

U3A Moreland – Using Zoom for the Annual General Meeting

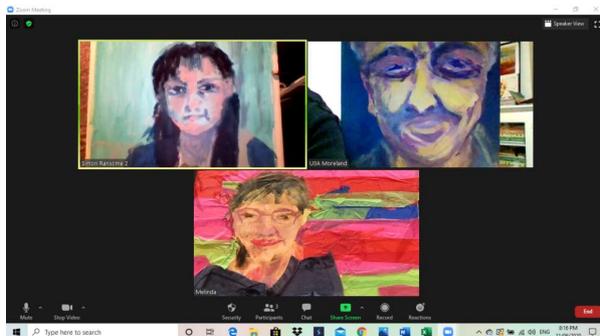
Your computer or device needs to have a camera and microphone to use Zoom. You might like to use headphones when using Zoom so that it's easier to hear the participants, but it's not essential.

A day or two before the AGM, the U3A Committee will send out a link for logging into the AGM via Zoom. To join the AGM, about 5 or 10 minutes before the scheduled meeting time, click on the blue link in the email. If you have not installed the Zoom app before, it will install automatically when you click on the link. If you have not used Zoom recently, it might longer to start up as it will first install any updates.

You can also download Zoom beforehand from the official Zoom webpage. Type 'zoom.us' into your web browser, go to Downloads and select Zoom Cloud Meetings. For your phone or tablet, you can download the Zoom app from the Apple App Store, Android Playstore, or Microsoft Store. There is no charge for using Zoom in this way, and you do not need to open an account with Zoom.

The link in the emailed meeting notice will take you to the AGM on Zoom and the meeting host will admit you to the session.

If prompted, click **yes** to audio (microphone) and video. Choose **Gallery View** (at the top of the page – left side for iPads, right side for PCs) so that you can see everyone. (If using a smartphone, you will not be able to see everyone due to the size of the screen.)



On Windows PCs, Zoom controls are along the bottom of the page, as in the screenshot above. You need to move your cursor down the page to make them appear. You can mute or unmute your microphone on the bottom left. Next to the microphone, you can stop or restart video.

If you are using an iPad, the Zoom controls are at the top right-hand corner of your screen. Touch the top of the screen to make them appear.

You will need to leave your audio on mute throughout the meeting, except when speaking. If you would like to say something, raise your hand and you will be invited to speak. You can also put in a request to speak via Chat.

When invited to speak, click **Unmute** in the control bar on the bottom left (on PCs). On iPads, press the microphone icon to mute/unmute. Make sure you mute yourself again when you've finished speaking.

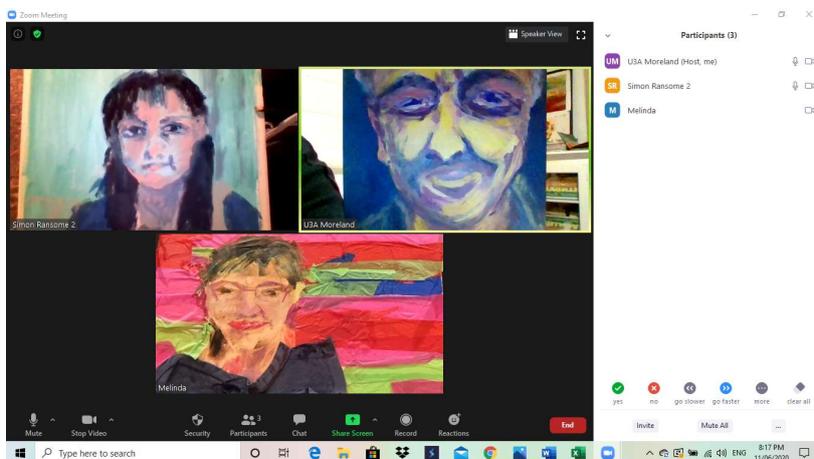
Displaying your full name

For AGM purposes, you will need to **display your name in full**. If it's not appearing correctly, you can rename yourself as follows:

- On PCs, click on **Participants** at the foot of your Zoom page and a box will appear. To the right of your name click on **More**, then **Rename**, type your name and save.
- On iPads, touch the screen and the control bar will appear. Touch **Participants** and a box will appear. Touch your name then touch **Rename**, type your name, then touch **Done**.

Voting at the AGM

Click on **Participants** at the foot of your page (for PCs), or at the top right-hand corner (for iPads).



A white panel appears on the right-hand side of your screen, listing everybody. At the bottom of this panel are the 'Non-verbal Signals' including a green **tick** and a red **cross**.

To vote **Yes** for an AGM motion, click once on the green **tick**.

To vote **No** for a motion, click once on the red **cross**.

Zoom automatically counts the numbers of ticks and crosses to decide the motion.

Proxies will be counted by raising your hand.

You can leave the meeting at any time if you need to, or otherwise everyone will be logged out at the conclusion of the meeting.