



VIVRE LA MUSIQUE - LET'S MAKE MUSIC

How to Use Zoom to Join CAMMAC's AGM

Zoom is an online videoconferencing tool that allows multiple people to “meet”, talk together and share information.

How to join the meeting:

- You will receive an email containing a link to the AGM Zoom meeting.
- Click on the link in the email.
- Activate the audio so that you can hear the proceedings.
- If you wish to have your face visible to the other participants, click on “Start Video”, then sit back, watch and listen as we conduct the meeting.
- If your connection is lost at any time before or during the meeting, you can simply click again on the link you received by email to re-join the meeting.

Voting on motions, asking questions and commenting:

Zoom has additional features that will allow you to vote on motions, make comments and ask questions during the presentations being made by the board of Directors and others.

Please note that we will not be using the “Chat” function due to the potentially large number of people in the meeting, but if you wish to make a comment or ask a question during the meeting, you will have that opportunity. Additional details will be provided to you when you have registered to attend the meeting.

If you have not used Zoom before:

You do not need to have a Zoom account to attend a Zoom meeting, but you will need to download the application. A desktop computer or laptop is preferable to a device with a smaller screen, but a tablet or smartphone will work as well.

Please take some time to view Zoom's Online Tutorials on joining a meeting:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

If this is your first time using Zoom, you will need to test your connection and download the application. We suggest doing this well in advance of the meeting: <https://www.zoom.us/test>

If you have concerns about Zoom and your personal information, you can consult Zoom's privacy policy: <https://www.zoom.us/privacy>