

Annual Meeting Tech Tip Sheet

Creating a Zoom Account - [click here for a video "How to"](#)

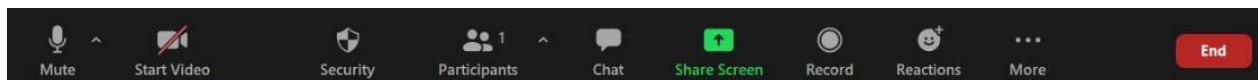
How to Join the Meeting on Zoom

In your email program, locate the email from St. James's. It contains the link you need to join the Annual Meeting on Zoom. If you haven't added [St. James's Episcopal Church noreply@electionrunner.com](mailto:noreply@electionrunner.com) to your "safe sender" list, do so or check your junk, spam or promotions tabs for the email. Click on the link. It will launch the Zoom application. If you get a popup window that asks if you want to open zoom meetings, say "yes." Otherwise, click Launch. This will open the call. [Click here for more](#)

There will be a Zoom orientation on Thursday, January 28th at 4PM for the basics of how to operate in a Zoom meeting – [click here to join the Zoom Meeting on Thursday](#)

Know Your Zoom Taskbar

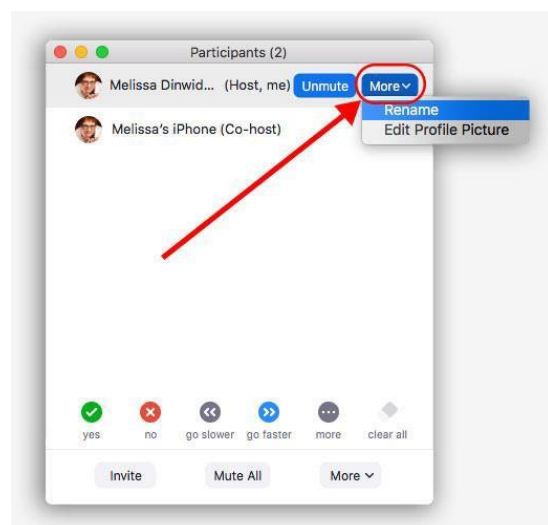
Most everything you will need to do during Annual Meeting starts at the Zoom Taskbar. It's at the bottom of your window and looks something like this:



How to Edit your Zoom Name

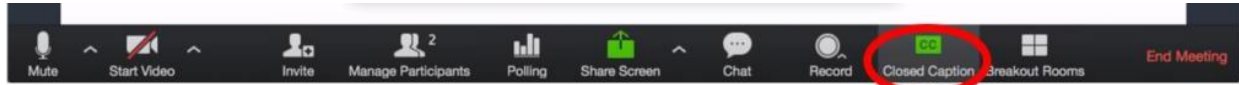
The first thing you will do when you join the Annual Meeting is to **make sure your Zoom name is your first and last name**. This is so you can be properly recognized during Annual Meeting. If your zoom name is not your full name, here's how to edit the name:

- Click on "**Participants**" at the bottom of your screen.
- Hover your mouse over your name
- click "Rename."



More good support info from Zoom - <https://support.zoom.us/hc/en-us>

How to turn on Closed Captioning (optional)

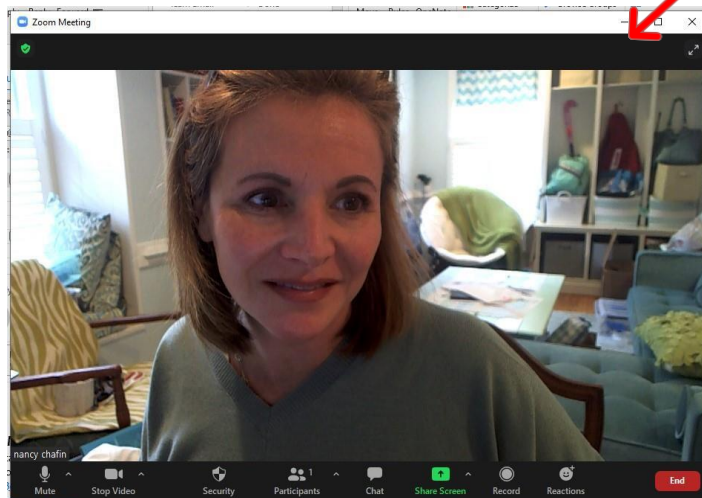


Voting: How to switch back and forth between your e-mail and Zoom

All election ballots will be sent to you via email. Before or at the beginning of the meeting you will need to respond to a ballot to establish quorum. This step is essential to complete in order to receive all subsequent ballots. All voting will be strictly confidential.

It's easy to move between your email and your zoom window while staying on the zoom meeting. Here's how:

- From your zoom window, click the little “minus” sign in the top right corner to minimize the zoom screen. The zoom screen will temporarily shrink or disappear. You will NOT be disconnected from the meeting.
- Now open your email as you normally would. You will see an email from St. James's. Open it and vote (see upcoming slides).
- When you've finished voting and you're ready to return to zoom, click on the zoom icon at the very bottom of your screen. It looks like a video camera in a blue box.
- This will re-open the zoom screen with the live meeting.



Erin Kamran	RE: specs for Joe's Macbook Air	Mon 10/26/20...	71 KB	
Joseph Klem	specs for Joe's Macbook Air	Mon 10/26/20...	2 MB	
Erin Kamran	RE: tomorrow's staff meeting	Mon 10/26/20...	79 KB	
Erin Kamran	Annotated Convention schedule for staff meeting tomorrow	Mon 10/26/20...	128 KB	

Reply All Forward

Aisha Huertas Tim Barwick; Nancy Chafin; Erin Kamran
RE: Novena of Prayer

Copying communications on this.



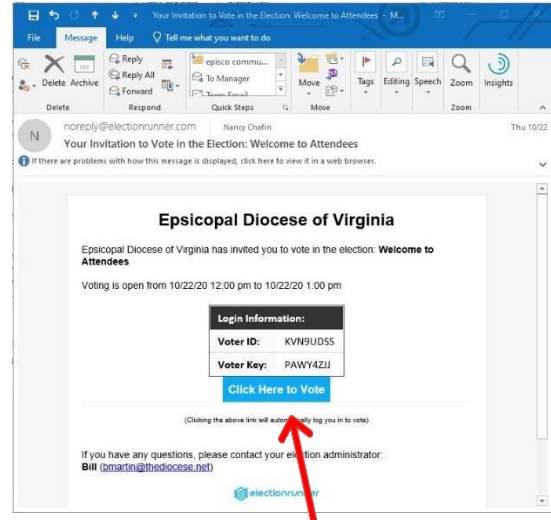
How to Vote

Open your email program.

Click on the email from St. James's. It will look like the image here.

Click the blue button titled: Click here to Vote.

Once you click the button...



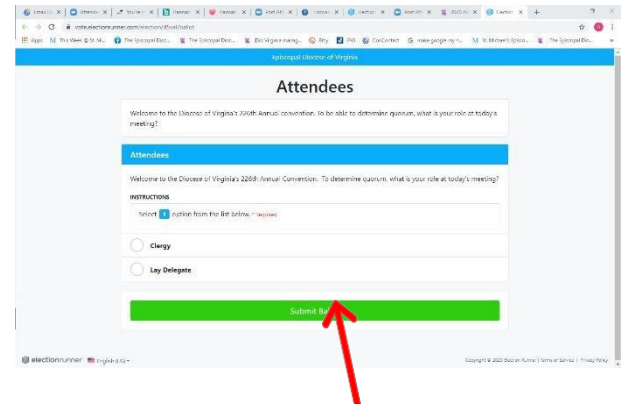
...this window will automatically pop open.

Now click the circle next to your answer.

Finally click the green "submit" button.

After you click submit, a screen will pop up indicating you've successfully submitted your vote.

It's safe to return to Zoom by clicking the blue "camera" icon at the bottom of your screen



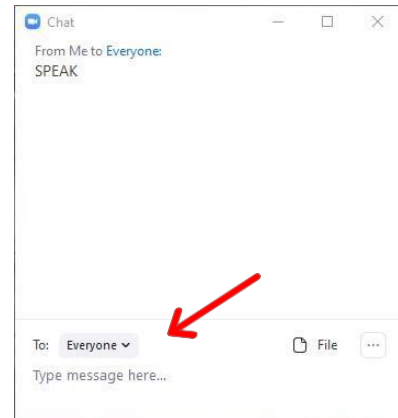
How to Speak During Nominations

Step 1 Click on the chat button at the bottom of your screen



Step 2 You will type "SPEAK" into the chat. The Rector will call on people in order of their request to SPEAK.

Step 3 When John McCard recognizes you by name, you will receive a pop-up message asking you to unmute your microphone. Click on it and speak. You will have up to 2 minutes.

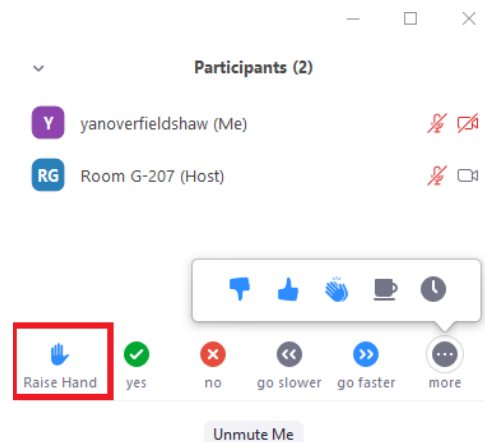


The host would like you to unmute



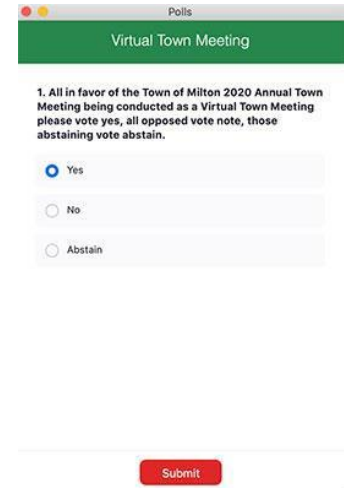
How to make a requested motion (raise hand)

In order to make a motion during Zoom Annual Meeting, you will need to utilize the "Raise Hand" function. To raise your hand, click on "Participants" at the bottom of your screen and click on the blue "Raise Hand" button. That's all you need to do. The Rector will see it and announce that a motion (or a second) has been made.



How to do a voice vote (All in favor? Opposed?)

Although voting in elections will be handled through your e-mail, the simpler voice votes will be handled through the zoom polling feature. When John McCard calls for a voice vote, a poll will automatically pop up on your screen. You'll be prompted to select yes or no and submit. When delegates have completed the poll, the Rector will announce the results.



The screenshot shows a Zoom poll window titled "Polls" with a green header "Virtual Town Meeting". The poll question is: "1. All in favor of the Town of Milton 2020 Annual Town Meeting being conducted as a Virtual Town Meeting please vote yes, all opposed vote no, those abstaining vote abstain." Below the question are three radio button options: "Yes" (selected), "No", and "Abstain". A red "Submit" button is located at the bottom right of the poll window.

What if something happens and I lose my connection?

Simply rejoin using the same link you used to join the call at the beginning of Annual Meeting.