

ZOOM DIRECTIONS.

A guide for delegates of the MNL Municipal Symposium and AGM.



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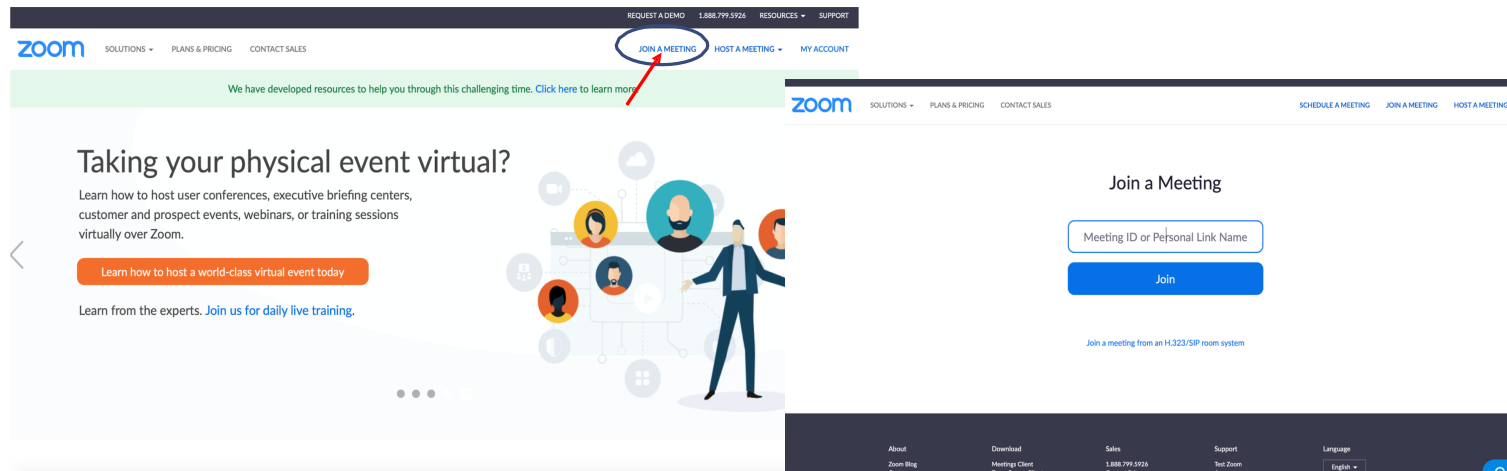
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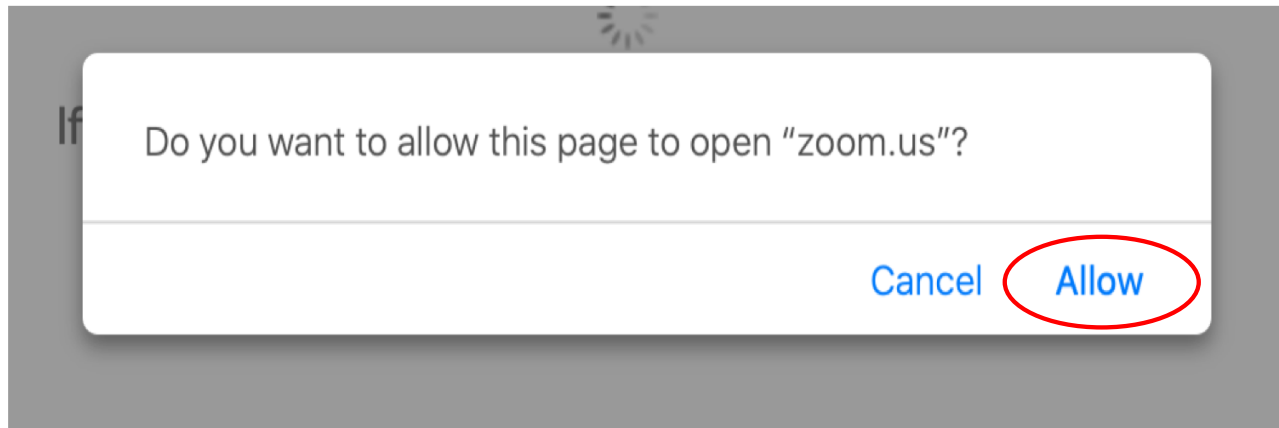
Logging on to Zoom

1. Log onto the internet and go to www.zoom.us
2. Click on the "Join a Meeting" Icon.
3. Enter the code and click the "Join" button.
4. A password for the meeting will be requested, please add and press enter.

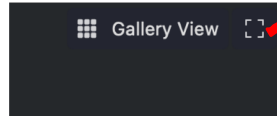


You may get a permission page like this one.

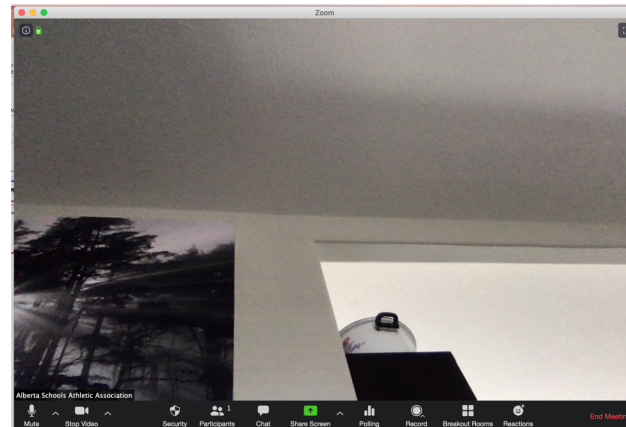
Select  "Allow".



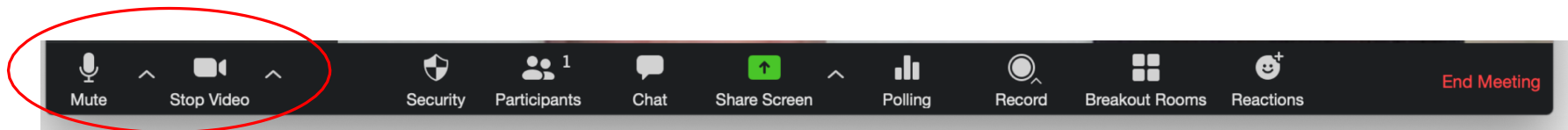
- ▶ Once in you will see your camera come into view
- ▶ You can choose between speaker & gallery view.
 - ▶ Speaker is automatic on your screen. If not, choose Gallery view and you can see all the participants



Top right corner of screen

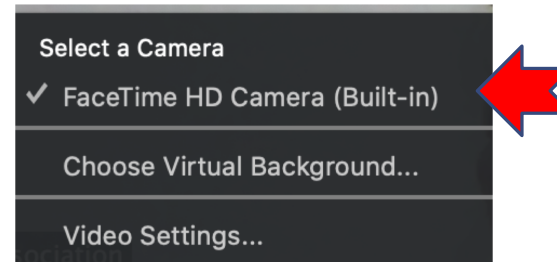
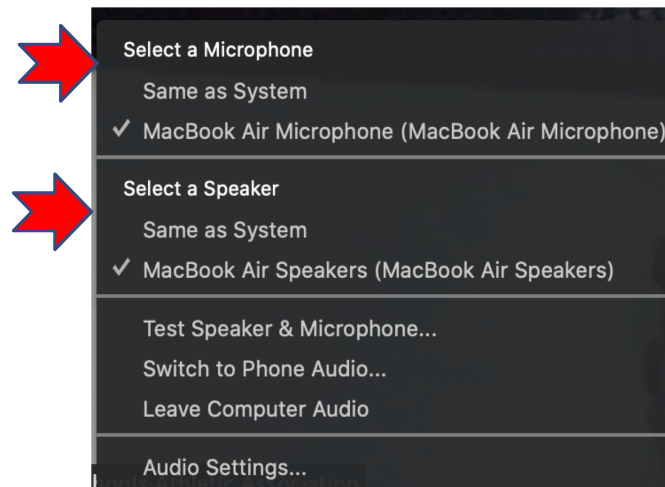


- ▶ At the bottom of your screen you will see the microphone and video.
- ▶ You will be using these to turn on your mic, video and adjust your settings.



Setting your audio/video

Click on the up arrow next to the microphone and/or video. You will see a checkmark next to the system being used. Ensure it is your computer or headphones if wearing them.

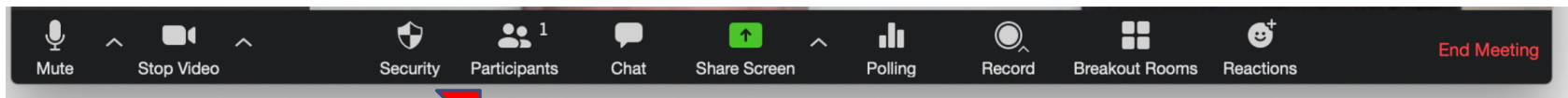


If you choose to switch to phone audio you will need to call into the meeting with the number provided for the meeting. These numbers are available in the meeting invite on the google drive.

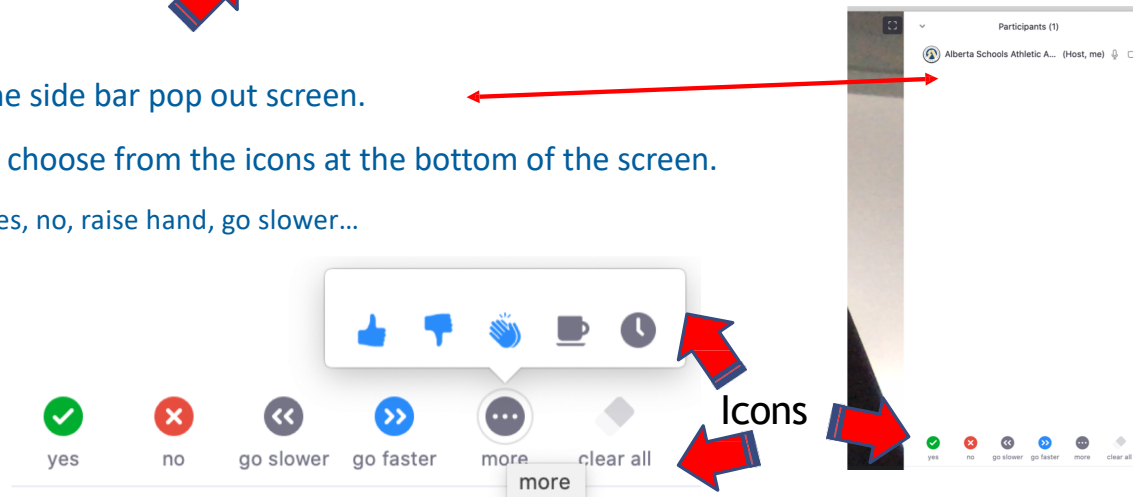
If neither of these selections work, please try your computer preferences settings on your desktop. Make sure your input and output is not muted in your audio settings.

During the Meeting – Questions & Comments

- ▶ During the meeting all participants will be muted. A host will unmute those wanting to contribute to the meeting.
- ▶ To add a comment or speak in the meeting you will need to have your participation pop out open.
 - ▶ This is done by clicking the “participants” icon at the bottom of your screen.



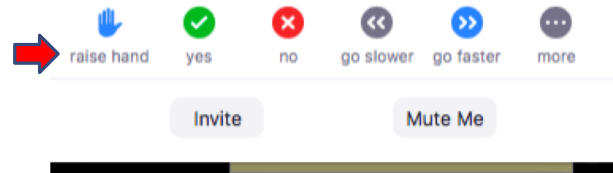
- ▶ This will open up the side bar pop out screen.
- ▶ Once open you can choose from the icons at the bottom of the screen.
 - ▶ These include: yes, no, raise hand, go slower...



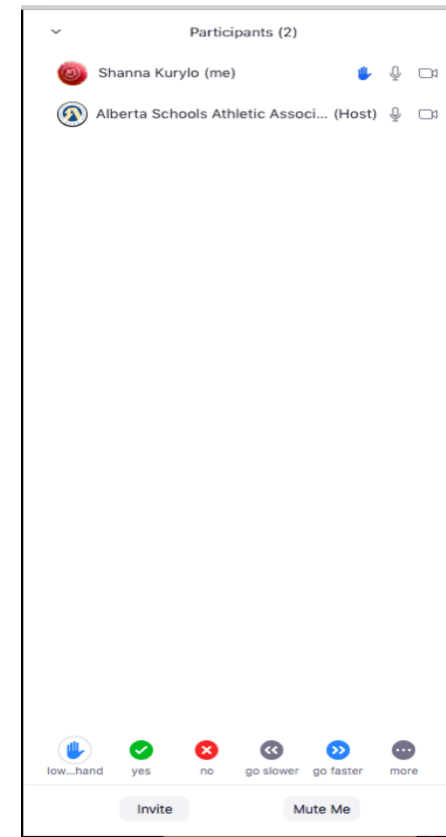
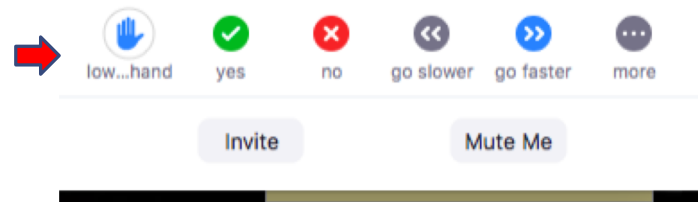
Raising your hand.

- ▶ In your pop out window you have the option to raise your hand for a question.

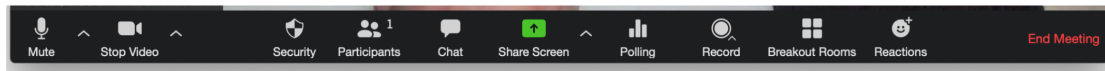
- ▶ Click on the icon for raise hand.



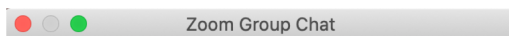
- ▶ Questions will be answered in the order your hand is raised.
- ▶ If your question is answered before it reaches the top of the que and you no longer want to raise your hand click the lower hand option your hand will be removed.



- ▶ You will also have the ability to send in your questions or responses via the “chat” feature. This will be available for a private chat as well as a public chat.



- ▶ The public chat will be monitored for questions posed to the Executive.

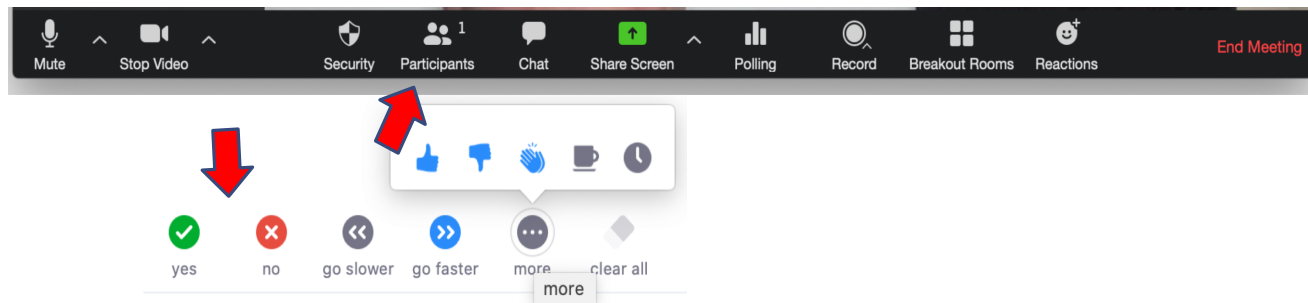


- ▶ By choosing “everyone” any participant on the meeting will be able to see and comment on your post.
- ▶ If you choose a single person, then only that person(s) will see your remarks/question and be able to respond.
- ▶ For meeting questions, we ask that you send it to everyone.



Voting

- ▶ We will be utilizing two features for voting,
 - ▶ Public – using the “yes” “no” features on the participants pop out

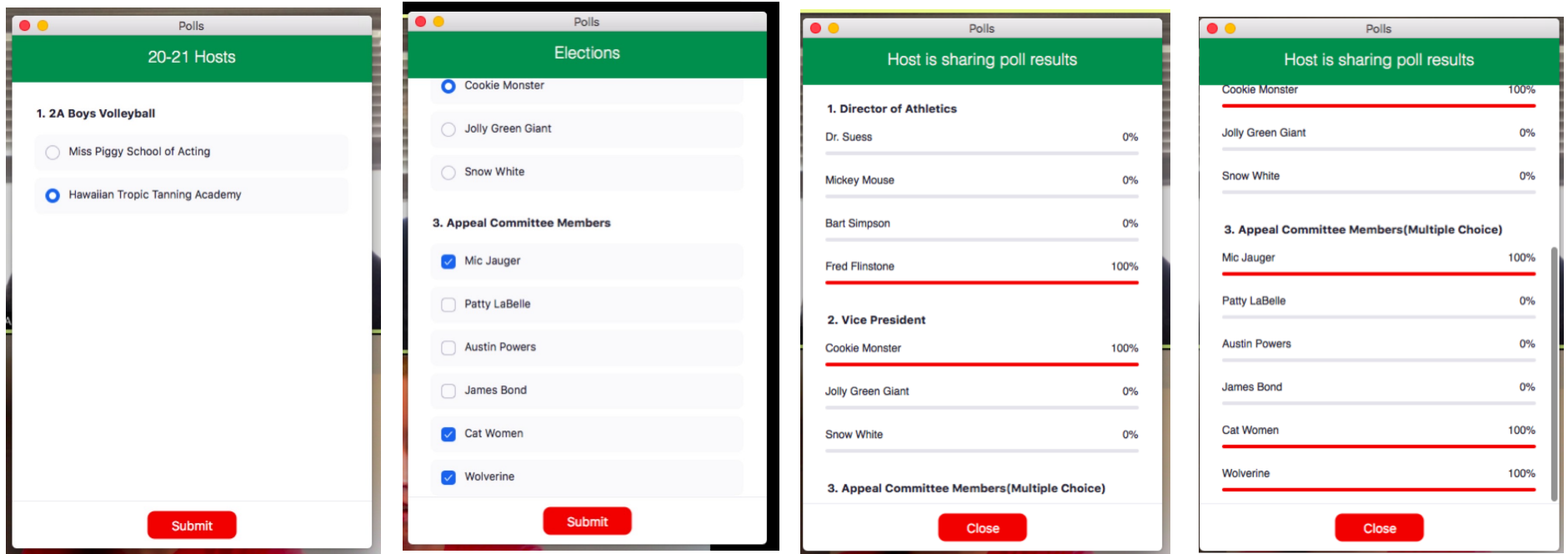


- ▶ Private – using a polling method.
 - ▶ For Polling we will send out the poll with the questions when the time comes.
 - ▶ It will appear in the middle of your screen.
 - ▶ Your results can not be seen by others.
 - ▶ You can only vote once per questions.
 - ▶ Multiple polls may be provided throughout the meeting.

Voter support help line is 1-888-281-8683.

This number will be active from 9-5 on Thursday and Friday, and from 9AM until the elections are completed on Saturday.

Results of a voting poll.



Samples of voting poles you may receive.
Single vote and multiple answer votes.

Breakout Sessions

- ▶ If a breakout session is required in the meeting, the Executive will randomly assign rooms.
- ▶ We will move you into your breakout rooms for discussion.
- ▶ You will have an allotted time and then you will be moved to the next room or back to the general session.
- ▶ When in breakouts, participants will no longer be muted and you will need to mute your mic unless you are adding to the conversation. This will cut back on outside feedback that can interfere with the meeting audio.

Leaving & returning to a meeting

- ▶ There will be a single password and meeting number everyday. We will not be using Thursday's meeting number and password for Friday's meeting, it will have its own unique code.
- ▶ You can leave the meeting at any time. To re-enter follow the steps for joining. You will be asked for the password every time.
- ▶ Do not share the password or meeting number with anyone else on Facebook, twitter, Instagram or other social sites.
- ▶ All meeting ID's and passwords will be in the "agenda" folder of the google drive we will share with you.
- ▶ When you re-enter a meeting you will be in the waiting room until the Executive moves you back into the meeting. Do not worry if you do not see other participants when you first enter. This is the feature of the waiting room.
- ▶ If you get a notice that the meeting is locked, please reach out to a staff member to help you get into the meeting.

Using a mobile phone/device.

- ▶ Using a mobile device to access zoom is similar to the computer.
 - ▶ You will need to download the app.
 - ▶ This can be located on the zoom.us website or in your App Store.
 - ▶ To see the hosts/participants, you will need to scroll down your screen. It will only show you a limited number of people on your screen but if you scroll to the next page you will see others. You can continue this until you find the participants you want to view.
 - ▶ Voting polls will appear on your screen covering all the participants/hosts.
 - ▶ To access the “chat” “yes” “no” “raise hand” features, double tap on your screen and they will appear. Double tap again when done to go back to the gallery.

