

# Online Meeting Guide

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## Getting started ...

A Zoom account is not required when joining a meeting as a participant, however we recommend you download the free Zoom app to make attending the meeting easier.

### You can join a zoom meeting using:



Landline phone



Mobile phone

*if your phone has internet access, all functions as per computer or tablet*



Computer



Tablet - ipad

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## Joining a zoom meeting by phone . . .



1. Dial the phone number provided on the day and time of the meeting
2. Enter the Meeting ID number provided, followed by #
3. You will be asked to include a Participant ID, there is no number to insert, just press #
4. Enter the Password provided, followed by #

You will then hear a prompt that you are in a *Waiting Room* and the host will admit you, it may take a few minutes, so wait on the line.

**Note:** *you unable to vote or add comments during the meeting by using a phone that does not have internet access.*

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## Setting up zoom meeting for computer, tablet or mobile phone



A zoom account is not required when participating in a meeting, however we recommend you:



- ✓ set up a FREE zoom account before the meeting, to make attending the meeting easy
  - ✓ test zoom with another person or CEHL, so you are familiar with how to use the functions and have your sound set up
  - ✓ have your name and co-op visible on-screen
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See the next page on how to set up a free zoom account, change your zoom meeting name and join a meeting ...

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**Watch the video below on how to set up a free zoom account**



This video will show how to:

- set up a free zoom account
- download the free zoom software 'zoom client for meetings'

Click on the video image (left) to watch, or copy the link below to view the video in your browser.

[https://www.youtube.com/watch?v=gsy2Ph6kSf8&list=PLKpRxBfeD1kEM\\_I1ld3N\\_XI77fKDzSXe&ab\\_channel=Zoom](https://www.youtube.com/watch?v=gsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1ld3N_XI77fKDzSXe&ab_channel=Zoom)

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**Watch the video below on how to join a zoom meeting**



This video will show:

- How to join a meeting once you receive an email invitation
- The waiting room
- How to test your computer audio

Click on the video image (left) to watch, or copy the link below to view in your browser.

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

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**All attendees names must match the name you gave when you RSVP'd, to be admitted to the online meeting**

**Watch the video on how to change your name in zoom before you join the meeting**



In this video Tech Junkie simply describes how to change your name before joining the meeting.

Click on the video image (left) to watch, or copy the link below to view in your browser.

<https://youtu.be/yx8mLR76ukA>

If you need help please call 1800 353 669 BEFORE Saturday 27 November, 2021.

### How authorised co-op representatives vote in zoom

Minutes from the previous AGM	
That the minutes of the Annual General Meeting held on 28 November 2020, be accepted as a true and correct record.	
<input type="checkbox"/>	For
<input type="checkbox"/>	Against
<input type="button" value="Submit"/>	

During the meeting authorised co-op representatives will be able to vote on each of the AGM Resolutions.

When voting is taking place:

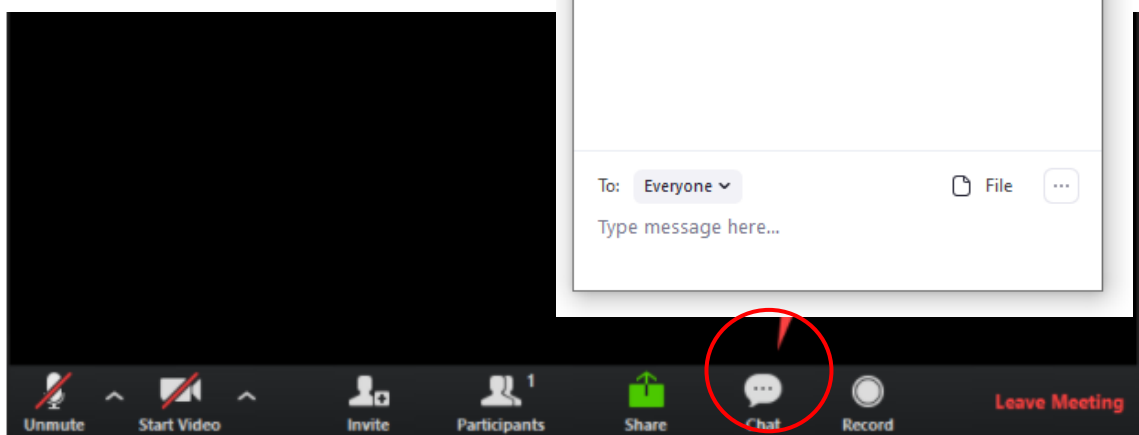
- a. attendees that are not authorised co-op representatives will be put into a breakout room, while each vote takes place
- b. a poll will appear on the screen
- c. click on your selection
- d. click Submit

The votes will be received and added to the Proxy votes that have already been received.

The results will be shared when the breakout room is closed, and the non-authorised attendees re-join the whole meeting.

### How authorised co-op representatives use the chat function to ask a question

- e. Click on the **Chat** icon in the zoom meeting window  
*A box will pop-up or open to the side of the zoom window*
- f. Type your message in the box and press return/enter, it will appear for all attendees to read



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**Use the chat function with respect:**

- G. Attendees are encouraged participate guided by the Co-operative Principles and Program Principles
- H. respect all attendees and use respectful language when making a comment or asking a question
- I. use the chat function to acknowledge or react to the information being presented in a respectful way

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**Need Help?**

**On the day of the AGM - call CEHL 9208 0835**

If you need help, get in touch, our Administration Team is available to help you get set up.

Please leave your name, your co-op name, contact number and short message about what you need help with.

Or

Email [info@cehl.com.au](mailto:info@cehl.com.au)

*We ask for your patience and understanding as we will have limited employees available to answer the phones.*