



**Employee Guide for Accessing ASL
Interpreters During Virtual Conference**

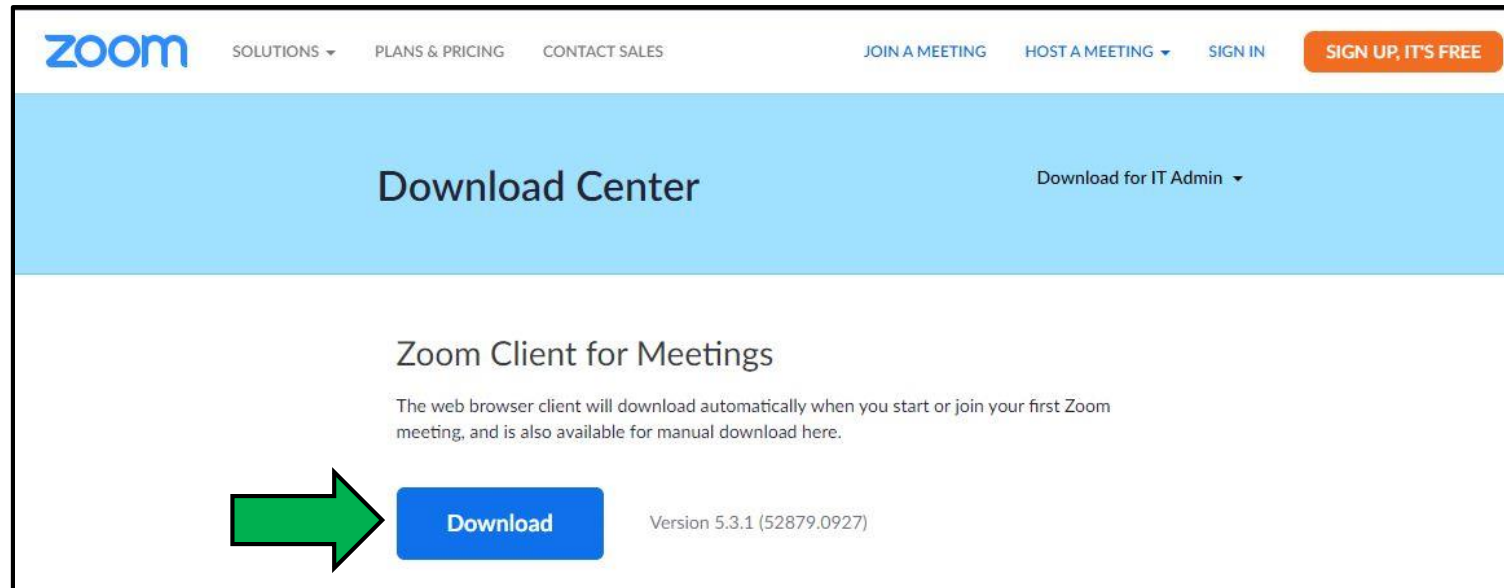
INTRO

THIS GUIDE PROVIDES STEP-BY-STEP INSTRUCTIONS FOR ATTENDEES WHO WISH TO VIEW AMERICAN SIGN LANGUAGE (ASL) INTERPRETERS DURING THE 2021 STATEWIDE DIVERSITY, EQUITY, & INCLUSION CONFERENCE.

NOTICE

ATTENDEES WHO ARE INTERESTED IN VIEWING THE ASL INTERPRETERS WILL NEED TO JOIN THE VIRTUAL CONFERENCE USING THE ZOOM DESKTOP APPLICATION.

IT IS AVAILABLE FOR [MANUAL DOWNLOAD HERE](#) IN CASE YOU'D LIKE TO DOWNLOAD IT PRIOR TO THE EVENT. SEE EXAMPLE OF THE ZOOM DOWNLOAD CENTER BELOW.



The screenshot shows the Zoom website's Download Center. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN are in the center. A prominent orange button on the right says "SIGN UP, IT'S FREE". Below the navigation is a light blue header with "Download Center" and a link for "Download for IT Admin". The main content area features the heading "Zoom Client for Meetings" and a paragraph explaining that the web browser client downloads automatically. A large green arrow points to a blue "Download" button, with the version number "Version 5.3.1 (52879.0927)" displayed to its right.

STEP 1
**CLICK THE LINK IN YOUR
CONFIRMATION EMAIL TO
JOIN THE VIRTUAL
CONFERENCE THE DAY-OF
THE EVENT**

Workday <oregon@myworkday.com>

You have been enrolled in a course.

To ENGELSON Eric * OSBEELS

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Eric Engelson

You have been enrolled into the following course:

Course: [2021 Diversity, Equity, and Inclusion Conference - Community Engagement & Equity During the COVID Response](#)

Start Date and Time: Tue, Sep 14, 10:15 AM Pacific Time (Los Angeles)

End Date and Time: Tue, Sep 14, 11:15 AM Pacific Time (Los Angeles)

Locations/Webinar URL: TBD

Course Description:

Date: Tuesday, September 14

Time: 10:15 a.m. – 11:15 a.m.

Presenter: Dolly England

Dolly is a long time SW Washington resident and graduate of Evergreen State College, located in Olympia, WA. She has over 15 years of experience in community health, working as a health educator providing outreach and education around HIV/AIDS, reproductive health and chronic disease management. In 2018, Dolly joined the Oregon Health Authority (OHA) as the Reproductive Health Access Coordinator. By March 2020, she began doing community engagement work for the OHA's COVID Response team and later that year transitioned to developing the response team's Community Engagement Team, which supports 180 Community Based Organizations across the state of Oregon to provide outreach and community engagement, contact tracing and wraparound support services to people in isolation and quarantine.

As a result of Dolly's community organizing experience, as well as her deep understanding of the important role of community in the change process, she was appointed by Washington State Governor, Jay Inslee, to the Washington State Commission on African American Affairs, where she served as the Commissioner for SW Washington until November 2017. Additionally, Dolly has previously worked as an HIV Case Manager in SE Alaska, and spent 3 years as the Vice President of the Vancouver NAACP.

Session Synopsis

The Community Engagement Program was able to create a team on the foundations of equity and community engagement. The program then recruited over 170 Community Based Organizations to provide Contact Tracing, Wraparound Support Services and Outreach and Engagement to community members during the COVID-19 pandemic. This is the story of how you CAN center around equity and community, even during a global pandemic.

Session Takeaways

Understanding of OHAs commitment to community engagement.

Examples of how to engage community in caring, accessible and equitable ways.

Tools for developing outreach plans.

Login Link: [Zoom.com/sadlfj](https://zoom.com/join/91234567890)

Password: DEIDAY1

STEP 2

AFTER CLICKING THE LINK WITHIN YOUR CONFIRMATION EMAIL YOU WILL BE TAKEN TO THE ZOOM LAUNCH PAGE. WHEN PROMOTED BY ZOOM, CLICK:

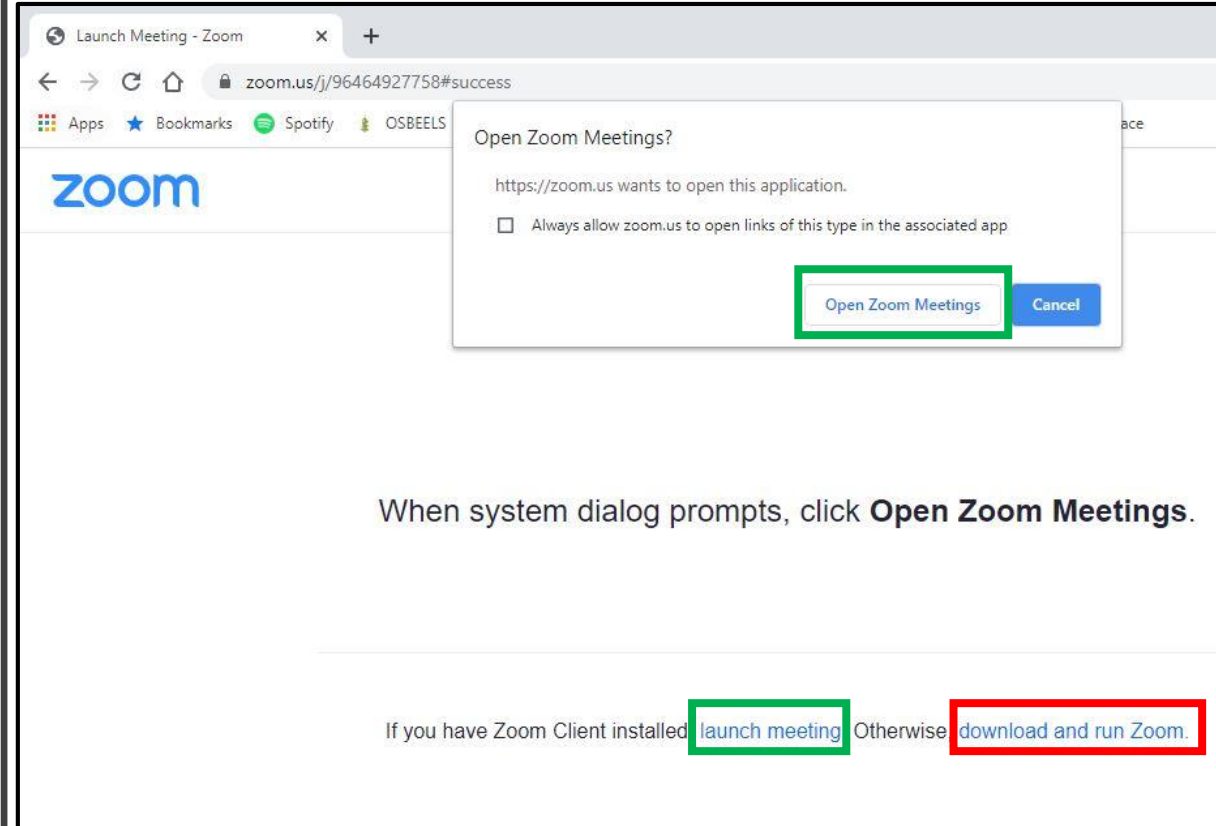
**“OPEN ZOOM MEETINGS”
OR
“LAUNCH MEETING”**

BOTH OPTIONS WILL LAUNCH THE ZOOM DESKTOP APPLICATION ON YOUR COMPUTER OR LAPTOP IF YOU HAVE PREVIOUSLY DOWNLOADED THE DESKTOP APPLICATION

NOTICE

IF YOU HAVE NOT PREVIOUSLY DOWNLOADED THE ZOOM DESKTOP APPLICATION YOU WILL NEED TO DO SO FROM THE ZOOM LAUNCH PAGE.

SIMPLY CLICK THE **DOWNLOAD AND RUN ZOOM LINK** AND IT WILL PROMPT YOU WHEN IT IS READY TO BE LAUNCHED

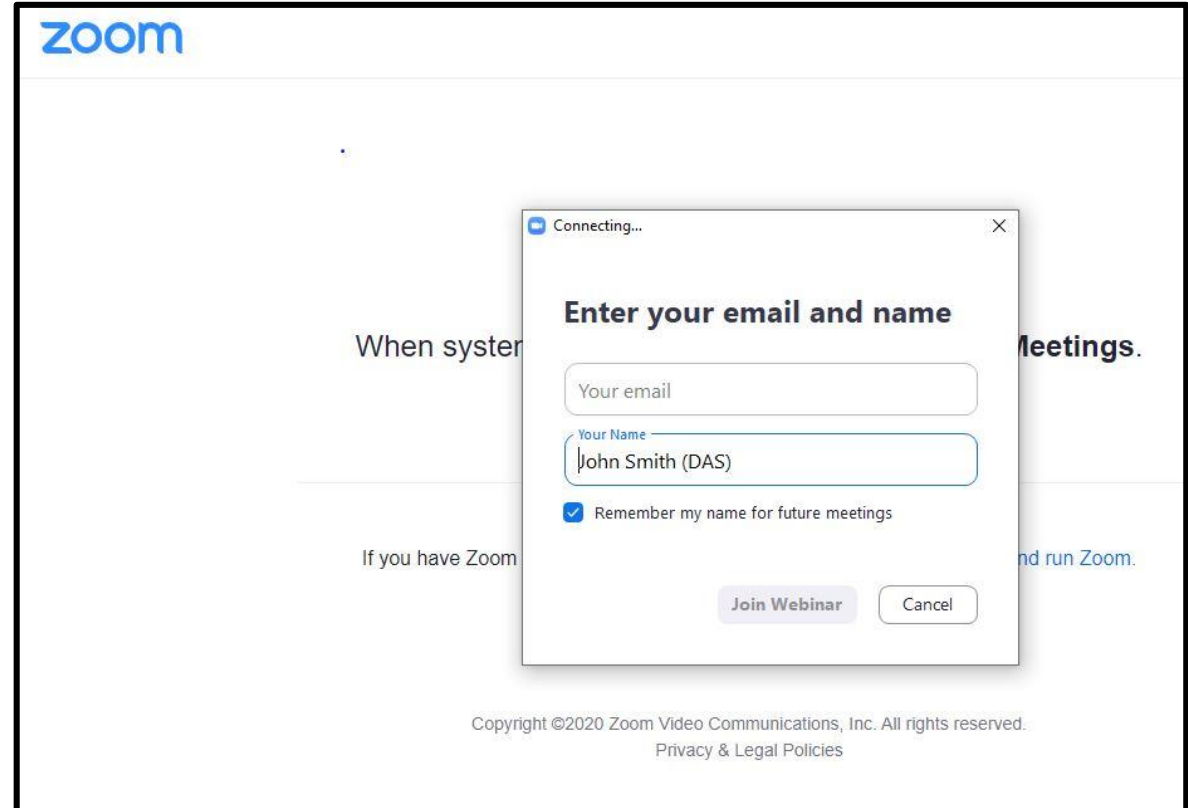


The screenshot shows a web browser window titled "Launch Meeting - Zoom" with the URL "zoom.us/j/96464927758#success". A system dialog box titled "Open Zoom Meetings?" is overlaid on the page. The dialog box contains the text "https://zoom.us wants to open this application." and a checkbox labeled "Always allow zoom.us to open links of this type in the associated app". Two buttons are visible: "Open Zoom Meetings" (highlighted with a green box) and "Cancel". Below the dialog box, the text "When system dialog prompts, click **Open Zoom Meetings**." is displayed. At the bottom of the page, there is a line of text: "If you have Zoom Client installed **launch meeting** Otherwise **download and run Zoom**." The words "launch meeting" are highlighted with a green box, and "download and run Zoom" is highlighted with a red box.

STEP 3

AFTER SUCCESSFULLY LAUNCHING THE ZOOM DESKTOP APPLICATION YOU WILL BE PROMPTED TO ENTER THE VIRTUAL CONFERENCE PASSWORD, AND THEN YOUR NAME AND EMAIL

*****THE PASSWORD CAN BE FOUND IN YOUR ENROLLMENT CONFIRMATION EMAIL(S)***



STEP 4

ONCE YOU'VE SUCCESSFULLY JOINED
THE VIRTUAL CONFERENCE YOU WILL BE
ADDED AS AN ATTENDEE

WHEN NO SCREENS OR PRESENTATIONS
ARE BEING SHARED YOUR FEED WILL
LOOK LIKE THE IMAGE TO THE RIGHT

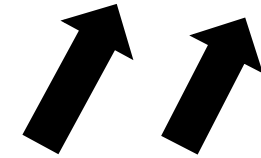
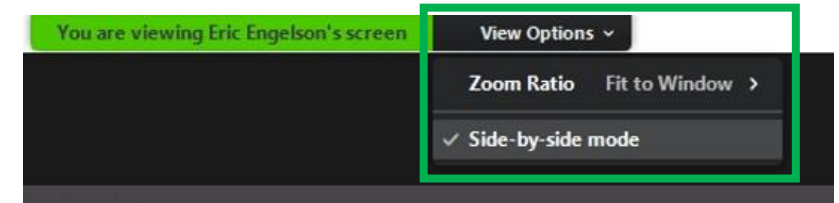


STEP 5

AFTER THE EVENT HOST AND PRESENTERS BEGIN THE CONFERENCE AND SHARE THEIR SCREEN YOU WILL NEED TO CLICK THE DROP DOWN 'VIEW OPTIONS' BOX FROM THE TOP OF YOUR SCREEN AND SELECT 'SIDE-BY-SIDE MODE'

THIS SETTING WILL ALLOW YOU TO VIEW THE SHARED PRESENTATION WHILE ALSO VIEWING THE ACTIVE SPEAKER AND ASL INTERPRETER SIMULTANEOUSLY.

AFTER DOING THIS - YOU WILL BE GOOD FOR THE REMAINDER OF THE SESSION. YOU MAY CLOSE OUT OF THIS VIEWING MODE BY CLICKING THE 'SIDE-BY-SIDE MODE' AGAIN



A full screenshot of the Zoom interface. The main content area displays a presentation slide with a teal background and white text that reads "Statewide Diversity, Equity, & Inclusion Conference". At the bottom left of the slide, it says "October 27-29". On the right side, there are two video feeds: the top one shows a man with a headset and the Zoom logo, labeled "HOST SYMPOSIUM"; the bottom one shows a woman. At the top of the Zoom window, the same "View Options" menu is visible, with "Side-by-side mode" selected. The status bar at the top reads "You are viewing Eric Engelson's screen".

REMINDER- IF YOU ARE VIEWING THE VIRTUAL CONFERENCE FROM A MOBILE DEVICE OR WITHIN YOUR INTERNET BROWSER THE 'SIDE-BY-SIDE MODE' WILL NOT BE AVAILABLE TO YOU. YOU MUST JOIN THE VIRTUAL CONFERENCE USING THE [ZOOM DESKTOP APPLICATION](#)

WE WILL ALSO BE PROVIDING REAL-TIME CLOSED CAPTIONING THROUGHOUT THE CONFERENCE. ACCESSING CLOSED CAPTIONING DURING THE EVENT DOES NOT REQUIRE DOWNLOADING THE ZOOM DESKTOP APPLICATION. WE WILL SHARE DETAILS ABOUT THIS RESOURCE DURING THE EVENT.

HAVE QUESTIONS OR NEED ASSISTANCE?

IF YOU'RE EXPERIENCING DIFFICULTIES ACCESSING ASL INTERPRETERS, WE RECOMMEND CONTACTING EVENT SUPPORT STAFF FOR ADDITIONAL ASSISTANCE. PLEASE CONTACT YOUR DEPARTMENT REPRESENTATIVE. THIS LIST IS AVAILABLE ON [THE CONFERENCE WEBPAGE HERE](#)