

## Guide to using Zoom

In order to deliver the AGM remotely, Waterside Credit Union Limited will use Zoom. Please use the following link to access the meeting:

<https://zoom.us/jc/join/81309327171>

Before the date of the AGM, we would advise you to familiarise yourself with Zoom and prepare for the event ahead of time.

The starting time will be at 7.00pm on Monday, 15<sup>th</sup> November 2021 however we suggest you login a little earlier to avoid any last minute technical issues.

Please find below a step-by-step guide to walk you through Zoom.

- 1) Please type the above link into the address bar of your browser (Edge, Chrome etc.)
- 2) Click 'open file' and 'launch meeting'. If prompted for an application, click 'open'.
- 3) Please test your computer audio, make sure it is turned on and at the right volume.
- 4) You will be asked your name before joining the meeting. Please fill in the field with first name and surname. This information will be used to identify you for the purposes of determining a quorum.
- 5) If prompted please select "*Join with Computer Audio*", so that you will be able to see and hear the Chairperson and any persons presenting.
- 6) Then click join.
- 7) Wait for meeting to start.
- 8) All non-presenting participants will be muted to allow the smooth running of the meeting.
- 9) If you wish to ask a question during the meeting, please use the 'Chat' function and unmute your device when prompted, or click 'Raise your hand' in the 'Reactions' section.
- 10) Please note that the Virtual AGM will be recorded for minute-taking and archiving purposes.
- 11) At the end of the AGM, the host will close the Zoom meeting.