

# Navigating The Meeting Platform (Zoom)

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# TUTORIAL OUTLINE

- Joining & Participating In The Annual Meeting (Overview)
- Joining By Invitation Link
- Sign-in To Zoom
- Waiting For The Meeting To Start
- Meeting/Webinar Controls
- Audio Settings
- Leave Meeting



REGISTER



SIGN IN



VOTE



# Joining & Participating in The Annual Meeting

Once you have completed the registration process, you will be able to join the Annual Meeting via Zoom as a registered attendee. You will also receive a confirmation email that you are registered for the meeting. This email will contain the link which enables you to join the meeting. This link should not be shared with others as it is unique to you. The Zoom session will be held as a Webinar Event and you will be joining as an Elector. This means you will participate only as a spectator. You will, however, have the opportunity to type questions via the Q & A model.

## **Prerequisites:**

- Zoom Desktop or Mobile App.
- You must login to the Zoom App using the same email address you registered with.





# Joining By Invitation Link

- You will receive an email confirming your registration for the Zoom meeting.
- On the day of the meeting, click the link in the confirmation email.
- A new page will open with the following prompt as seen in the image below to the right. Click on **Open Zoom Meetings**.

Hi Eren Demo,

Thank you for registering for "The Demo Annual Meeting".

Please submit any questions to: [support@companyabc.com](mailto:support@companyabc.com)

Date Time: Jun 9, 2020 11:30 AM La Paz

Join from a PC, Mac, iPad, iPhone or Android device:

[Click Here to Join](#)



Open Zoom Meetings?

https://zoom.us wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings

Cancel



REGISTER



SIGN IN

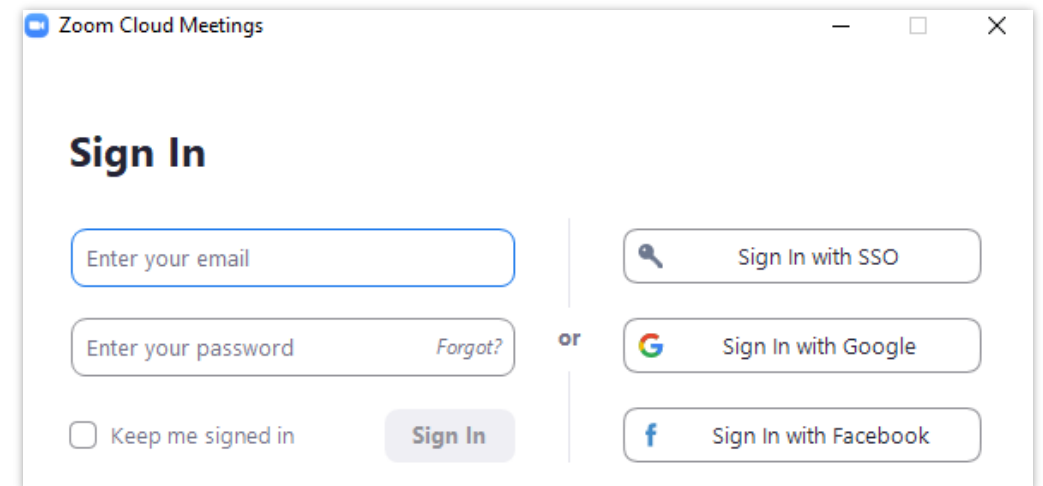
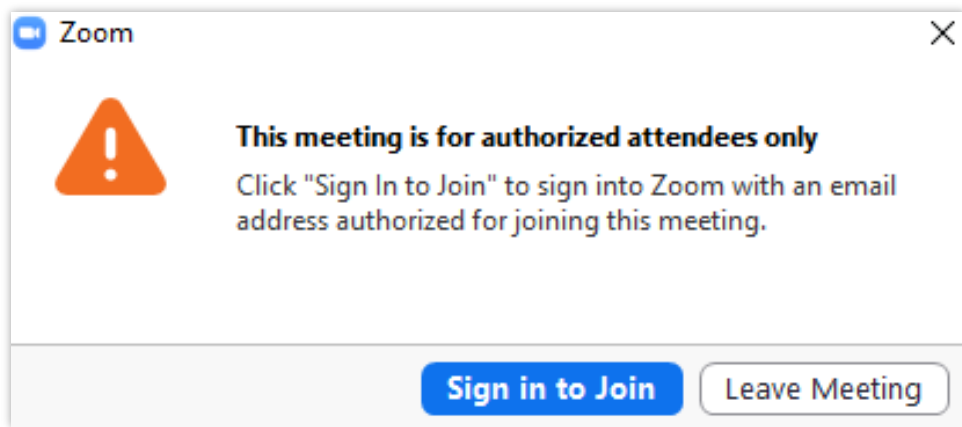


VOTE



# Sign-in To Zoom

- If you are not signed in to Zoom, you will receive the following prompt as seen in the below image to the left. Click on **Sign in to Join**.
- Be sure to login to Zoom with the email address that was used to register for the meeting.



REGISTER



SIGN IN



VOTE



# Waiting For The Meeting To Start

- If you join the meeting prior to its designated start time, you will receive a prompt advising you to wait for the host to start the webinar.



**Please wait for the host to start this webinar.**

Start: 1:00 PM



REGISTER



SIGN IN

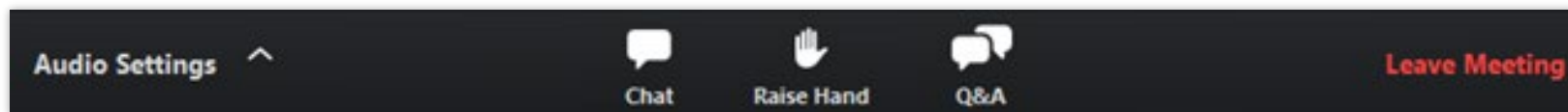


VOTE



# Meeting/Webinar Controls

- **Chat:** This feature will only be enabled if permitted by the host; you will be advised of its use during the meeting.
- **Raise Hand:** The host will instruct you on the use of this feature at the beginning of the meeting.
- **Question & Answer:** This feature allows you to type your questions. Your questions will be answered either via text in the Q&A window or live by the host.



REGISTER



SIGN IN

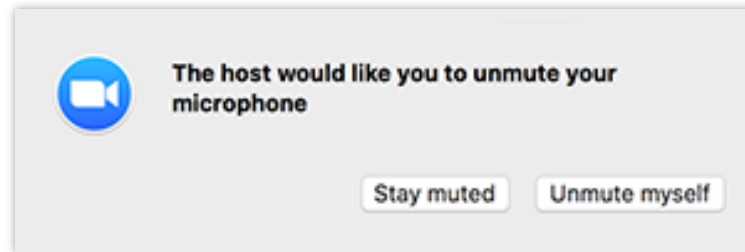
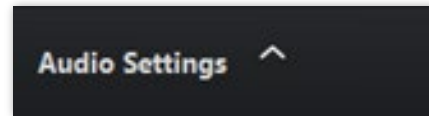


VOTE



# Audio Settings

- **Audio Settings:** If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.
- You can also click the upward arrow (^) to change your speaker



REGISTER



SIGN IN



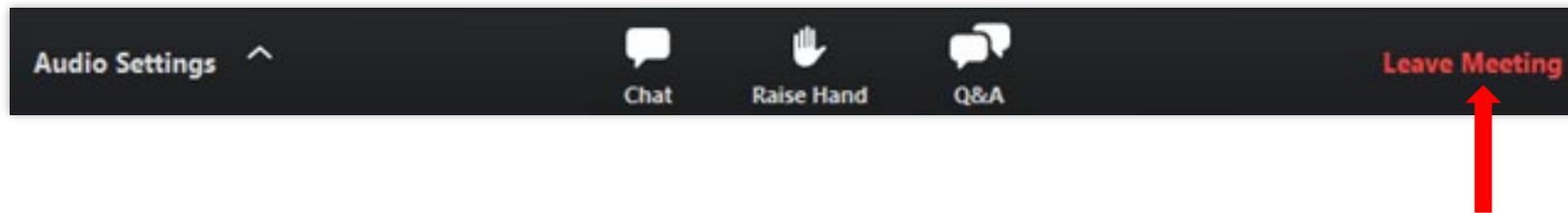
VOTE





# Leave Meeting

- **Leave meeting:** Click **Leave meeting** to leave the webinar at any time. If you leave, you can rejoin if the webinar is still in progress and if the host has not locked the webinar.
- To rejoin the meeting, you must sign into Zoom with the account you registered with



REGISTER



SIGN IN



VOTE



**Questions?**  
**Click here to 'Get in Touch'**

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