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: 896 4815 1268.
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.

Raise Your Digital Hand

If you hover over the bottom of your zoom window, you'll see buttons appear. They may appear along the bottom or in the top right of your screen. You can click the "Raise hand" button to raise your hand in the AGM. If you have the button with 3 dots, you can click that button and a menu will pop out with "raise your hand" as one of the options. When you press "Raise Your Hand", your digital hand will be raised. Press the same button to lower your hand.

Chat Feature

If you hover over the bottom of your zoom window, you'll see buttons appear. They may appear along the bottom or in the top right of your screen. You can click the Chat button to access a chat panel on the right of your zoom window. You can use this chat panel to send messages during the AGM. At the bottom of the chat panel, you will see a "to:" field with a dropdown menu to select who you would like to message. Below that is a text box where you can type your message. To send your message press enter and whoever you have selected will receive your message.

Asking Questions

There will be a Q&A near the end of the meeting where Members can ask their questions using the Q&A button at the bottom of their screen or raise their digital hand to ask their question verbally. The moderator will be directing Q&A questions to the Board Chair. If you'd prefer to ask a question verbally, raise your digital hand during the Q&A and you will be placed in the queue. Once you are called upon, your mic will be unmuted. We ask that you state your name clearly prior to asking your question. Your mic will be turned off after your question has been answered.

Voting

Motions have been made in advance, and voting will take place by objection. This means if you have an objection, we ask that you state that in the chat or raise your digital hand when the Chair calls for any objections. If we do not see a digital hand raised or an objection in the chat, the motion will be passed.

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. Your mic will be turned off after you speak.

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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 Victor Irene at virene@npscu.ca or call 250.794.7904

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.