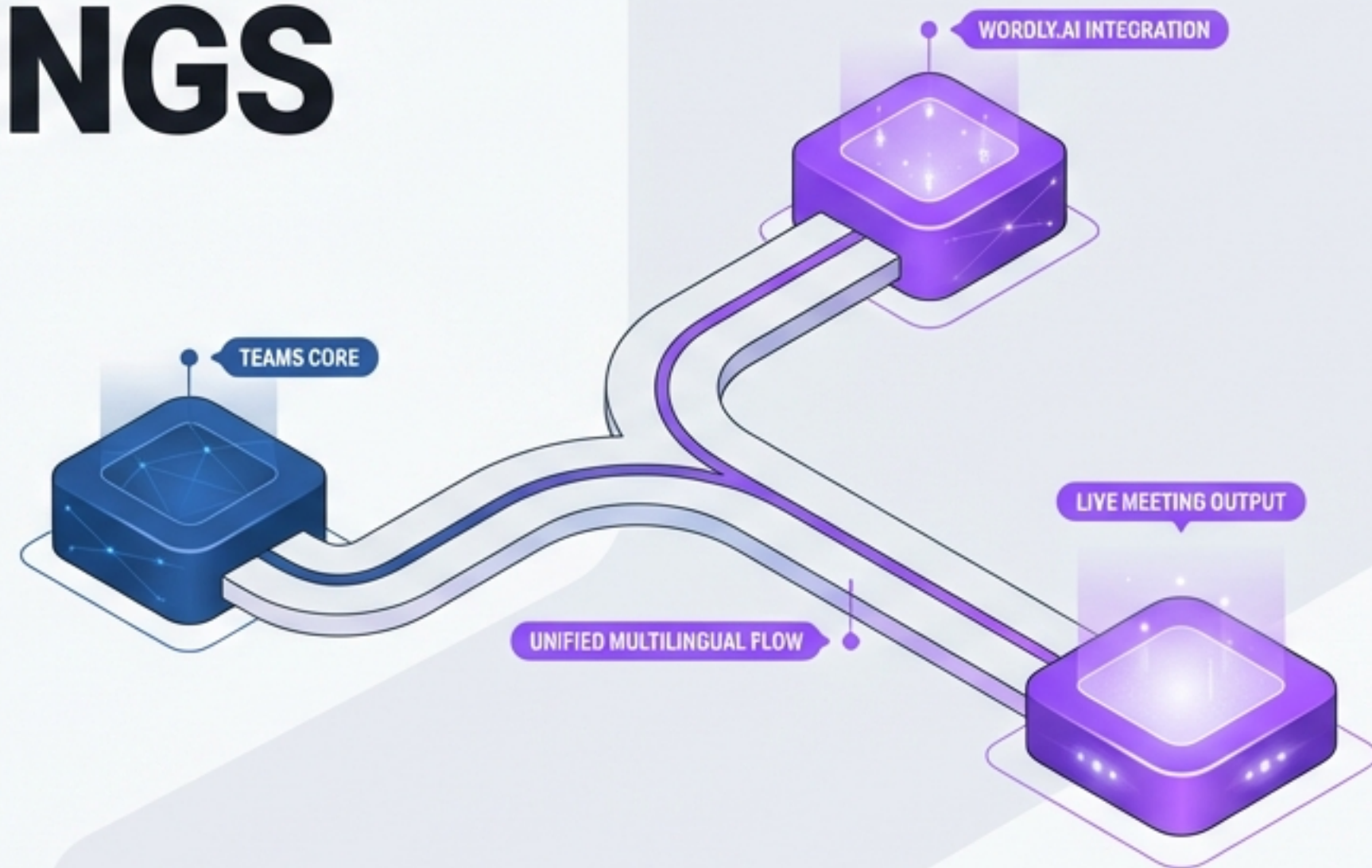


COMPOSITE USE OF COMPOS TEAMS AND WORDLY.AI LA- ANGUANGE SETTINGS TECHNIQUES

An Administrator's Playbook
for Live Multilingual Meetings



Navigation Overview

01



PHASE A

Information Gathering
(Prerequisites)

02



PHASE B

Wordly Configuration
(Pre-Meeting Setup)

03



PHASE C

Bot Integration
(15 Minutes Prior)

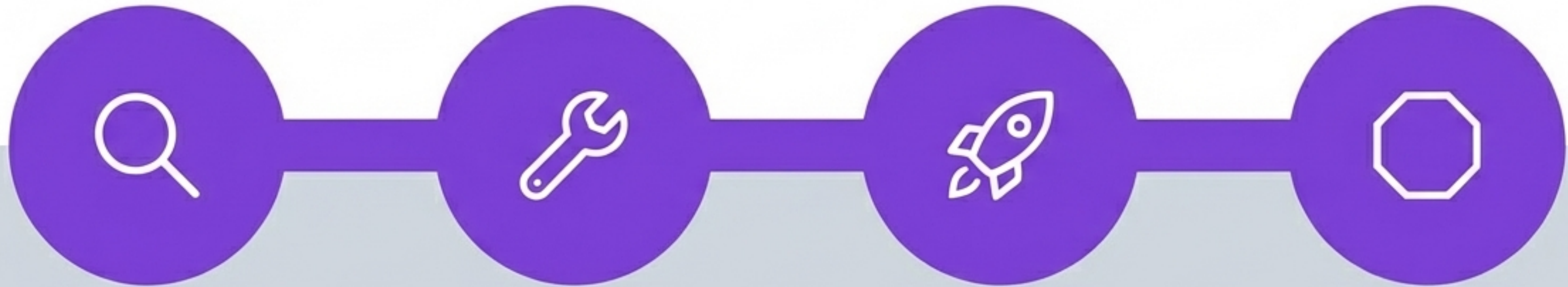
04



PHASE D

Teardown (Post-
Meeting Protocol)

The Deployment Workflow at a Glance



Gather

Basic Info, Links

Setup

Session Creation,
Languages

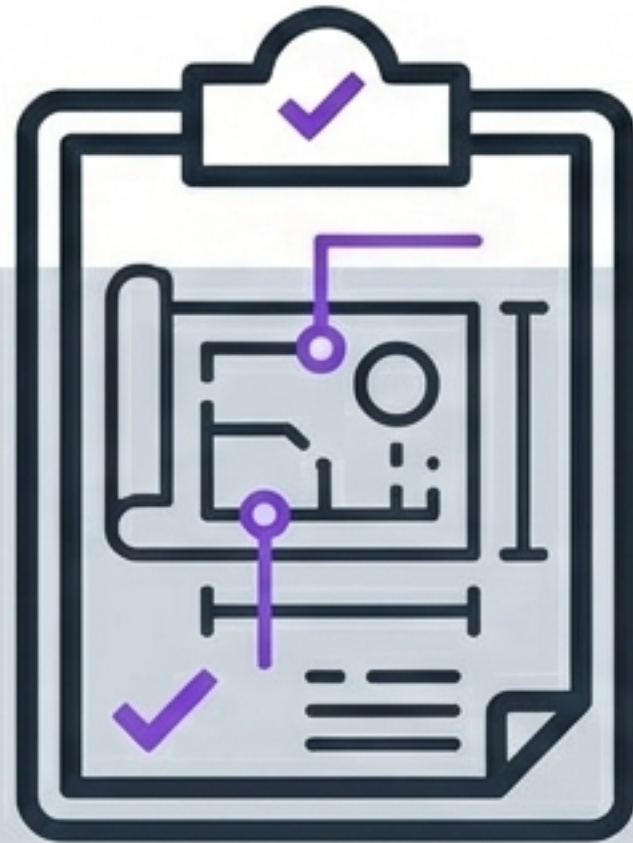
Launch

Bot Invite,
Mic Check

End

Teams Close,
Billing Stop

Essential Prerequisites



Primary Speaker Language & Additional Languages (Max 8 total)



Teams Meeting Time (Must be calculated in Taipei Standard Time)

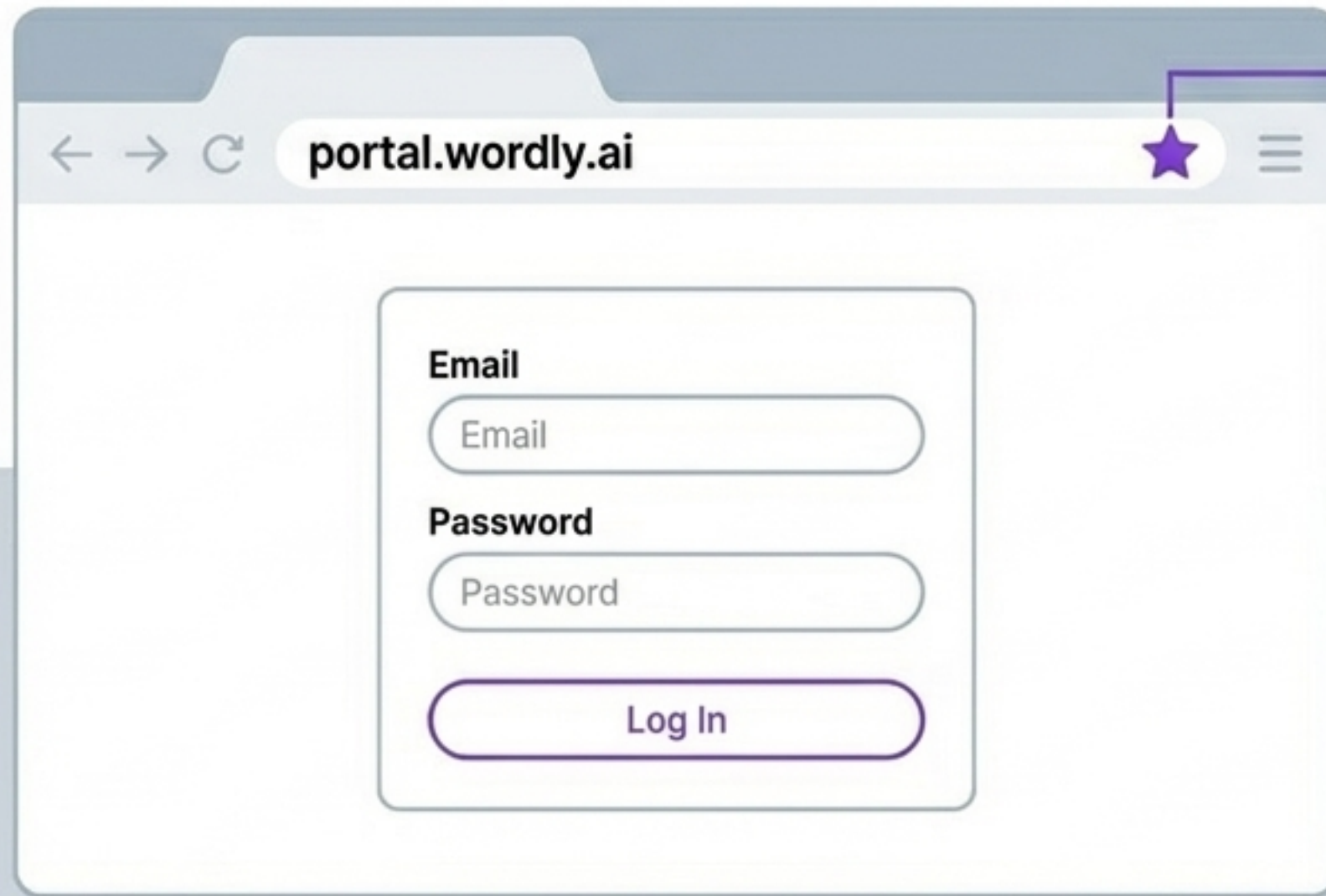


Teams Meeting Link



Teams Meeting Name (In English)

Accessing the Wordly Portal



A screenshot of a web browser showing the login page for the Wordly Portal. The browser's address bar displays "portal.wordly.ai" and has a purple star icon next to it, indicating a bookmark. The login form contains three input fields: "Email", "Password", and a "Log In" button. The "Email" and "Password" fields have placeholder text "Email" and "Password" respectively. The "Log In" button is a rounded rectangle with the text "Log In" inside.

Bookmark Recommended

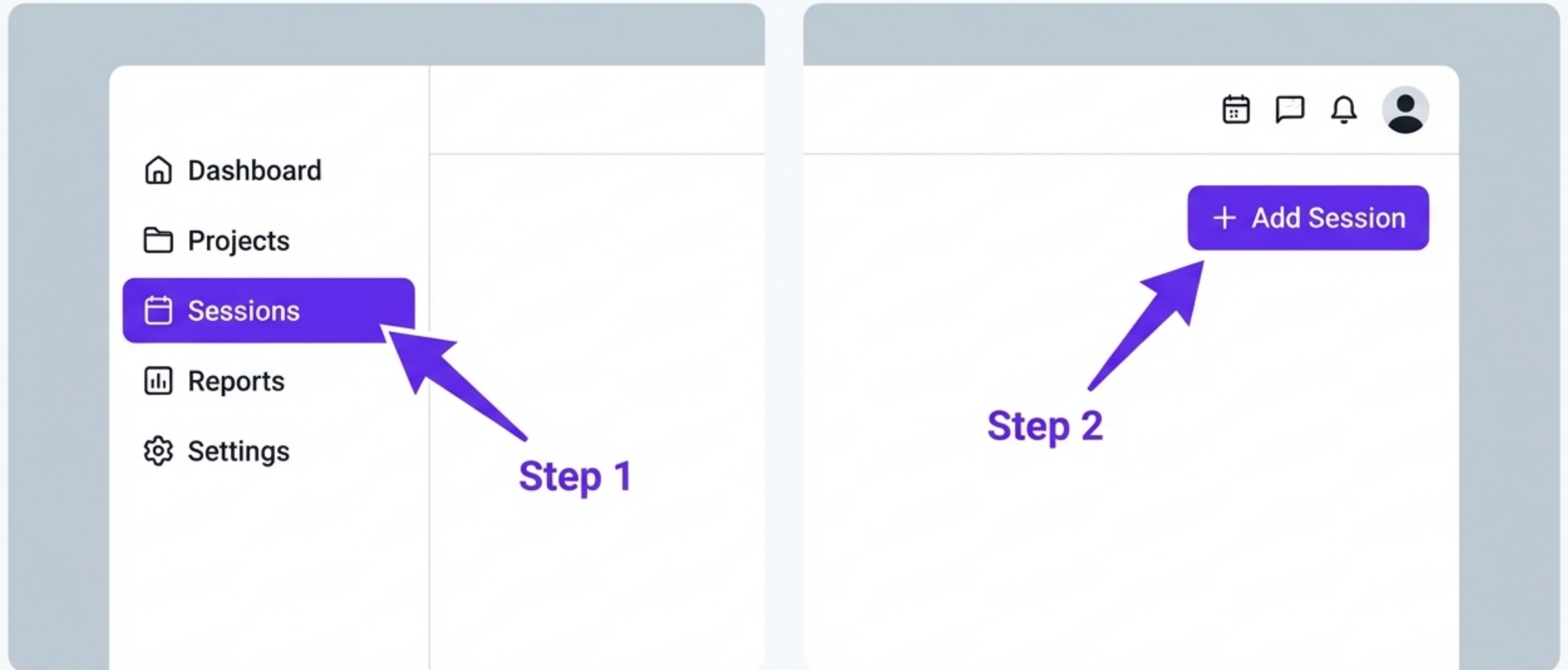


Access Key: Request the Evershine corporate email and password directly from Zoe Chiu.

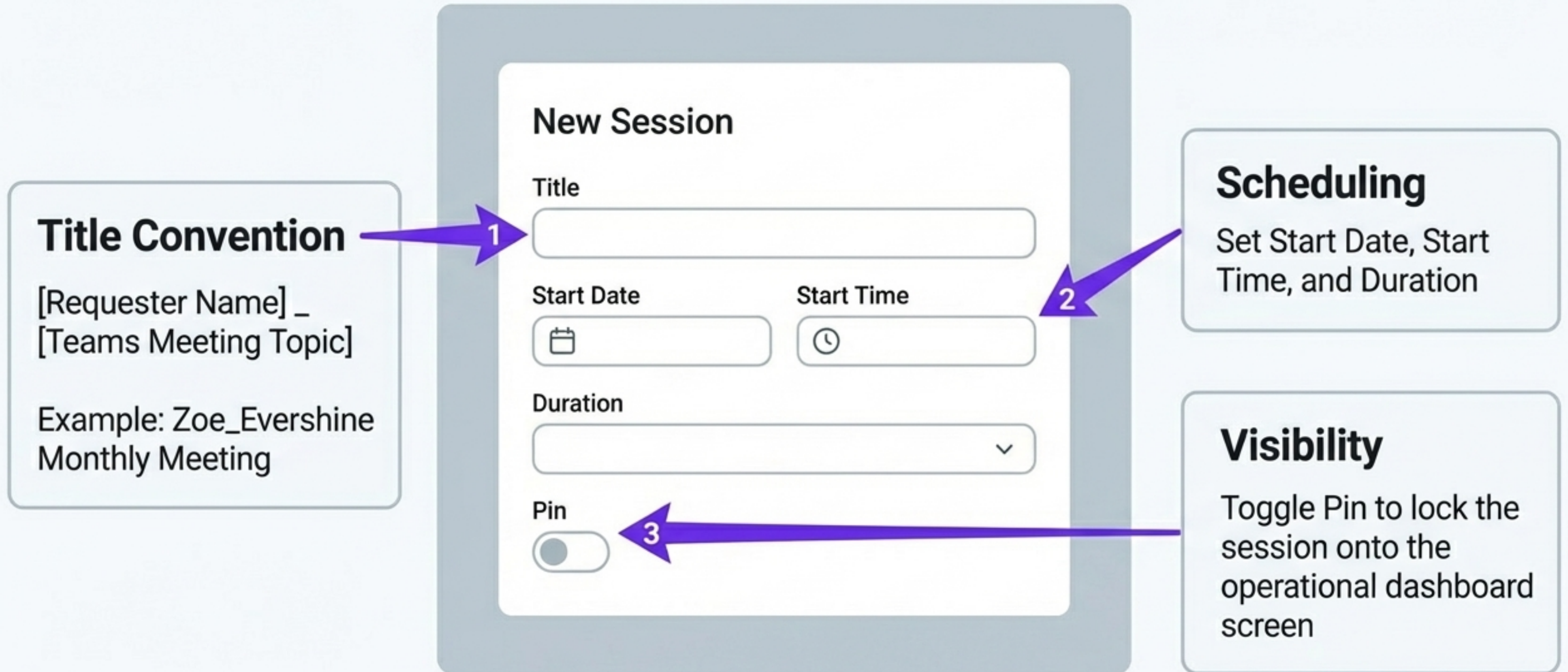


Pro-Tip: Multiple translation sessions can be run simultaneously from a single account.

Creating a New Session



Configuring Session Details



Defining the Language Parameters

Set up many primary language over select tags, multi-select..

Languages

Chinese (Mandarin) ✓

Select language... ✕

Chinese (Mandarin) English (US) Japanese

English (Mandarin)

English (US)

English (US)

English (US)

Japanese (US)

Step 1: Set Primary Language (English recommended)

Step 2: Add up to 8 total speaker languages.
Example: Chinese (Mandarin) + English (US) + Japanese



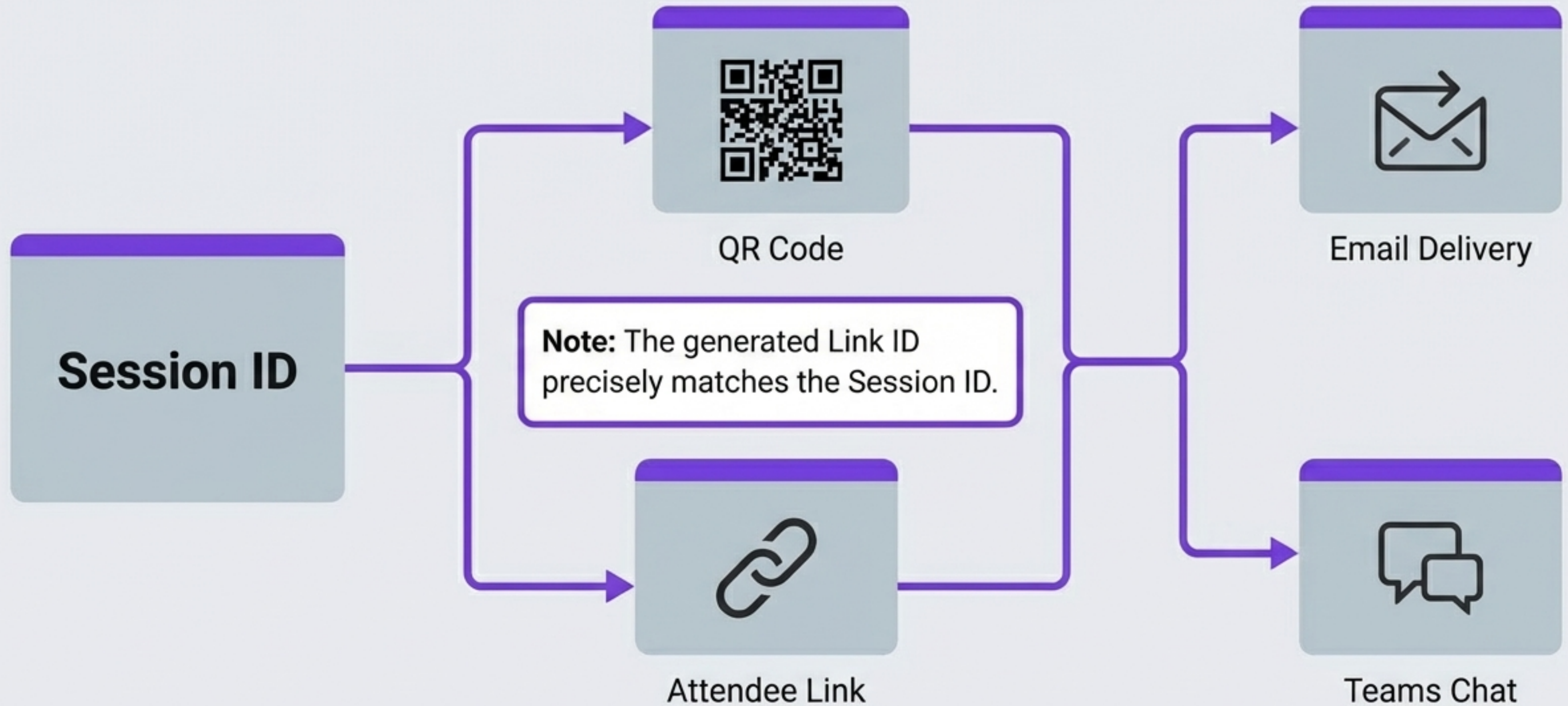
CRITICAL: Auto Select MUST be Enabled. This allows the AI to dynamically switch between multiple spoken languages.

Auto Select

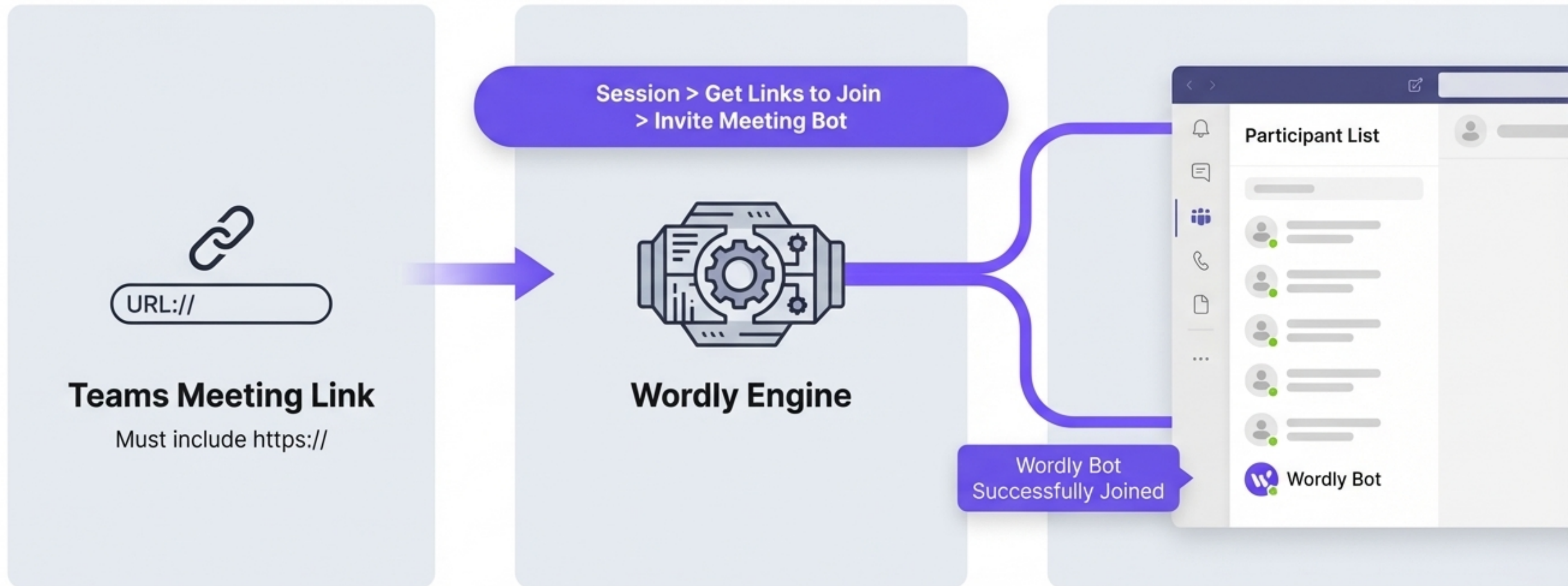
ON

Save

Generating Attendee Access

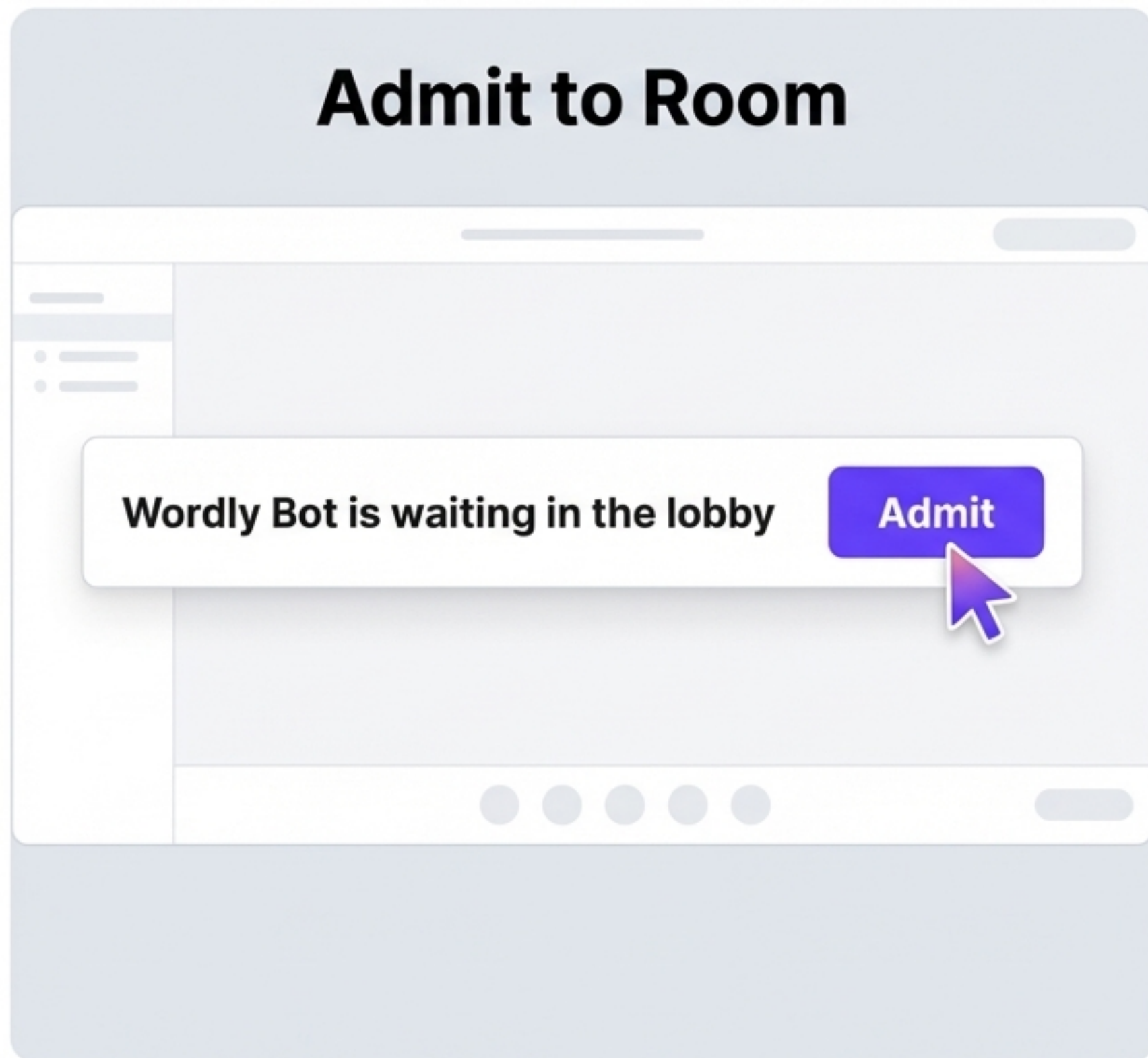


The Integration Bridge (T-Minus 15 Minutes)

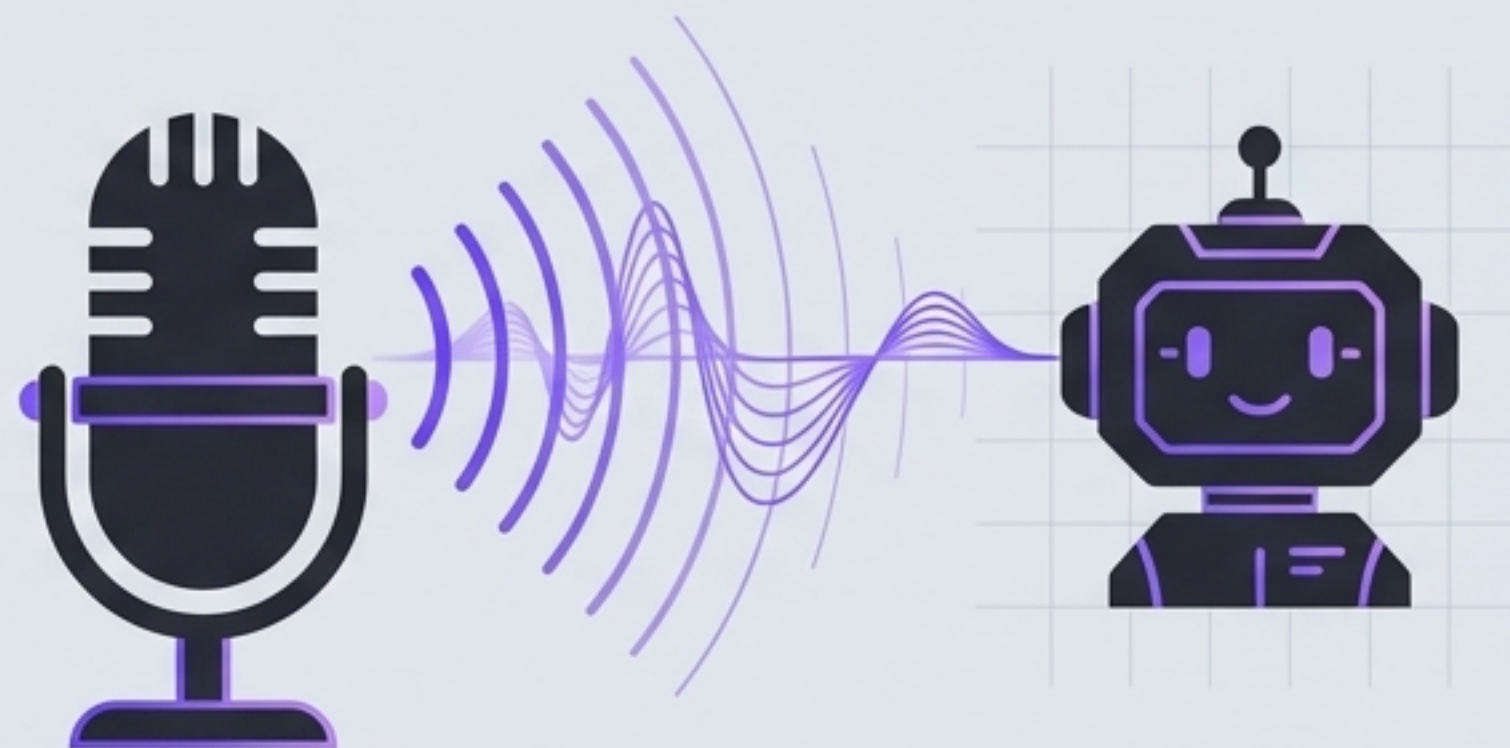


Bot Admission & Audio Verification

Admit to Room

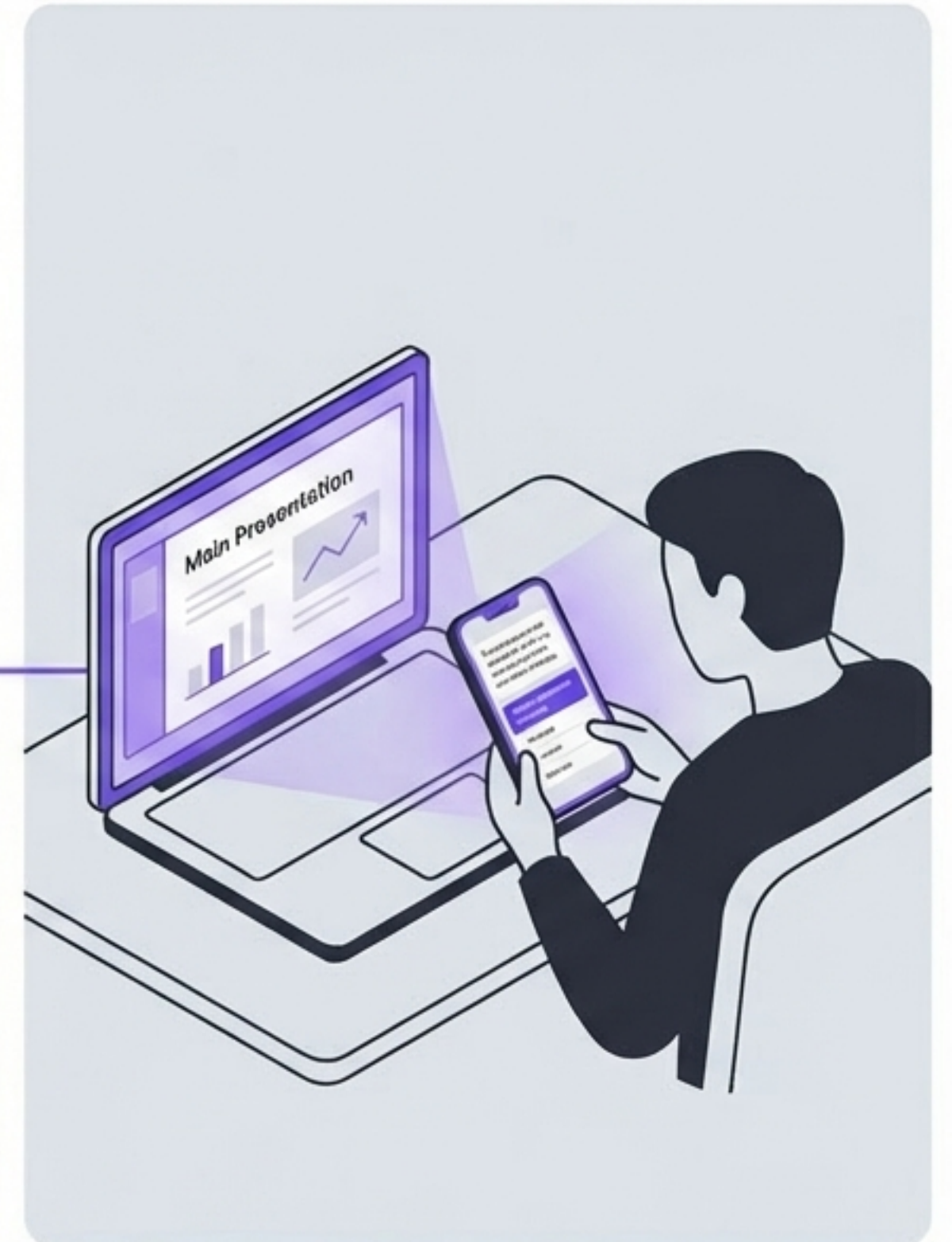
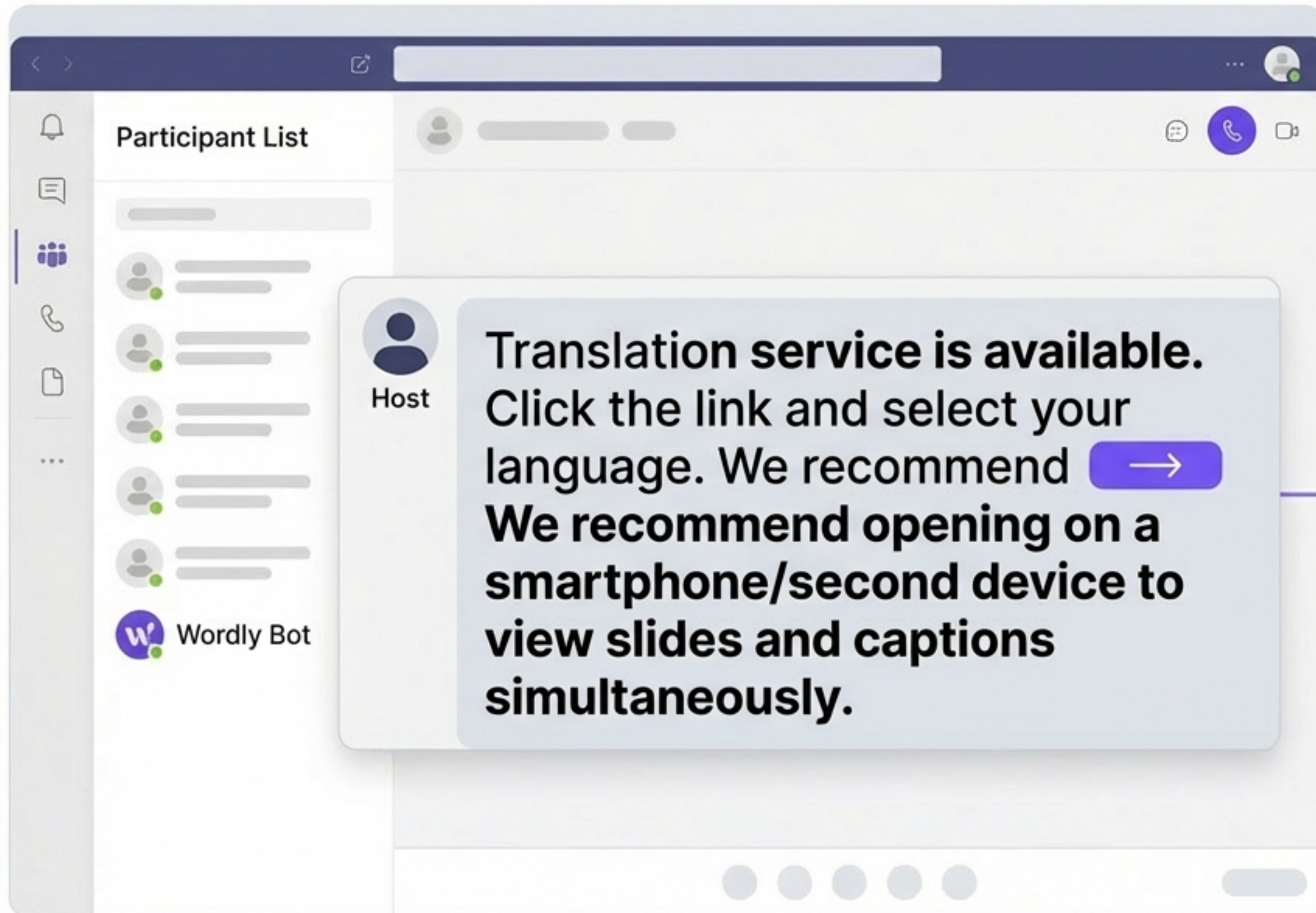


Provide Clear Audio



The translation engine requires high-quality, continuous audio input from the host/speakers to function.

Onboarding Participants via Chat

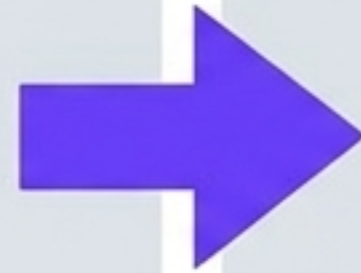


Post-Meeting Teardown Protocol

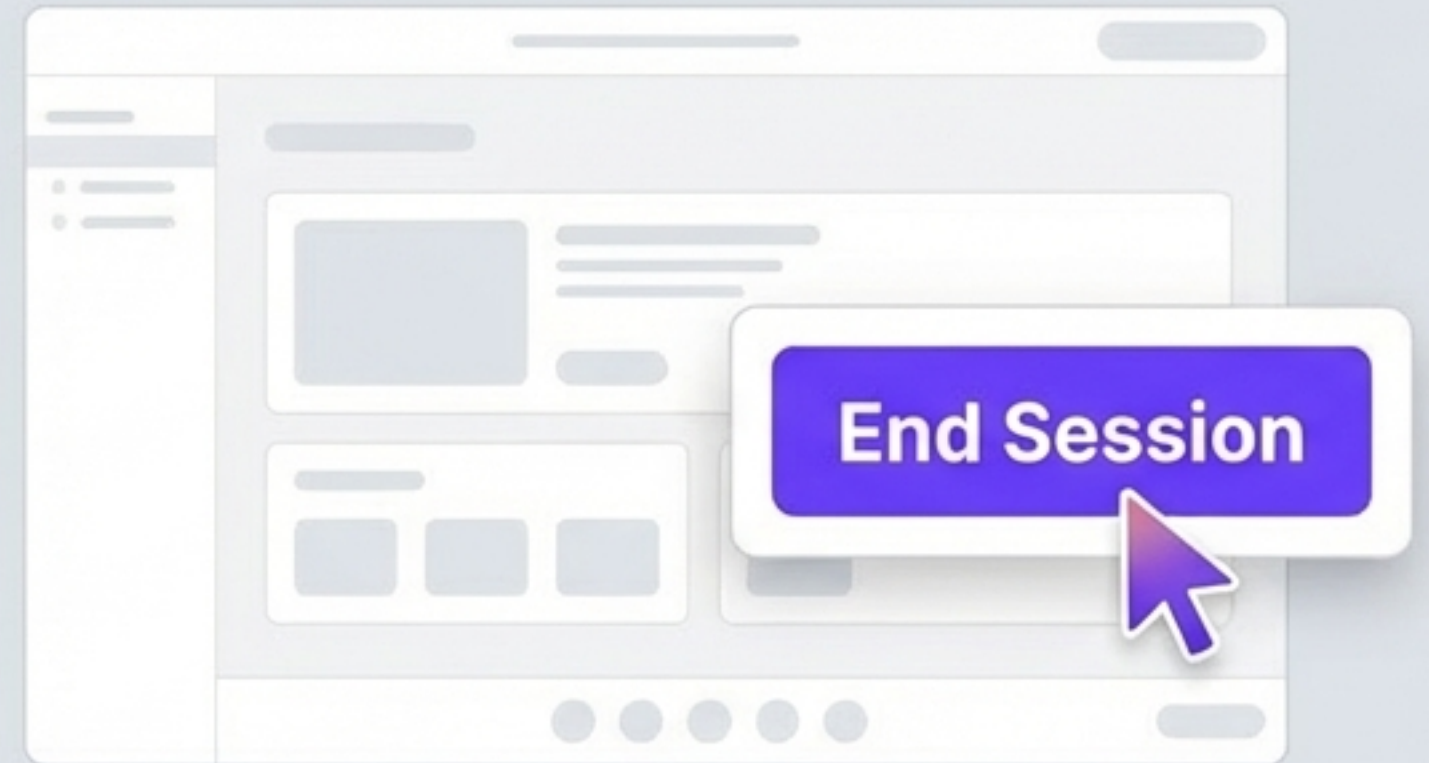
1. Leave Meeting



Bot leaves the room automatically upon closure.



2. End Session

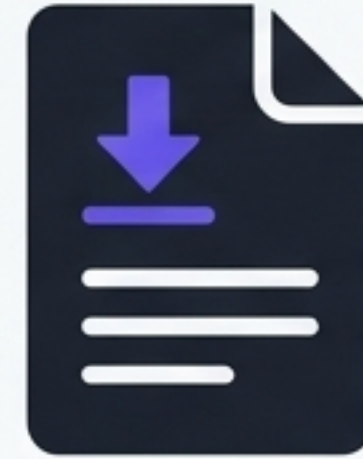


Billing stops only when the session is manually ended in the Wordly portal.

Retrieving Translated Transcripts



Session History



**Transcript
(Optional Download)**

Access full session transcripts based on specific translation needs directly from the history dashboard.

Platform Responsibilities Summary



Actions in Wordly Portal

- Create Session
- ✓ Configure Languages
- ✓ Invite Bot
- ✓ End Session (Stop Billing)



Actions in Microsoft Teams

- Host Meeting
- ✓ Admit Bot from Lobby
- ✓ Paste Attendee Link in Chat
- ✓ Ensure Clear Microphone Audio