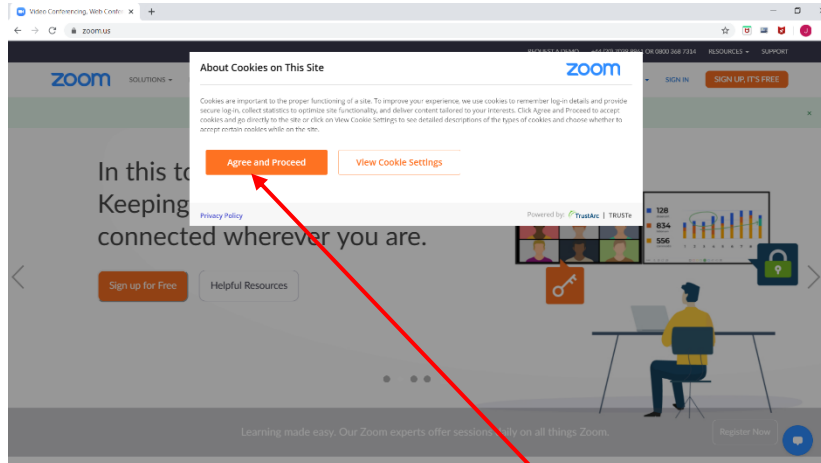


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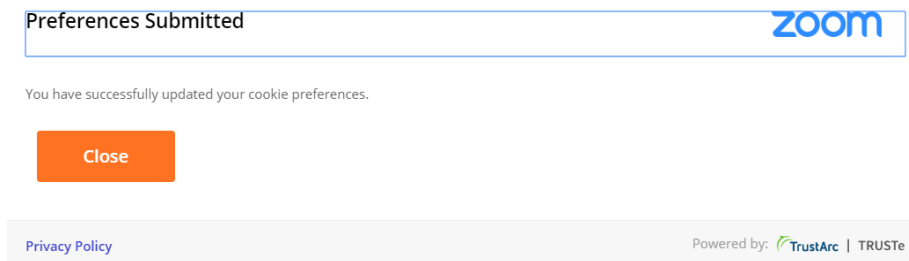
To gain access to the 2020 AGM you will need to use the 'Zoom Video Conferencing' system.

If you have never used Zoom before you will need to follow these steps.

1. Ensure your computer is connected to the internet
2. Use your internet browser to navigate to <https://zoom.us/> or just click on this link
3. This will open the Zoom page as below

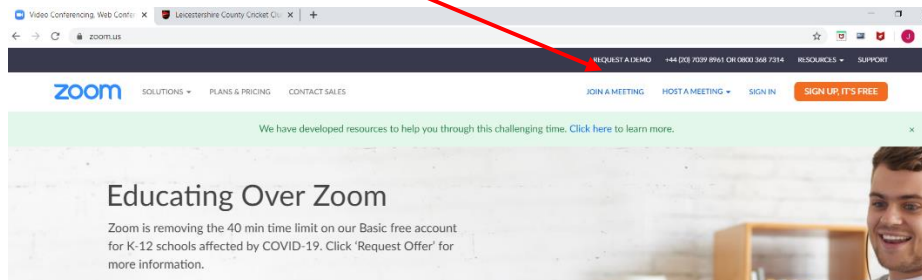


4. Click on the Agree and Proceed button to accept 'Cookies'



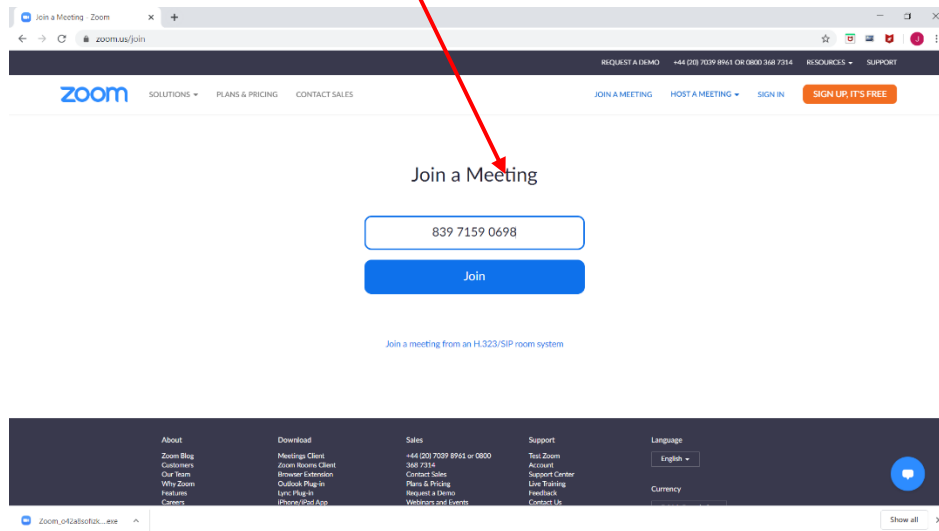
5. Click on Close

6. Now click on the join a meeting option

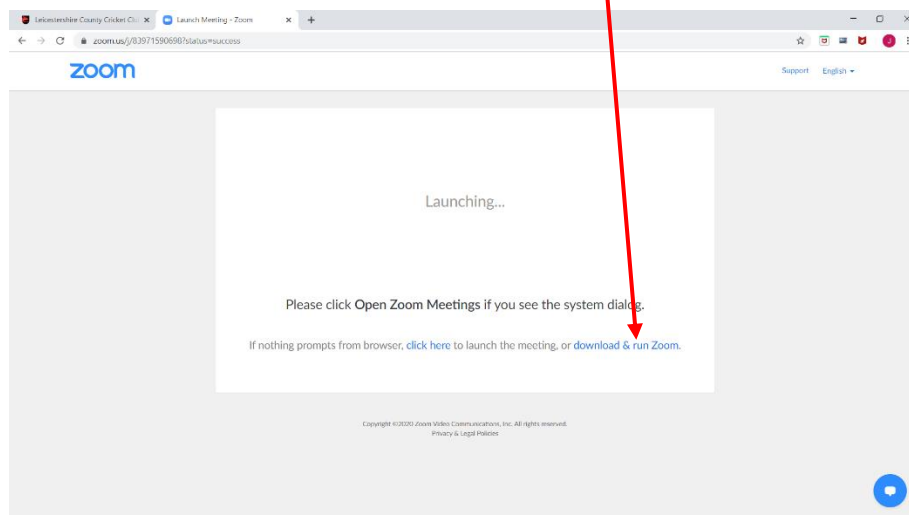


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7. On this page enter the meeting ID and click on join (note the correct meeting ID will be provided in separate communication)

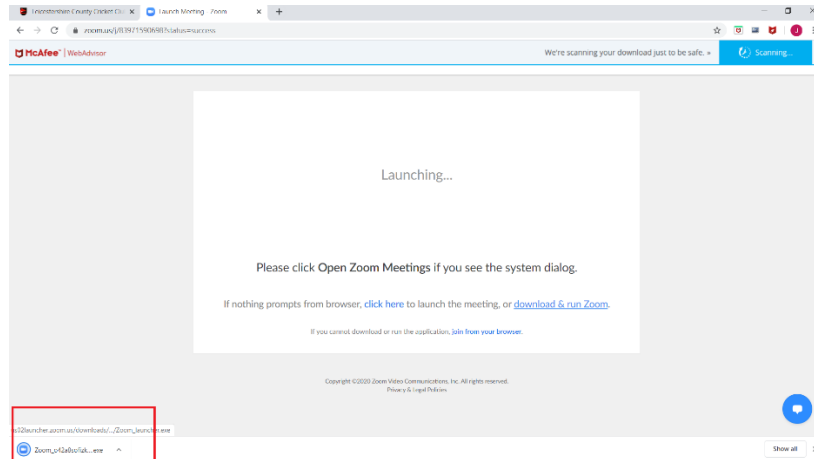


8. This next screen may appear to 'do nothing' If this is your first time using 'Zoom' you will see the following. Zoom will need to download some software onto your machine to work correctly, so click on the 'download & run zoom' blue writing

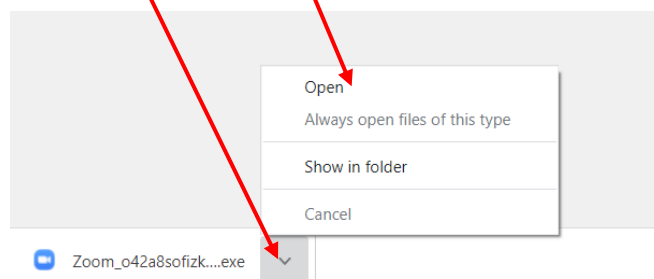


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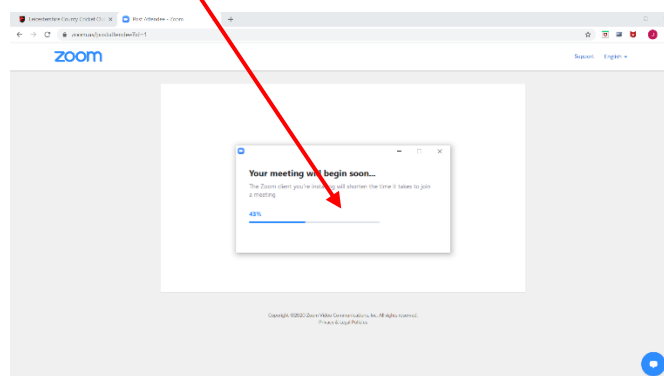
9. You will now see a file being sent to your computer it appears in the bottom left of the screen



10. Click on this little arrow and select open

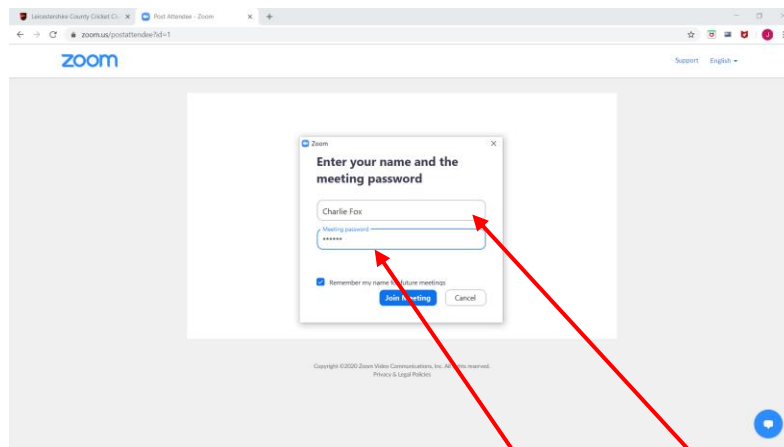


11. You should then see this message appear and the progress bar moves across to 100% as the Zoom software sets itself up. **DO NOT PRESS ANY KEYS WHILE THIS IS COMPLETING**



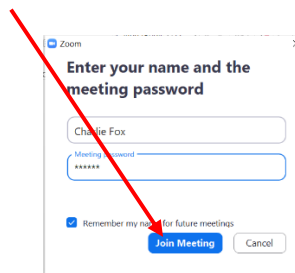
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12. Once completed a box will automatically appear

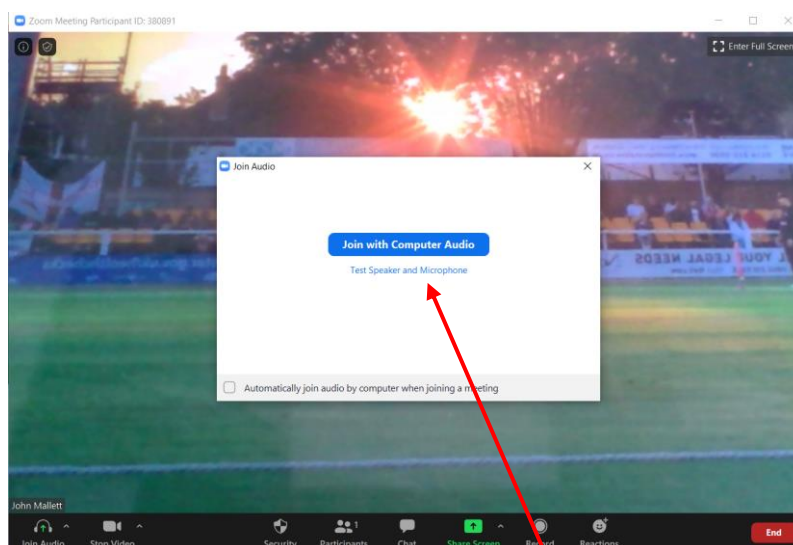


13. Move your cursor into the box and enter the name you want to appear as in the meeting then move to the box below and type in the password (usually a number)

14. Now click join the meeting button



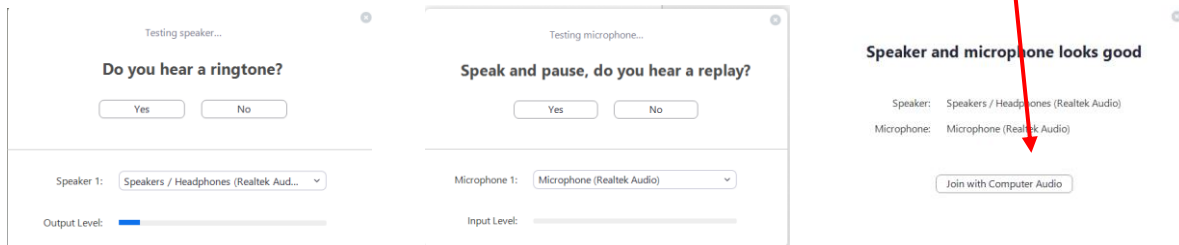
15. You should now be entered into the meeting and see a screen similar to this. **NOTE – The background picture will be the picture from the camera on your computer if you have one**



16. If this is your first time using ZOOM it is worth checking that your computer settings are optimised for the conference. So click on Test Speaker and Microphone

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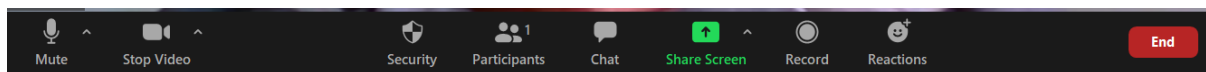
17. This will take you through a series of checks for sound volumes which you are able to adjust to your preference. Once done click on the 'join with computer audio' button



THIS COMPLETES THE SET UP AND YOU ARE IN THE MEETING.

Things to note once in the meeting

By moving your mouse to the bottom of the screen you will display the menu options

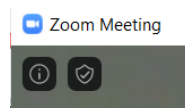


Some of these items (like record, share screen mute etc) will be controlled by the meeting Chair

You must have a web camera in your laptop/computer and it must be turned on to display your face to others. If not a blank screen will be shown with your name.

Use the 'participants' option to view who is attending. You can also change the display to view all the attendees. The person speaking will always be identified by a 'yellow box' around their picture

Clicking on the tick in the top left of the screen gives a menu of other settings that you can adjust



The menu options down the left hand side provide different headings under which you can set your preferences.

