

American Sign Language Interpretation in Zoom

Webinars

Recordings

Settings

1. To use the sign language interpretation feature within Zoom, you must first enable the option within your Zoom account. Sign in to Zoom at <https://colum.zoom.us> with your Office 365 credentials or click on Zoom from within your Office 365 all applications list.

2. Click on “Settings” to the left of your screen.

3. Find the option for sign language interpretation and switch it on. This setting is in the “In Meeting (Advanced)” section of your settings.

4. Check the box for “Enable sign language interpretation by default in scheduler.” You will now have the option to assign sign language interpreters within meetings and also when scheduling meetings.

The screenshot shows the Zoom account settings page. On the left, a sidebar lists various settings categories: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Calendar and Contacts, Email Notification, and Other. The 'In Meeting (Advanced)' category is selected and highlighted in blue. The main content area is titled 'Sign Language interpretation' and features a toggle switch that is turned on. Below the title, there is a descriptive text: 'Allow host to assign participants as sign language interpreters who can interpret one language into sign language in real-time. Host can assign interpreters when scheduling or during the meeting.' A checkbox labeled 'Enable sign language interpretation by default in scheduler' is checked. Underneath, there is a section for '10 languages' with a plus sign to add more. A list of language buttons is displayed: American, Chinese, French, German, Japanese, Russian, Brazilian, Spanish, Mexican, and British.

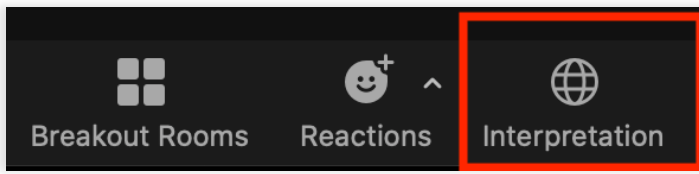
4. Upon scheduling meetings, you will now have the option to designate an American Sign Language interpreter in your meeting settings when scheduling. Scroll to the bottom of your meeting settings and check the box to “Select sign language interpretation video channels.”

5. Enter the interpreter’s email address.

6. Click “+ Add Sign Language Interpreter” if you need to add additional interpreters.

7. Once saved, the interpreters will receive an email with a unique link they will use to join as an interpreter. This is the link they must use to join the meeting.

The screenshot shows the Zoom meeting settings page. The 'Interpretation' section is active, featuring a checked checkbox with the text: 'Select sign language interpretation video channels below. You can assign interpreters at any time.' Below this, there is a form with two input fields. The first field contains the email address 'john@company.com'. The second field is a dropdown menu currently set to 'American Sign Language' with a downward arrow and a close button (X) to its right. At the bottom of the section, there is a blue button with a plus sign and the text '+ Add Sign Language Interpreter'.



Sign Language Interpretation

Sign Language Interpreter 1 ✕

David Morton

ASL American Sign Language ▾

+ Add Interpreter Start

8. You may also assign interpreters from within the meeting. Click on the “Interpretation” option in your meeting controls.

9. Select the meeting participant as an interpreter from the menu that appears.

- You may choose to assign additional participants as interpreters from the “+ Interpreter” button.

10. Once you are ready to activate American Sign Language interpretation for your attendees, click on the “start” option.

11. Meeting attendees will then be able to enable the sign language interpretation view, which will display a pop-out video feed of the American Sign Language interpreters.

12. Attendees will receive an alert in the meeting that sign language interpretation is available. Attendees will then see an option for interpretation in their meeting controls as well.

13. Attendees can then click on this interpretation option and select the option for “American Sign Language.”

14. The video pop-out will now show the video feed from the American Sign Language interpreter to the participant. Participants using this feed can move the video window around and re-size it as needed.

