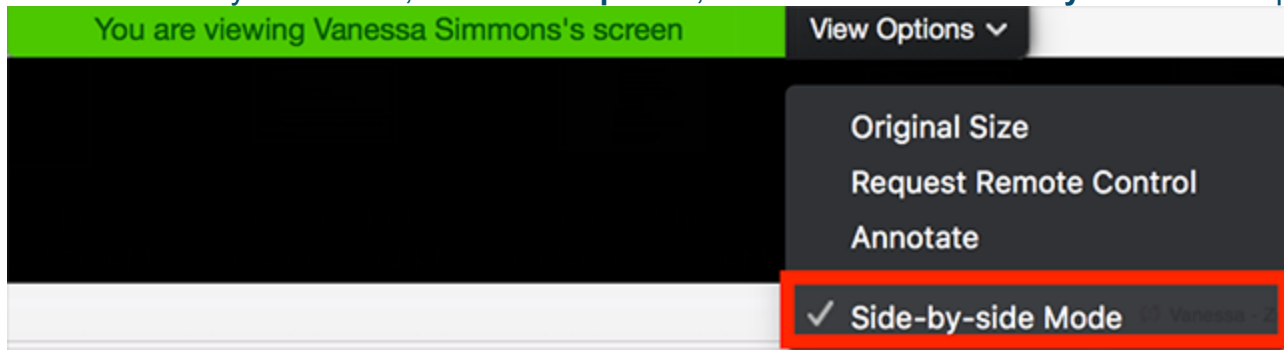

   The shared screen (ppt) will appear on the left and the speaker (interpreter) will appear on the right.

4. Hover your pointer over the boundary between the shared screen and participants' video until your pointer changes to a double arrow and you see a grey line separating both views.
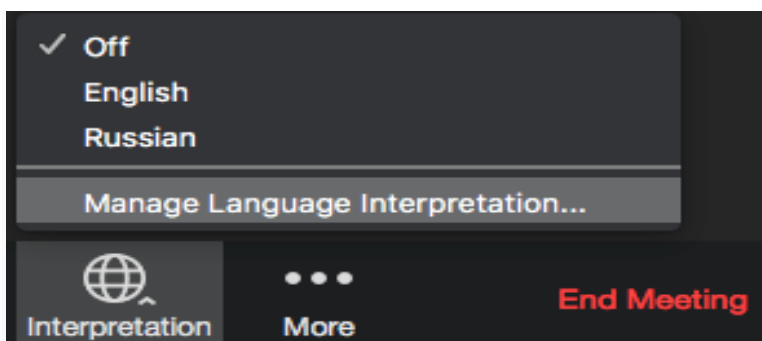

5. Click and drag the separator to adjust the size of each view.

6. To exit Side-by-side Mode, click **View Options**, then uncheck the **Side-by-side Mode** option.

Starting language interpretation in a meeting:

1. Once your meeting has started, the CAIA moderator will welcome all attendees and will introduce the Interpreters who will be providing live instructions on how to activate the interpretation feature.
2. The interpretations will be provided simultaneously in English, Spanish and ASL.
3. The interpreter will instruct you to look at the bar below and click on the world icon to active the interpretation feature.

4. click **Interpretation**.

5. (Optional) To only hear the interpreted language, click **Mute Original Audio**