

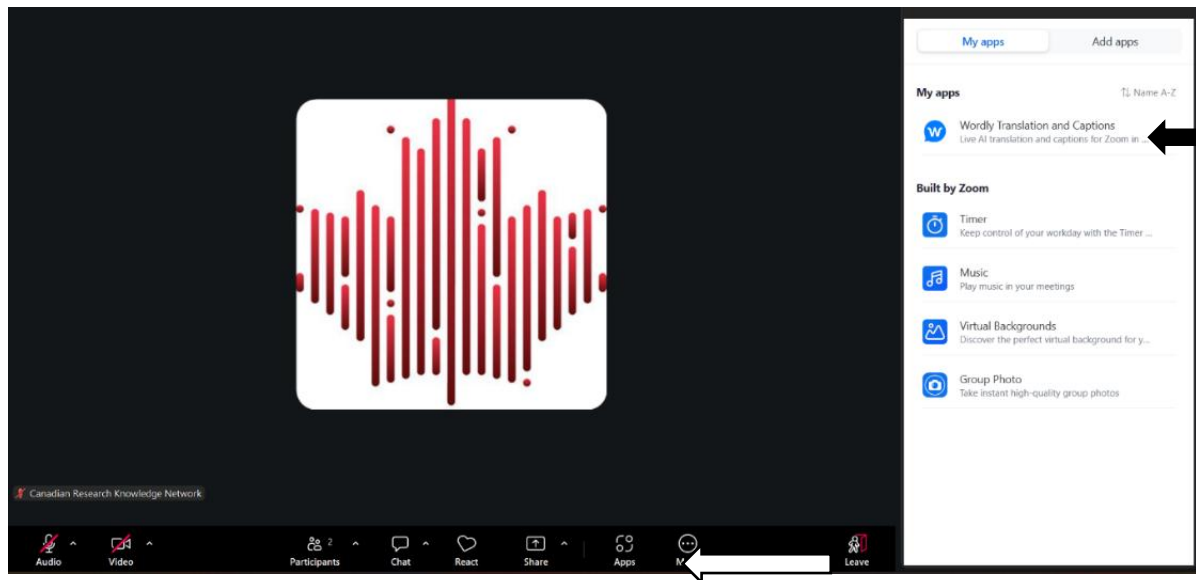


How to access Wordly:

The Wordly QR code or a link have been distributed to all attendees in advance as part of the meeting package.

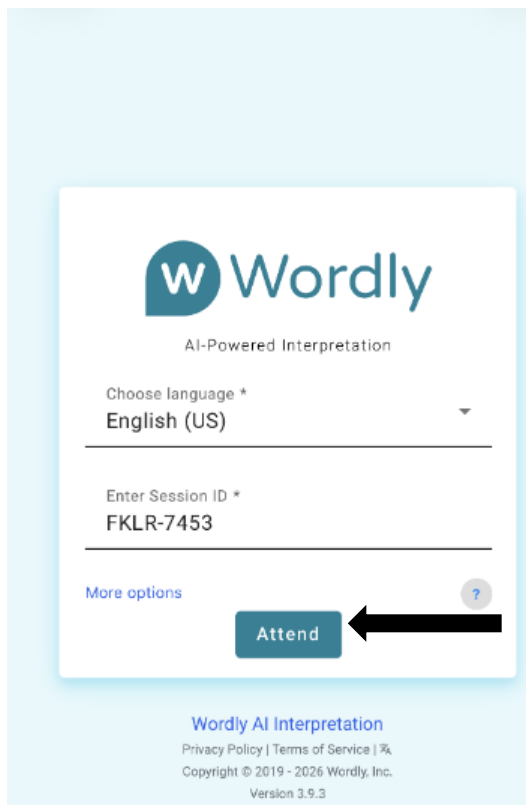
I. Attendees Using the **Zoom Desktop App**

1. Join the **Zoom** meeting.
2. On the Zoom toolbar, click **Apps**.
3. Select **Wordly** from the list of available apps. If Wordly is not appearing as an option, go to "Add apps" option and search "Wordly" and add.
4. A Wordly tab will open, displaying live captions and translation.



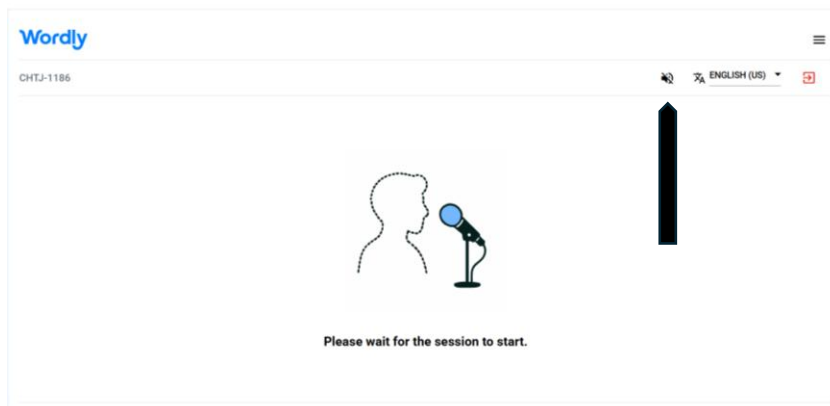
II. Attendees Joining Zoom Through a **Web Browser**

1. Click the **Wordly link** or Scan the **QR code**.
2. Click **Attend** to enter the Wordly captioning window.



III. If Attendees Prefer **Listening** Instead of Reading Captions

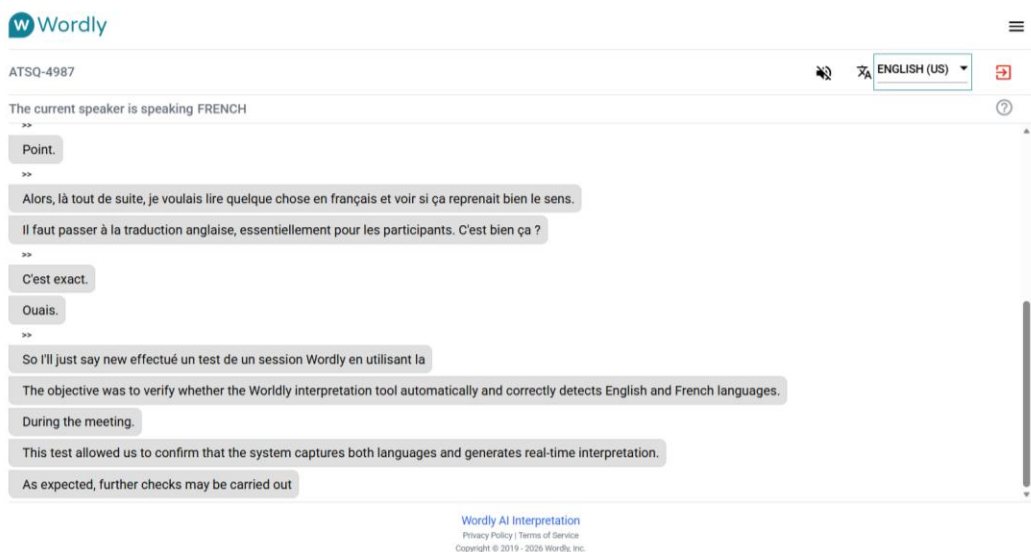
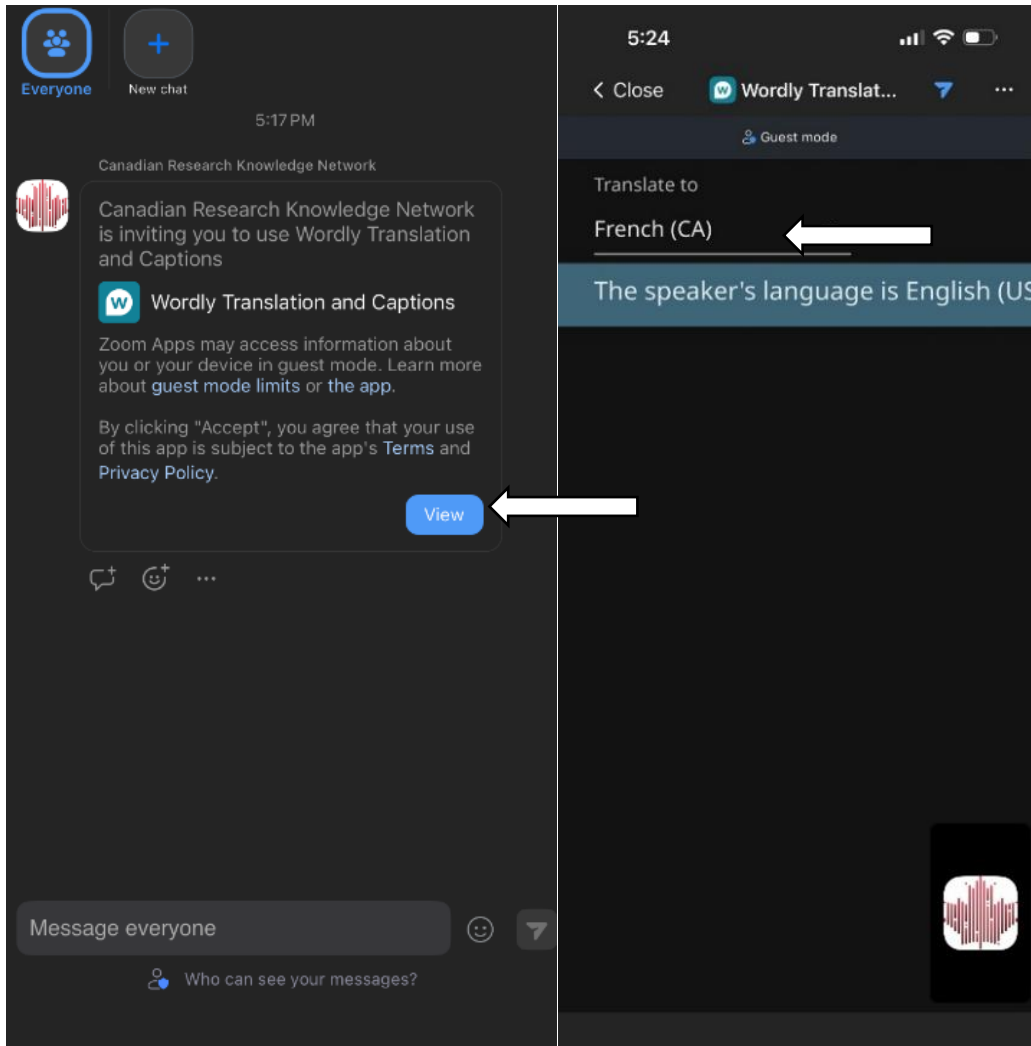
1. Click the Wordly link.
2. When the Wordly window opens, click the **speaker icon** to unmute audio interpretation.



IV. Accessing Wordly through the Zoom Chat (**Alternative Method**)

Once the session begins, the host will also share the Wordly link in the Zoom chat.

1. Click on **"View"** in the message shared by the host.
2. You will be redirected to the Wordly window.
3. To change your preferred language, click the language dropdown menu and select the language of your choice.

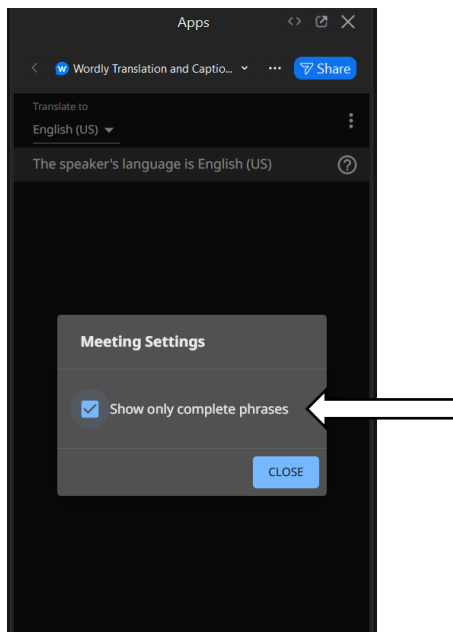
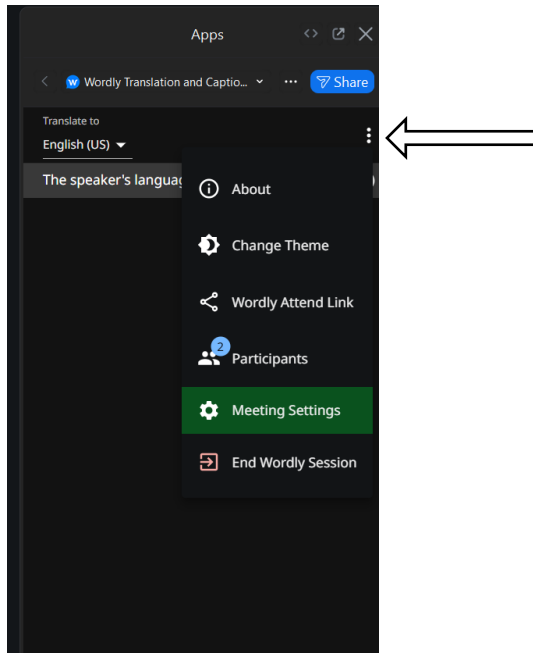


Display translations after each sentence (Optional)

By default, translations are displayed word by word as the speaker talks. If an attendee prefers to view the full translation after each sentence is completed, follow the steps below to enable this option:

Using Wordly through **Zoom App**:

- Click the **three dots** in the top-right corner of the Wordly window.
- Click **Meeting settings**.
- Turn on the **Show only complete phrases** option.



Using Wordly through a **Web Browser**:

- Click the **menu icon** in the top-right corner of the Wordly window.
- Click **Settings**.
- Turn on the **Show only complete phrases** option.

