

ZOOM TIP SHEET

Joining the Meeting

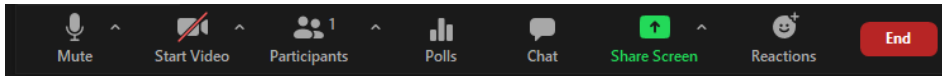
There are several ways to join - an invitation is one of the easiest.

```
Join Zoom Meeting
https://success.zoom.us/j/8924190324?pwd=
Password:
One tap to join audio: +16699006833,,8924190324# (US Toll)
Or, Dial: +1 669 900 6833 or +1 646 876 9923 (US)
+1 647 558 0588 (Canada)
855 703 8985 (Canada, Toll Free)
Meeting ID: 892 419 0324
Password:
```

Joining online: click the link in the invitation to join through the Zoom app (if installed), or through your web browser.

Joining by phone: if your host has enabled it, you can dial a local or toll-free number. You will dial in, enter the Meeting ID and Passcode to join. Joining by phone has offers fewer tools and can negatively impact your experience.

Zoom Toolbar



Your Zoom toolbar can be found at the top or bottom of your screen, depending on your device. Each meeting may have different tools, based on what the Host enables. Sometimes the toolbar disappears so you may need to tap your screen, or hover your mouse in the toolbar area.

Frequently used Zoom Tools



Mute and **unmute** yourself, and change microphone settings.



Start and **stop your video**, and change camera settings.



See who is in this meeting. On some Zoom versions, you will find the '**raise hand**' tool here.



Chat with hosts, and depending on settings, other participants.



Find **reactions**, including the '**raise hand**' tool.



Leave the meeting.

Meeting etiquette

At meeting start:

1. **Mute on** - if the meeting has started, it stops any distracting sounds in your environment
2. **Video on** - having your video on lets people know you're present
3. **Display name** - set your display name so that attendees and hosts know who you are

During the meeting:

4. **"Raise hand" to speak** - let others know you want to speak by using **Reaction - Raise Hand**. For tech savvy hosts, it puts you in a queue. When its your turn: unmute yourself, and lower your hand.
5. **Chat** - the chat is an easy way to communicate without interrupting speakers. Keep in mind, a very active chat will push your message off screen quickly, so make it count.
6. **Ask your questions in the chat**
7. **Be kind** - meeting virtually is still new for many of us. Treat others the same as you would in an in-person meeting.
8. **Don't speak on top of each other** - if you have raised your hand to speak, please wait your turn. Also, if other's want to speak, please be courteous and give way to other's waiting to speak.
9. **Body language matters** - using video offers ways to communicate without words. Those who can see your video can see your body language and what's happening around you.
10. **These rules are for everyone.**

Help from Zoom

Using their **How can we help?** search tool, Zoom has videos, tutorials, and manuals online to help you learn Zoom.

To learn more, go to:

<https://support.zoom.us/hc/en-us>

ANNUAL MEMBERS MEETING TIPS

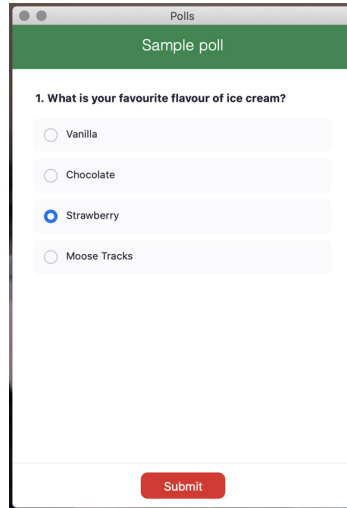
Voting

Voting in virtual meetings presents some challenges. We will rely on three different processes to collect the votes, depending on how you are joining the meeting.

Digitally: one member on the device

If you have multiple members joining on your device, this option is not for you.

You will see a pop-up window in Zoom, and be able to select the option that best represents your voting choice. Once you have selected your voting choice, click or tap Submit to confirm your vote. Once your vote is submitted, the pop-up will close. You will remain in the main meeting while votes are tallied.



The image shows a screenshot of a Zoom poll interface. At the top, it says "Polls" and "Sample poll". The question is "1. What is your favourite flavour of ice cream?". There are four radio button options: "Vanilla", "Chocolate", "Strawberry" (which is selected with a blue dot), and "Moose Tracks". At the bottom of the poll window is a red "Submit" button.

Digitally: multiple members sharing one device

During the meeting, we will ask attendees to indicate if members are sharing a device to join the meeting. When a vote occurs, those who are sharing a device will be placed in a Breakout Room. A moderator will state the motion to each member on your device, and collect each member's vote. Once voting is complete, you will receive a prompt to return you to the main meeting.

Calling in

You will be placed in a Breakout Room. A moderator will state the motion to each member who is on the line, and collect each member's vote. Once voting is complete, you will receive a audio prompt to press # to return to the main meeting.

Tech Support

We will host a 15-minute walkthrough and tutorial **before the meeting begins**. A member of our IT team will be online at 5:15pm, to walk you through the tools used in this meeting.

Sometimes things happen in the moment. If you need tech support (not agenda, procedural specifics about the meeting) once the meeting begins, please use one of the following options:

Chat: submit your concern in the chat. We will send it to tech support.

Call: 226-314-0800

Housekeeping

Holding a virtual Annual Members Meeting presents some challenges. Holding a conversation and voting on motions in a virtual meeting requires changes to how we vote and how we take turns speaking.

1. If you can, **join online**. This gives you all of the tools Zoom has to offer.
2. The Board President is the meeting facilitator.
3. Only active members, at the time of notice, may join this meeting.
4. A tech support and moderation team will attend to support the meeting. They are not members, and will not be permitted to vote.
5. If you wish to speak, please **raise your virtual hand** or submit your questions in the chat.
6. If there is voting on a motion, each member and each director may cast one vote.
7. Please be patient during the voting process, as we accommodate all voting members.
8. Audio or visual recording is prohibited. As per an in-person meeting, minutes will be taken.