

Essendon Bushwalking Club– Using Zoom

How to join a Zoom Meeting and vote at the AGM

Your computer or device needs to have a camera and microphone to use Zoom. In addition, it is recommended that you use headphones when using Zoom, so that it's easier to hear the participants.

You should be able to download the Zoom app from Android Playstore, Apple App Store or Microsoft Store.

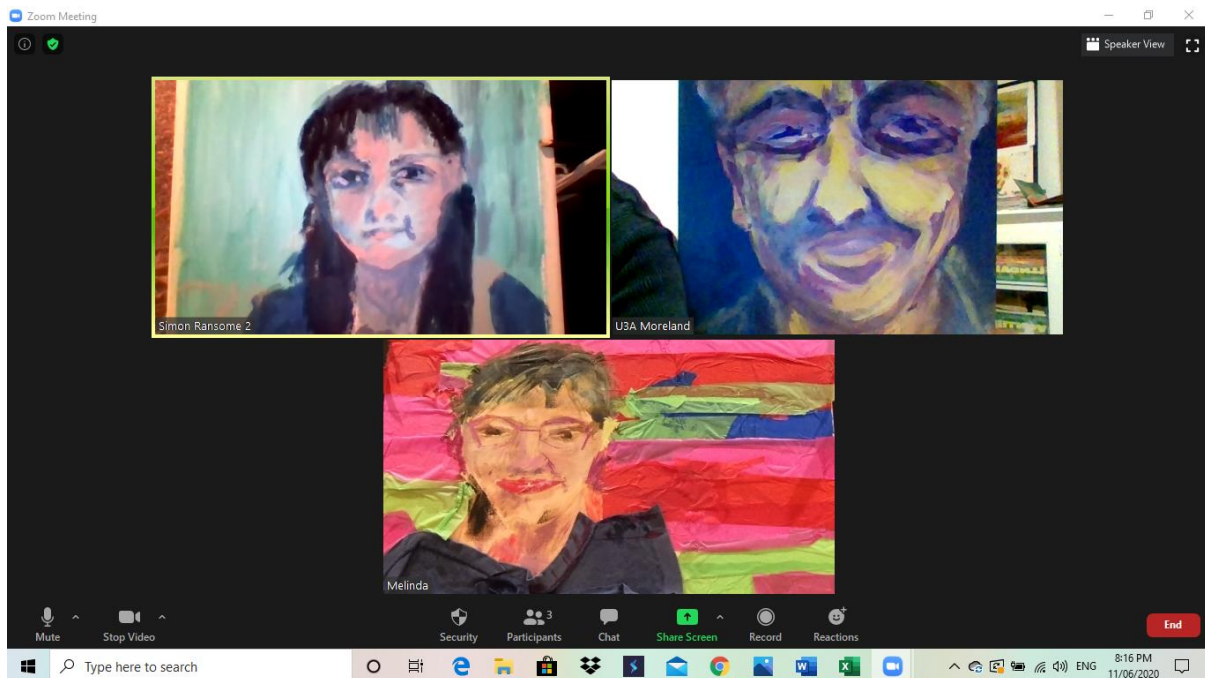
To join the Essendon Bushwalking Club Annual General Meeting, about 5 or 10 minutes before the scheduled meeting time, click on the link emailed to you by the Committee.

If you have not installed the Zoom app before, it will install automatically when you click on the blue link.

First you will go into **Waiting Room**. Then the Host will bring you into the meeting.

If prompted, click **yes** to audio (microphone) and video.

Choose **Gallery View** (at the top of the page; left side for iPads, right for PCs) so you can see everyone.



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 left.

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

Please leave your microphone on mute. Next to the microphone you can stop video.

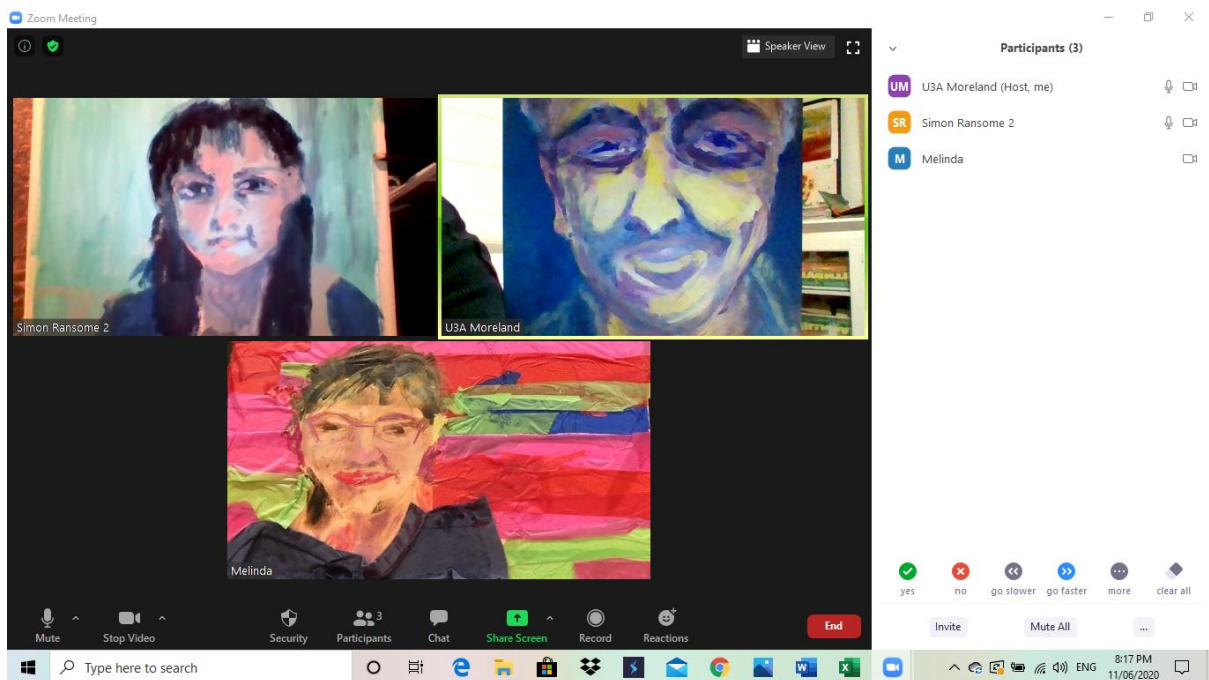
Raise your hand when you wish to speak. To speak, on PCs click 'Unmute' in the control bar. On iPads, press the microphone icon to mute/unmute.

We need you to display your **name**. If it is not correct, rename yourself as follows:

- on PCs, click on **Participants** 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 and Done.

Voting at the AGM

Among the Zoom controls at the bottom of your Zoom page (for PCs), or at the top right-hand corner (for iPads), click on **Participants**.



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 on the green **tick**.

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

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