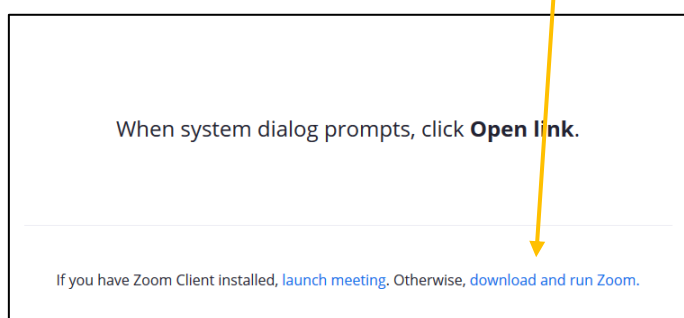


How to join the AGM Zoom meeting

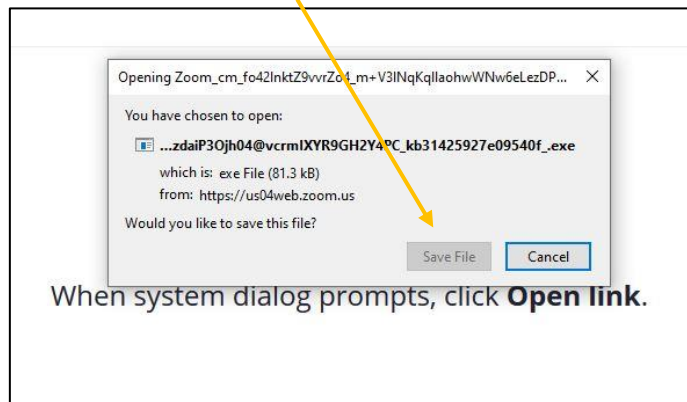
1. Open the email from Being There and click on the meeting link:



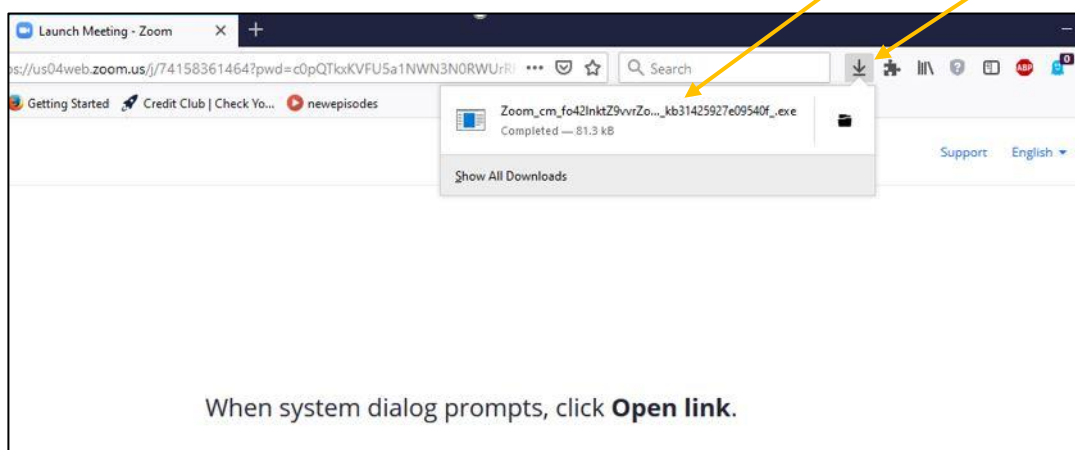
2. When the browser opens, you will see the below screen. Click 'download and run Zoom'.



3. The below dialogue box will appear. Click 'Save file'.

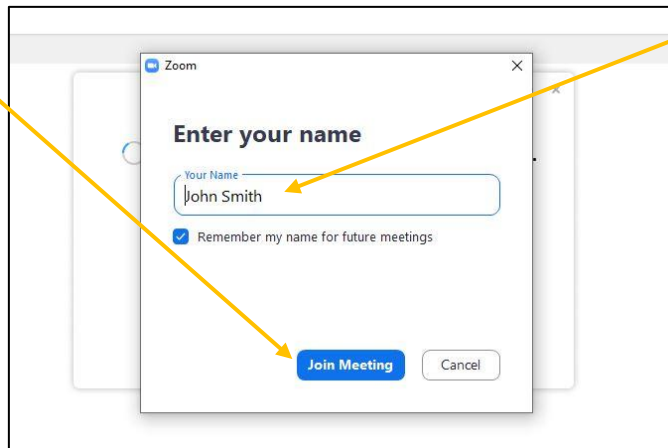


4. Once the file has downloaded, you can access it at the top of your browser. Click on the downwards arrow in the top right of your screen and then click on the download:

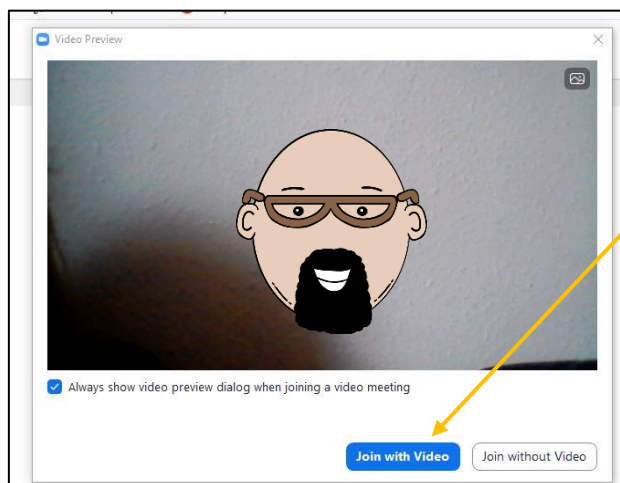




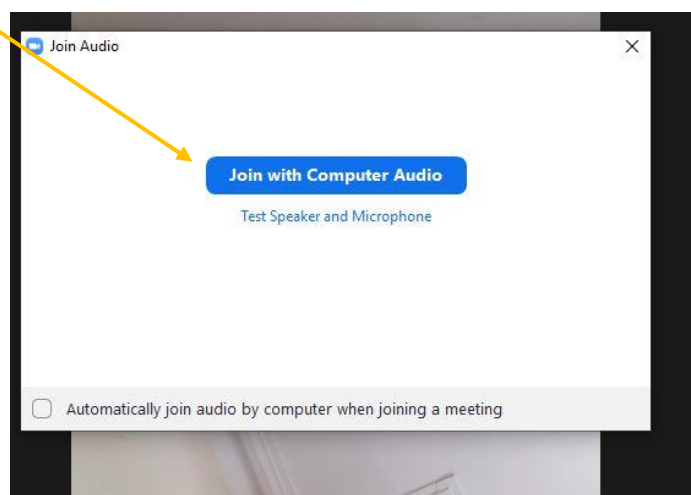
5. Zoom will then begin installing. Please wait while the installation completes. Once complete, it may take a minute or so for the application to open. You do not need to do anything. Eventually, a dialogue box will open. If the meeting host has not yet started the meeting, you may see a dialogue box that says ***'Please wait for the host to start the meeting'***. You do not need to do anything. Once the host has started the meeting, the below box will automatically appear. Please enter your name and click 'Join Meeting'.



6. A video preview will appear. If you have a webcam and wish to turn it on, please select 'Join with video'

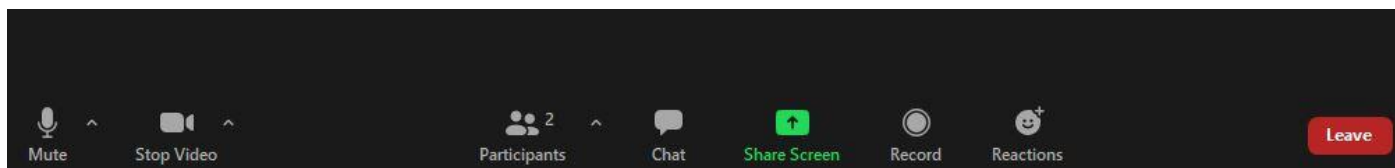


7. You will now see a dialogue box saying ***'Please wait, the meeting host will let you in soon'***. Please wait until the host lets you into the meeting. You do not need to do anything. Once the meeting host admits you into the meeting, you will be asked to 'Join with Computer Audio'. Please select this option.

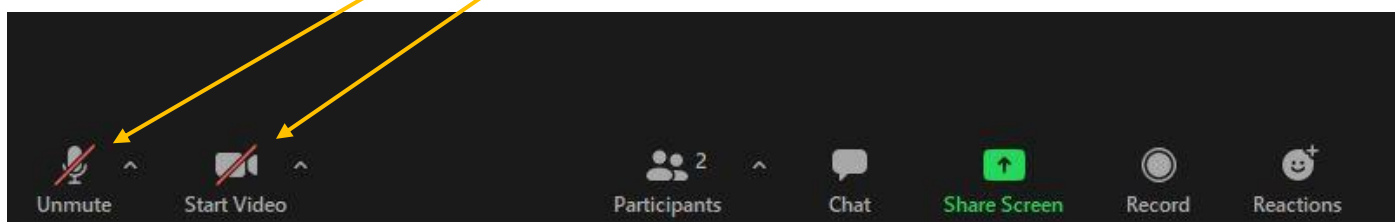




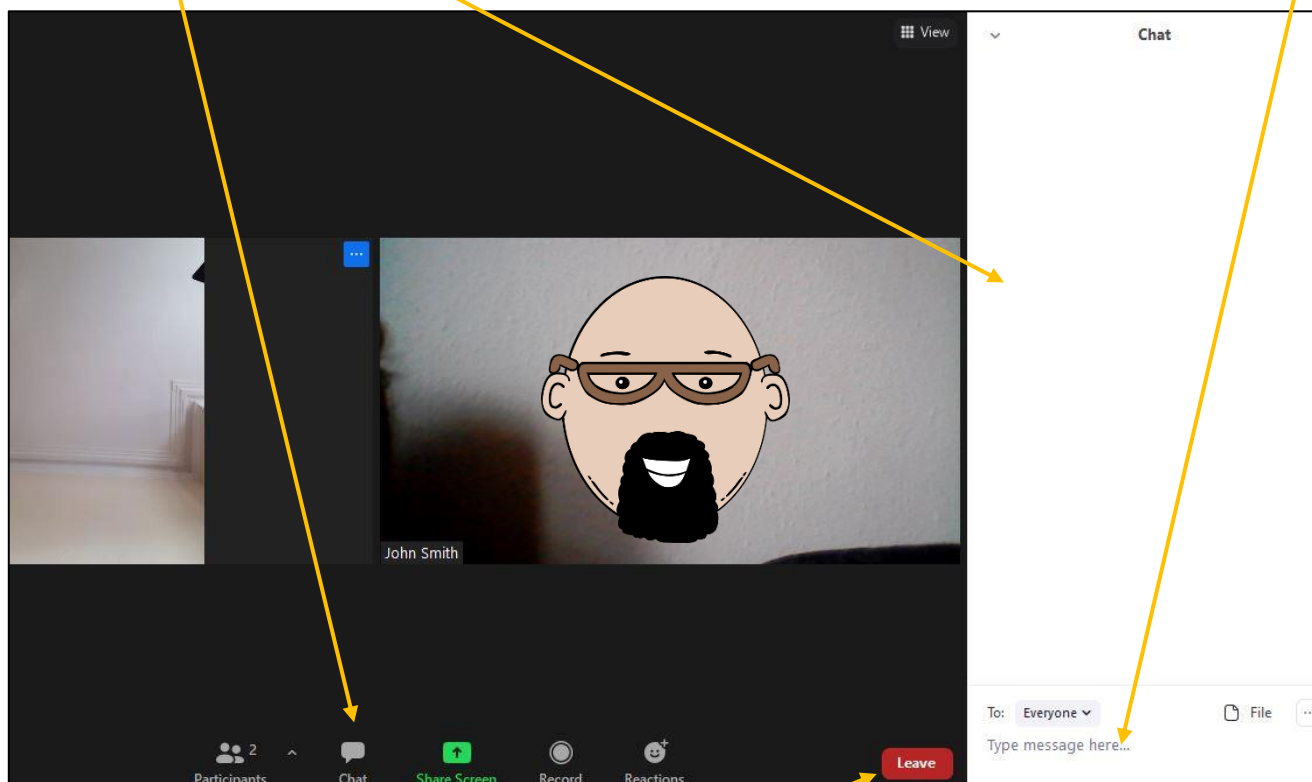
8. You are now in the meeting and will be able to see other attendees. When you hover your mouse over the screen, you will see the following options along the bottom of the screen:



9. Please ensure that your microphone is unmuted and your video is switched on. If you are muted and your video is switched off, the below icons will have a red line through them, as below. To switch them back on, simply click on the microphone or video icon once – the red line will now disappear and others will be able to see and hear you.



10. To access the 'Chat' box, e.g., if you would like to type a message, or view other messages, click once on the 'chat' icon. The chat window will open to the right of the screen and you can type your message in the text box.



11. To leave the meeting at any time, click the red 'Leave' button. If you want to re-enter the meeting, you will need to click the meeting link in the email invite and start the process again.