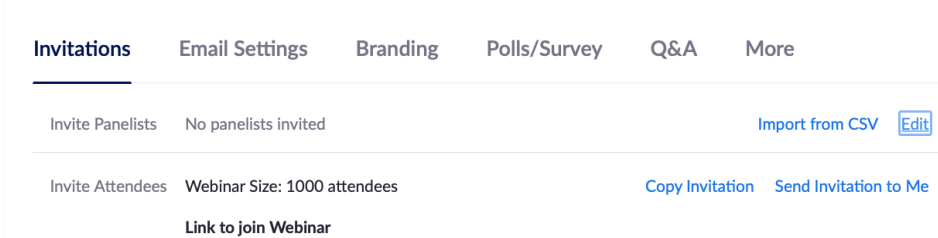


ASL - Inviting ASL Interpreter to Webinar

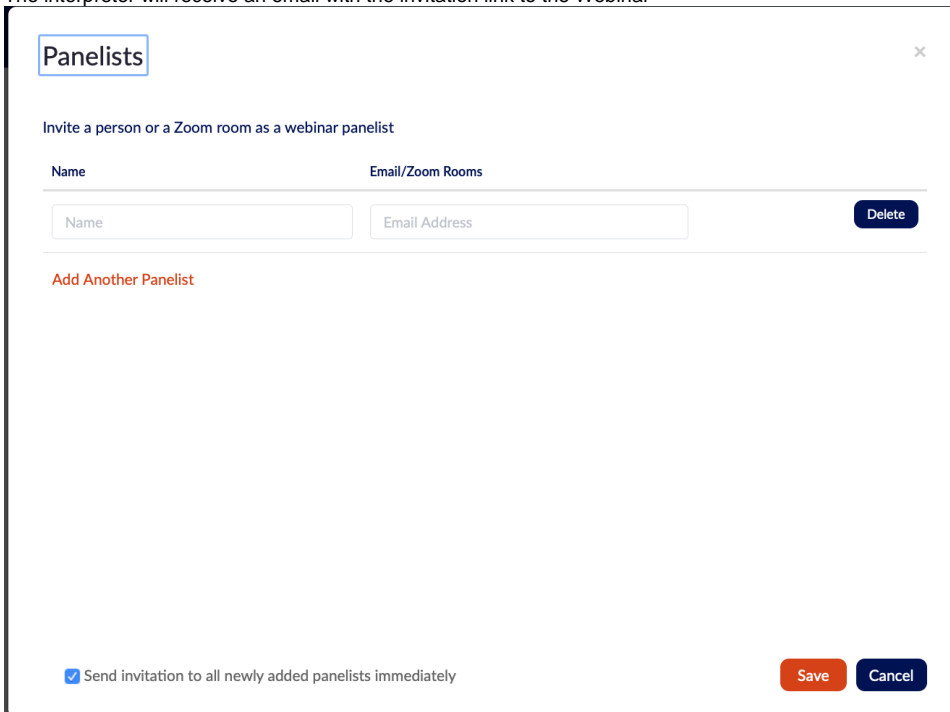
Zoom Web Portal

1. Sign in to the **Zoom web portal**: syracuseuniversity.zoom.us
2. In the **navigation panel**, click Webinars.
3. Click on the upcoming Webinar.
4. Under the Invitation Pod select the "Edit" Button next to the "Invite Panelists" field



The screenshot shows the Zoom Webinar Invitation Pod. At the top, there are tabs for "Invitations", "Email Settings", "Branding", "Polls/Survey", "Q&A", and "More". The "Invitations" tab is selected. Below the tabs, there are two main sections. The first section is "Invite Panelists" with the text "No panelists invited" and a blue "Edit" button. The second section is "Invite Attendees" with the text "Webinar Size: 1000 attendees" and two blue buttons: "Copy Invitation" and "Send Invitation to Me". Below these sections is a "Link to join Webinar" section.

5. Type in the name and email of the Interpreter
6. Select "Send invitation to all newly added panelists immediately"
7. Select Save
8. The interpreter will receive an email with the invitation link to the Webinar



The screenshot shows the "Panelists" dialog box in Zoom. The title bar says "Panelists" with a close button (X). Below the title bar, there is a heading "Invite a person or a Zoom room as a webinar panelist". Underneath, there are two columns: "Name" and "Email/Zoom Rooms". Below these columns are two input fields: "Name" and "Email Address". To the right of the "Email Address" field is a blue "Delete" button. Below the input fields is a red link "Add Another Panelist". At the bottom left, there is a checked checkbox "Send invitation to all newly added panelists immediately". At the bottom right, there are two buttons: "Save" (orange) and "Cancel" (blue).