

# Virtual Meeting Guide

**This support document provides instructions for participants on how to use ZOOM.**

## DOWNLOAD ZOOM

Zoom can be used on a smartphone, a tablet, a laptop, or a desktop computer (as long as you have a camera, speakers, and a microphone). It uses your computer's or phone's camera to show live video of all attendees (if you don't want to be on camera, you can just display your name). Zoom uses your computer's or phone's microphone to let you talk to other meeting participants.

If you have received an electronic invitation to join the Zoom meeting, click the join link that says, "Join Zoom Meeting." If this is the first time you have used Zoom, this link will take you to a website where you can download the Zoom program or app, depending on what device you're using.

**On an iPhone or iPad:** Go to the Apple App Store and search for "ZOOM Cloud Meetings."

**On an Android phone or tablet:** Go to the Google Play App Store and search for "Zoom Cloud Meetings."

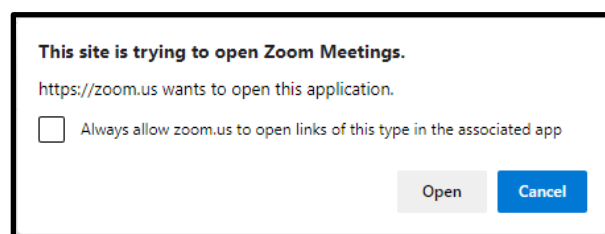
**On a computer:** On the Download Center website (<https://zoom.us/download>), click "Download" in the "Zoom Client for Meetings" section. After Zoom is downloaded, you must install it onto your computer

**If you have a PC:** Double-click the file called ZoomInstaller.exe file to install the program.

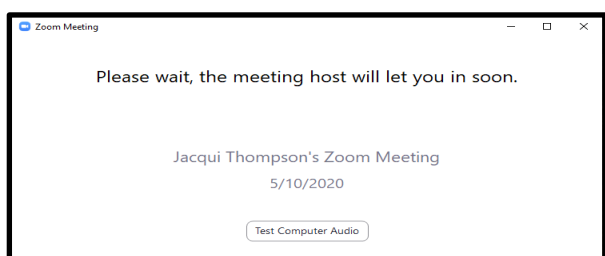
**If you have an Apple computer:** Double-click the file called Zoom.pkg, which is typically saved to your Downloads folder. The installer program opens and guides you through the process.

## JOIN A MEETING

Click the "Join Meeting Zoom" link in the electronic invitation (Notice of Annual General Meeting). This takes you to the Zoom website.



When you are in the Zoom website, if you are asked if you want to open Zoom, click "Open zoom.us."



Once you have been added to the meeting, you will be left in the "waiting room". You can test your computer audio while you are waiting.

After being granted entry, if you have not joined a Zoom meeting before, you will be asked to provide a screen name. Please use your first and last name so that we know who you are.

Zoom may give you the option to either "Join with Video" or "Join without Video." If you use video, other people in the meeting will see you. If not, they will just see your name.

Click "Join with Computer Audio" so you can hear and be heard in the meeting.

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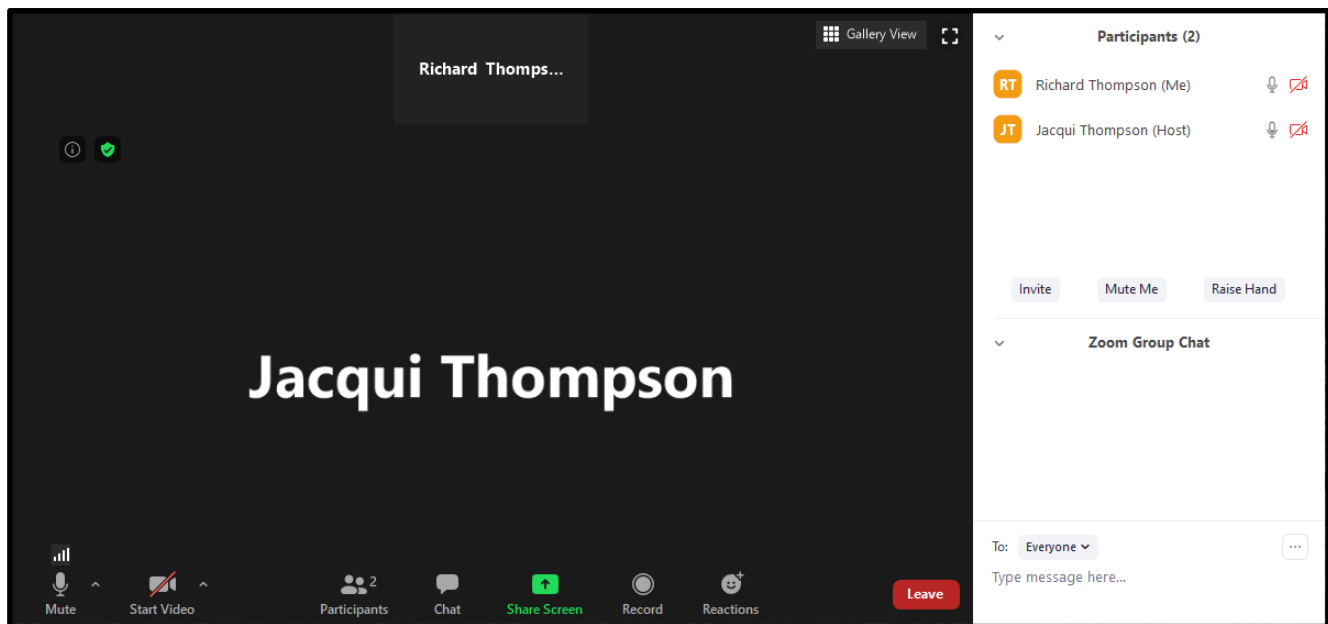
## PARTICIPATE IN A MEETING

Once you have joined the meeting, you can see and hear other participants. Each participant is represented by a square that displays their face (if they have chosen to join with video) or just their name.

Please ensure your **microphone is muted** to eliminate background noise. The mute button, which looks like a microphone, is in the bottom left corner of the Zoom screen. To mute, click on the microphone and a red line will appear which means you are muted and no one in the meeting can hear you. Click the button again to unmute yourself if you want to talk in the meeting.

You can **start your video connection** using the video icon which looks like a video camera and is located in the bottom left corner of the Zoom screen.

Only one person in the meeting can talk at a time. Zoom indicates who is speaking by highlighting their image with a yellow square.



To see a list of other people in the meeting, you can click the **Participants** icon.

If you have a question during the meeting, you can use the Participants icon to either type your question or to ask a question.

- To type your question, please type your message where indicated and the Host will see this indicated on their screen and will attend to your question.
- To ask a question, please click the Raise Hand button and the Host will see this indicated on their screen and will attend to your question.

## Voting/Poll

The poll function will be used for voting. The poll will be launched during the meeting and you will be given instructions on when and how to vote during the meeting. The results of the poll/vote will be shared at the end of the meeting.

## LEAVE A ZOOM MEETING

Click "Leave Meeting" on the bottom right corner to leave the meeting.