Preparing for a meeting Using Zoom

Due to physical distancing measures, the society will be conducting the AGM via videoconference using ZOOM (visit zoom.us).

Prior to the scheduled meeting, you will be provided with a MEETING ID and password to grant you access. You will receive an email with a link that you can click on at the start of the meeting and it will direct you to the meeting. If you do not have access to a computer, you may join the meeting via telephone. The local access phone numbers are listed below the above-mentioned link. When phoning in, you will not be able to access video of the meeting.
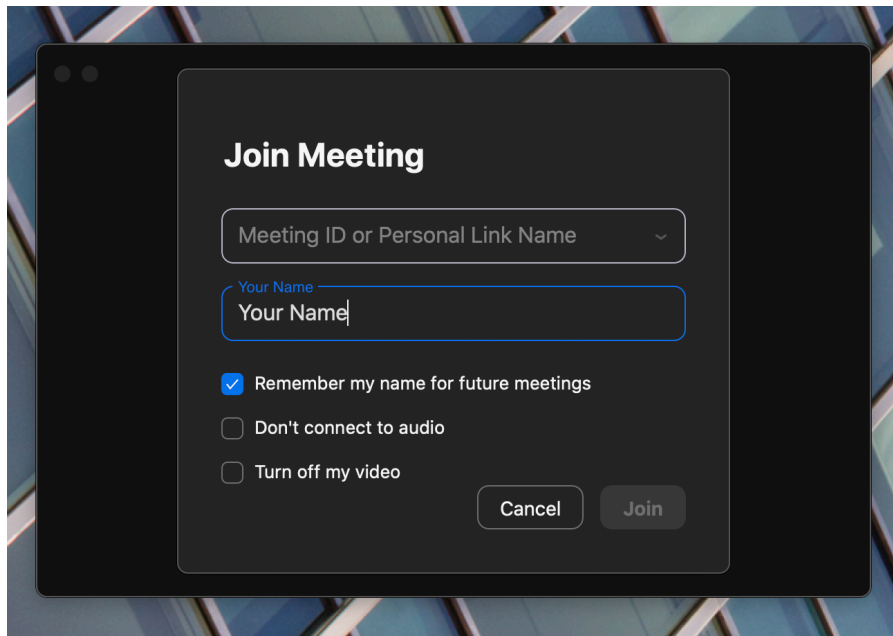
At the zoom.us website, select "Join A Meeting" and you will be prompted to enter your MEETING ID to begin.
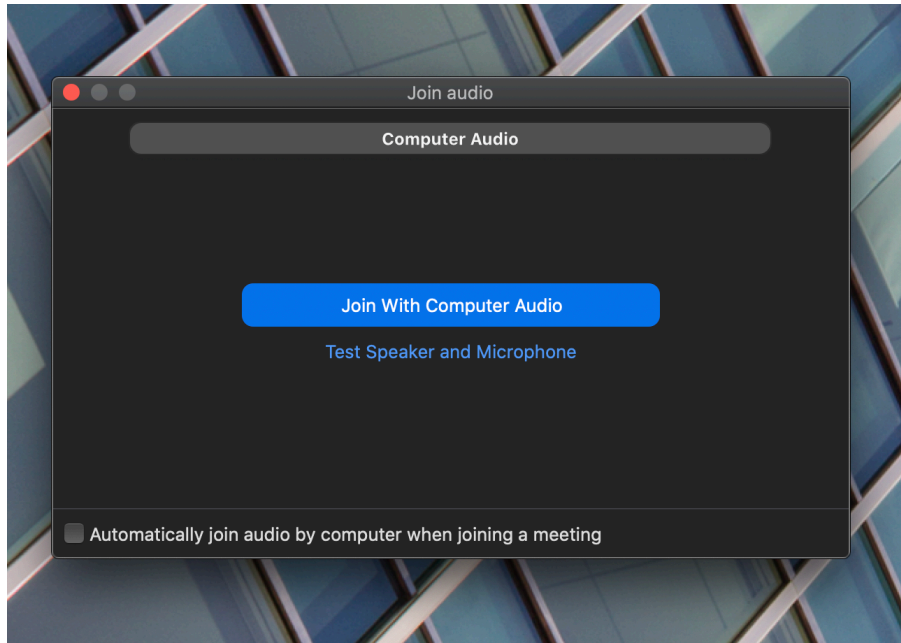
Join a Meeting

Meeting ID or Personal Link Name

Join

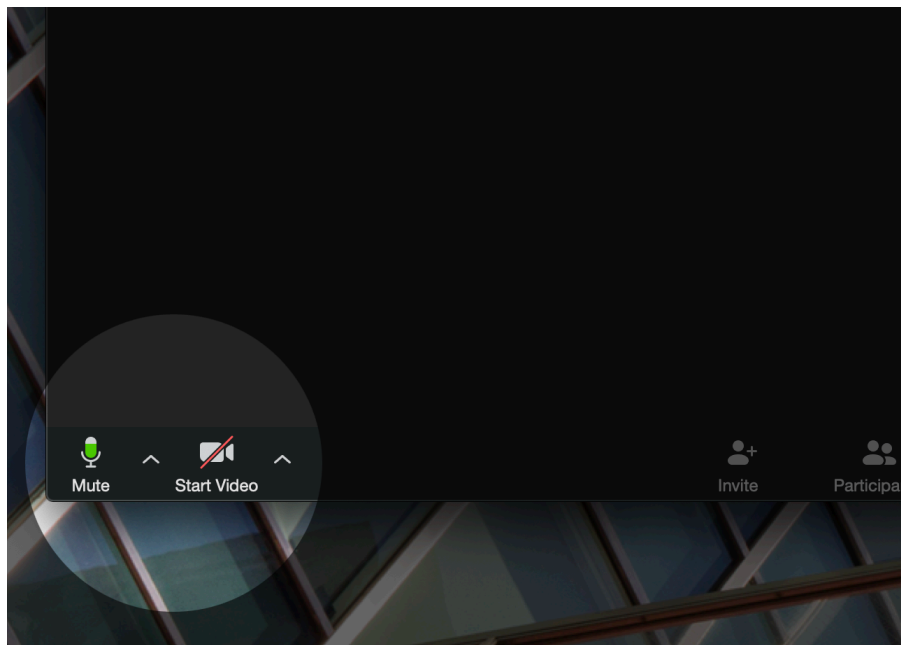Join a meeting from an H.323/SIP room system

You will be subsequently prompted to download the zoom app, then enter your name as will be presented for the meeting. Then, click the "Join" button.

Join Meeting

Meeting ID or Personal Link Name

Your Name
Your Name

☑ Remember my name for future meetings
☐ Don't connect to audio
☐ Turn off my video

Cancel   Join

You will then be prompted to access your microphone and "Join with Computer Audio".
You will be provided with an opportunity to test your speaker and microphone prior to joining.
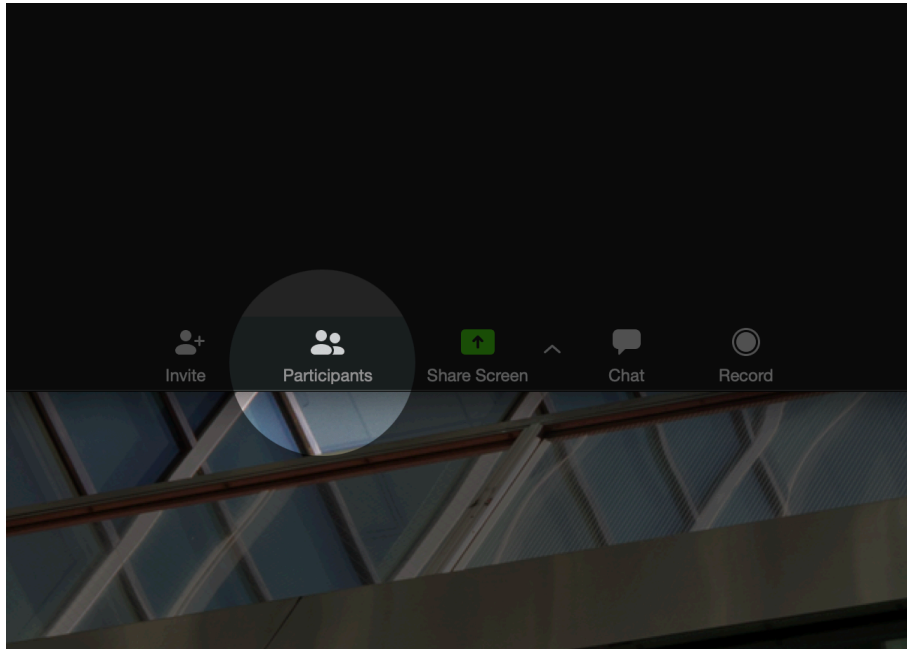

Upon entering the meeting, take note of the lower left of the window. You can mute your microphone at any time and also choose to activate (or deactivate) your video camera.
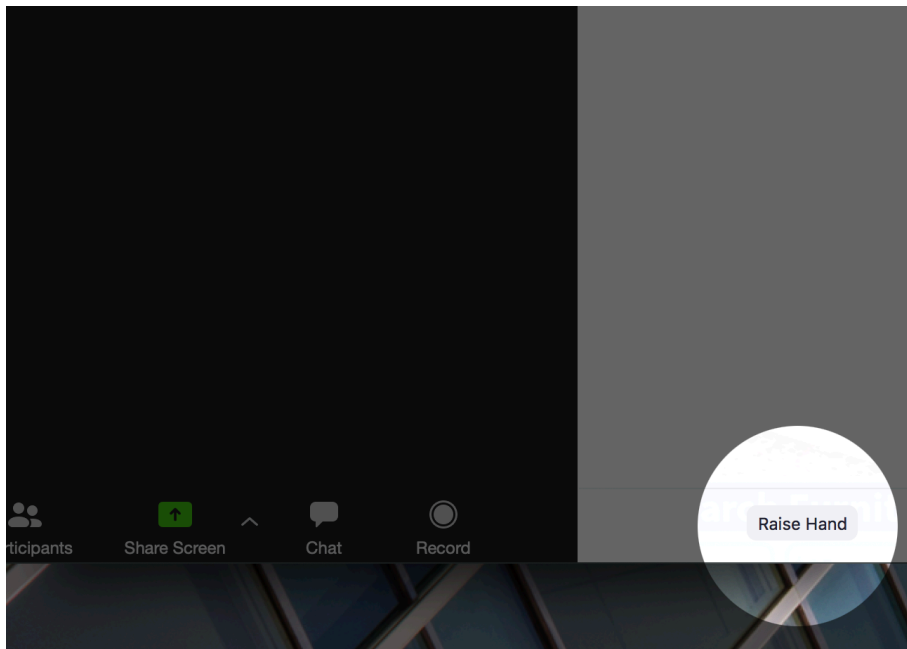

You are now able to participate in the meeting.

There is a feature to indicate your voting preference that will be visible to the meeting host.

At the bottom centre of the window, click on "Participants" to open a participant list.

At the bottom of the participant list is a button that says "Raise Hand".
You can click this button when you wish to state your voting preference.

You can, alternatively, raise your hand via video, if necessary.

We appreciate your understanding and willingness to participate in this fashion. Thank You.