Helpful Tips for Using Zoom

Joining Our Virtual AGM via Zoom

The simplest way to join a zoom webinar is to click on the meeting link sent to you via email. If you have already downloaded Zoom click "launch meeting". Otherwise, click "download and run Zoom". If you cannot download and run Zoom, you can click "join from your browser". You will be prompted to enter the webinar ID: 955 2484 1417.
If prompted, enter your name and email address, then click **Join Webinar** or tap **Join**.

If you would like to download Zoom in advance click here: https://zoom.us/support/download*.*

Be sure to access the Zoom link at least 15 minutes prior to the start of the Annual General Meeting to minimize technical issues. The host will be signed on 30 minutes prior to the start of the meeting.

Please ensure your display name includes your first and last name. You can change your name after entering a Zoom meeting, by clicking on the **"Participants"** function at the top of the Zoom window. Then, hover your mouse over your name in the "Participants" list on the right side of the Zoom window and click on "**Rename**".

How to Ask Questions during a presentation:

For those who prefer to type their questions, the Chat Function allows you to type in questions during the presentation. The Chat Function is located at the bottom of your Zoom window. If you are unable to see the Chat Function on a Mac, move your cursor to the bottom of the screen until it appears. Send your questions using this feature and the moderator will ask ensure the Board Chair is aware of the question during the Q&A at the end of the meeting. For those who prefer to ask their questions verbally, please use the Raise Your Hand Function during the Q&A scheduled near the end of the meeting. To raise your digital hand, click on the icon labeled "Participants" at the bottom center of the Zoom window; on the right side of the zoom window, click the button labeled "Raise Hand".

Guests will have no Camera abilities and limited Microphone abilities during the AGM:

All attendees will be muted with video capabilities turned off, in the event that you have raised your digital hand and have been given the floor by the Board Chair, the moderator will turn on your microphone. You will be asked to state your first and last name before you address the Board Chair. Your mic will be turned off after you speak.

Technical Difficulties

If you experience issues:
- Check your internet connection
- Be sure you use the correct Zoom link provided by the host.
- For technical support, contact Lisa Stewart at lstewart@npscu.ca or call 250.794.3753

TIPS for effectively using Zoom

New to Zoom? Check out Zoom's Quick Start Guide for New Users here:
https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users.
- Find a quiet, distraction free space to participate in the AGM.
- If you expect to be using the microphone during the AGM, consider your environment. Background noise is often amplified by your device's microphone.

    Tip: Be aware of your bandwidth and internet usage. This can include closing any extra or open browser tabs.

    Zoom has many support articles, guides, and other helpful reference material on their website. Visit the Zoom Help Center to explore https://support.zoom.us/hc/en-us.

npscu.ca