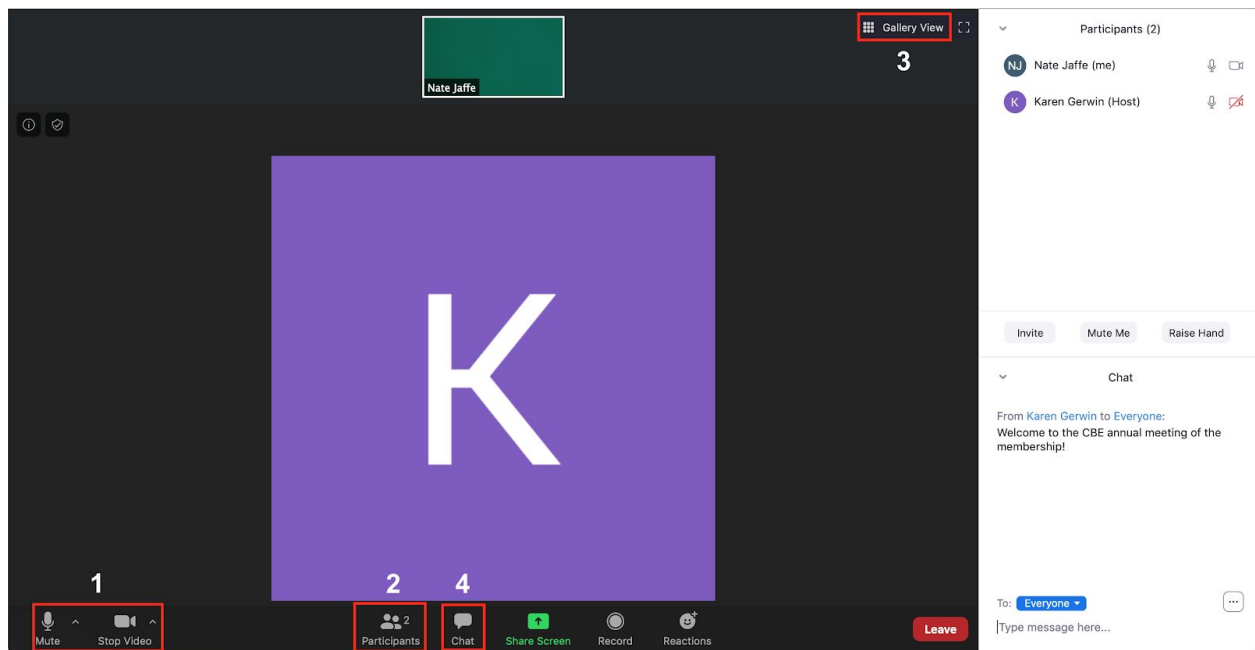




In-Meeting Zoom Functions

Basic Meeting Controls: Using the icons on the main Zoom screen you can:

- 1. Control how you are seen and heard**
 - Mute/Unmute your microphone (far left)
 - Turn on/off camera (“Start/Stop Video”)
- 2. See who is in the meeting**
 - View Participant list
- 3. Control how you see them**
 - In the top right hand corner of your Zoom screen, you will also see a choice to toggle between “Speaker” and “Gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants. Gallery view will not be active when a presenter is sharing their screen.
- 4. Type messages to the host or others**
 - While in a meeting, click Chat in the meeting controls. This will open the chat on the right, where you can type messages.

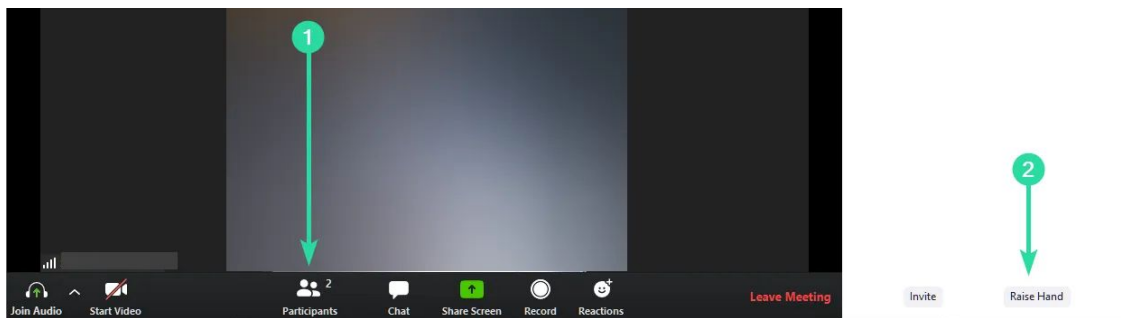


SCROLL DOWN TO CONTINUE

How to Raise your Hand to Speak

On Windows PC and Mac:

Click the “Participants” button. Select “Raise Hand.”



On Android and iPhone.

Click the “More” button at the bottom right corner of the screen and select the “Raise Hand” option.

On phone call

If you are dialing in directly from your phone without the zoom app, dial *9 on to raise your hand.

Vote using Polling

During the meeting we will use the polling function to vote on the proposed slate for trustees and officers. At that time, a pop up window with a poll will prompt on your screen. You will see the matter in question and be able to cast your vote on this pop up window. **Please note that if you are dialing in to the meeting, instructions will be provided on how to vote during the meeting.**