Zoom Meeting: Participant User Manual

This user manual is designed for meeting participants who have not used Zoom previously.

What do I need on my computer or device to access a Zoom Meeting?

Zoom application

- Download and install the Zoom application appropriate for your device.

System requirements

You may join the webinar from your PC, Mac, Linux or mobile devices (IOS or Android). Click here to learn about:

- Supported operating systems, tablets and mobile devices
- Supported browsers
- Required device processor and RAM

Internet connectivity

- Check here for recommended Internet bandwidth

Start a test meeting

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Visit zoom.us/test and click **Join**.

You may also need to check the Audio Settings on Zoom once you have logged in.

Joining a Meeting

If you prefer a visional instruction, please see the link on How to join a Meeting.

When using a computer

1) You will receive an individual link to join the meeting via an email
2) When it is time to join the meeting, open your email and click the link. We recommend to do this 15 minutes before the start time.
3) Your browser will open and take you this this screen:
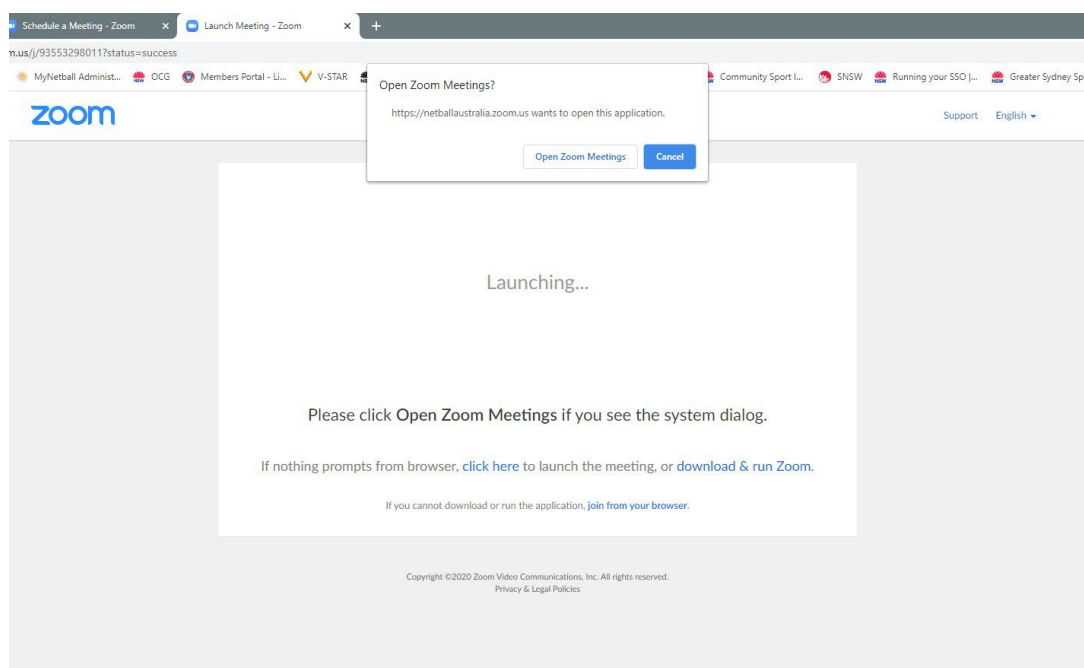
4) If this is your first time on Zoom, you will need to click "download & run Zoom"
5) Click on the downloaded file. Zoom may then take a few minutes to install.
6) Once downloaded, Zoom will automatically take you to the meeting room, before you are invited into the meeting.

When using a smart phone or tablet

1) You will receive an individual link to join the meeting via an email
2) Before joining the meeting, you will need to download the Zoom Cloud Meeting app from the app store on your device. We recommend to do this 15 minutes before the start time.
3) When it is time to join the meeting, open your email and click the link provided

4) This will then load up your device's browser to this screen:
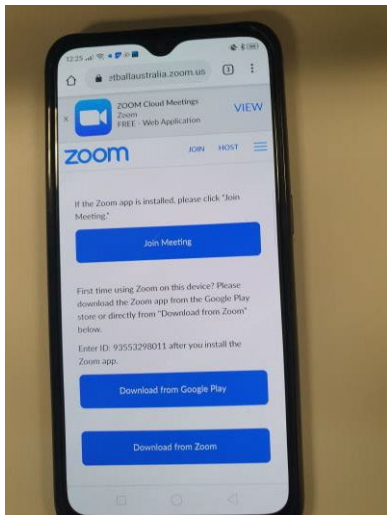
5) Click "Join Meeting"
6) This will then automatically open your Zoom application and take you to the meeting.

Using the Platform

When using a computer:

1) Once the meeting is open there will be two functions:
   a. Audio Settings
   b. Chat

2) If you are having troubles hearing the speakers, you can
   a. click on microphone icon.
   b. You can also click "Test Speakers & Microphones" to test your set up
   c. Click on "Audio Settings" and increase the speaker volume on your computer
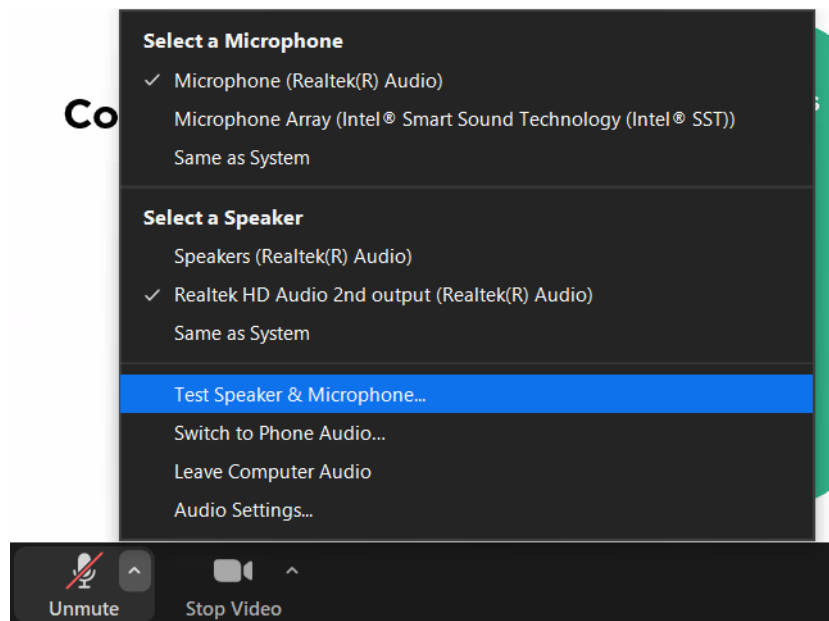
3) We will be asking you to utilize the Q & A functionality to formally sign into the meeting as well as ask any questions throughout the meeting.
   a. Press "Q&A" in the bottom bar
   b. Type into the available field and press enter to send.
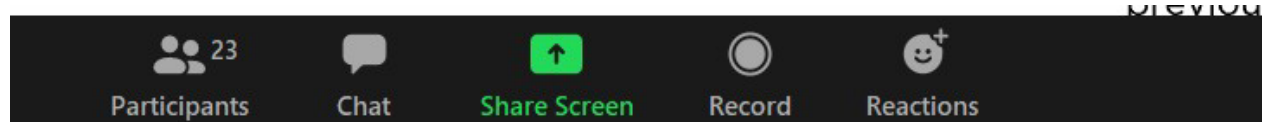
When using a smart phone or tablet

1) Once the meeting is open you will need to utilize the Q&A function

2) We will be asking you to utilize the chat functionality to formally sign into the meeting as well as ask any questions throughout the meeting.

    a. Press "more" in the bottom bar
    b. Press "Q&A"
    c. Type into the available field and press enter to send.
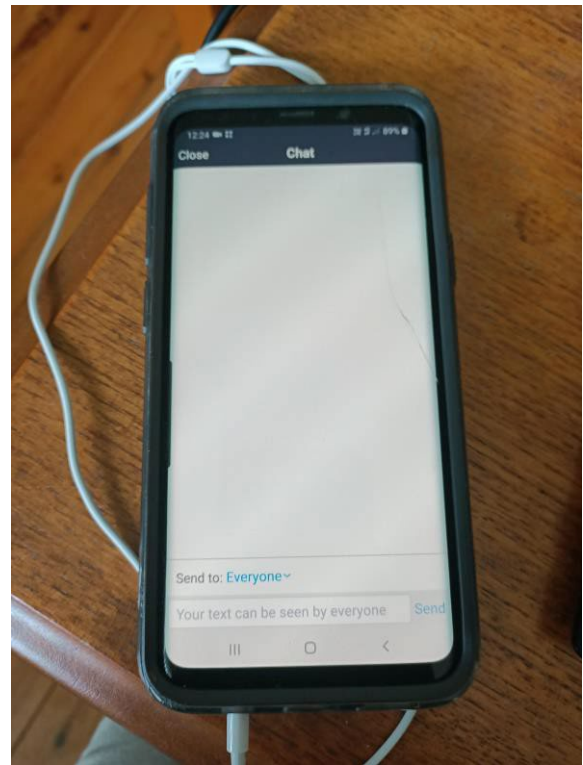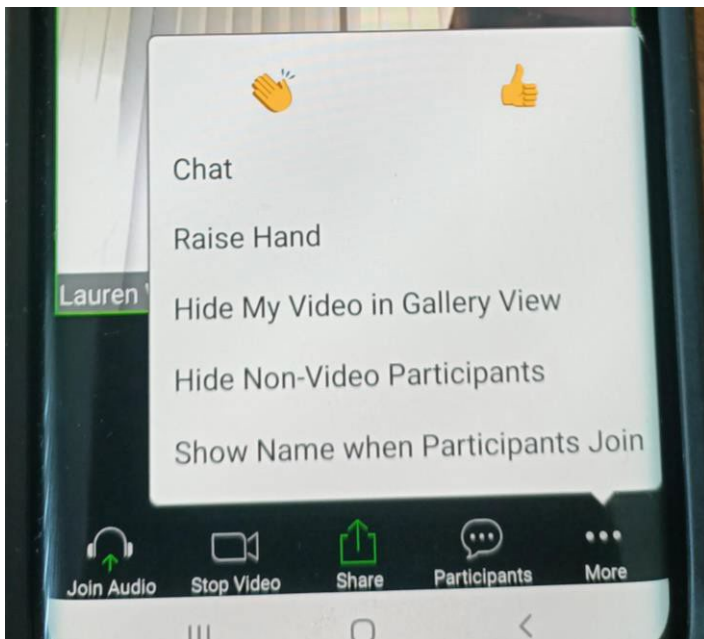
Meeting Logistics

We will have a number of people joining the SGM, so we will be muting participant lines to reduce noise disruptions.

Attendance

Please begin by typing your full name and Club/Area in the **Q&A** function so that we can accurately include you in our Special General Meeting Minutes.

Passing Motions

To Move a motion or Second a motion, please use the **Q&A** function on the bottom of the screen and type in "I move, or I second" and include your full name and Club/Area.

Voting

You will see we will be using "poll questions" for voting purposes. This will pop up on the screen at the appropriate time during the meeting.

When there is an opportunity to vote for a motion, you will be asked to vote "For, against or abstain".

Use your keyboard and/or mouse to choose the option you prefer.

Click submit at the bottom of the poll

Questions

If you have any questions you would like to ask throughout the meeting, please utilize the **Q&A** function at the bottom of the screen. Please note these questions, maybe taken on notice.