

West Carling Association 2020 AGM

July 25, 2020 10:00 a.m. Eastern Time

This year, our AGM is being held virtually, instructions on joining the meeting by internet connection, telephone or a combination of both are outlined below. Which one is best for you will depend on a number of factors. Ideally you will be able to connect at least in part by internet to enable you to see the presenters and any material we may share. However, it is not imperative that you join by internet to participate, joining by telephone is an option.

We recommend you print these instructions and keep them handy during the meeting.

Please note – to aid in our taking of minutes the meeting will be recorded.

Virtual Meeting Instructions:

Depending on the quality of your internet, cellular or traditional telephone connection you may choose one of the following three options:

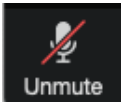
Please note, your camera and microphone will be set to off at the beginning of the meeting, you are welcome to turn on your camera if you like, but we ask that you leave your microphone muted until called upon. Instruction on how to get our attention and how to unmute your microphone are below and will be reviewed at the beginning of the meeting.

We recommend that you use the latest version of Google Chrome, Firefox or Chromium Edge.

1. **Good to Great Internet** – join both Video and Audio by using the meeting web link
 - <https://59group.zoom.us/j/95279197200>
 - Meeting ID: 952 7919 7200 (only needed if prompted)
 - Click **Join Audio by Computer** and use your computer or tablets microphone and speakers

To get our attention during the call, open the **Participants** window by clicking the **“Participants”** button in the bottom centre of the screen and then click the **“Raise hand”** button in the bottom of the white **Participants** window.



To unmute your microphone, click  in the bottom left of your screen.

2. **Bad to Good Internet** – join video by using the meeting web link and then choose Phone Call for your audio

- <https://59group.zoom.us/j/95279197200>
- Meeting ID: 952 7919 7200 (only needed if prompted)
- Click **Phone Call** and follow the on-screen instructions entering both your **Conference ID** and the **Participant ID** provided on screen when prompted. Entering your Participant ID binds your phone and device session together and shows your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter **#Participant ID#** on your phone.

Note – for Toll-Free calls use either:

877 853 5247 US & Can Toll-free

888 788 0099 US & Can Toll-free

To get our attention during the call, open the **Participants** window by clicking the “**Participants**” button in the bottom centre of the screen and then click the “**Raise hand**” button in the bottom of the white **Participants** window.



To unmute your microphone, click **Unmute** in the bottom left of your screen.

Or

If you did not enter your participant ID when you joined by telephone, you may use your phone's dial pad while in a Zoom meeting to do the following:

- *9 - Raise hand
- *6 - Toggle mute/unmute

3. **No to Bad Internet** – Join by phone only.

- Call (877) 853-5247 US & Can Toll-free
- You will be prompted to enter the meeting ID – 952 7919 7200, followed by #.
 - Note – if you join early and the meeting has not yet started, you will be prompted to enter the host key, please simply press the # and wait for the host to join.
 - You may also be prompted to enter a participant ID, this only applies if you also joined by computer, if not simply press # to skip.

To get our attention during the call you may use your phone's dial pad to:

- *9 - Raise hand
- *6 - Toggle mute/unmute