

Zoom Quick Tips
2022 AAUW of Virginia Annual Business Meeting
Saturday, April 30, 2022, at 1:00 p.m.

1. The 2022 AAUW of Virginia Annual Business Meeting will be presented as a Zoom webinar. In a webinar, attendees can join the meeting via computer to listen and see the presentation but cannot be seen or heard themselves unless the Zoom Manager turns on their video and/or unmutes them. Attendees can also join the meeting via phone to hear the presentation.

2. You must have registered in advance for the Annual Business Meeting and received a confirmation email from Zoom with your log-in link. There is no meeting registration fee. If you have not yet registered -- **Register here** and you will immediately receive your log-in link from Zoom.

3. When you log-in, depending on your browser, you may be prompted to click "Allow" or "Run Zoom" or "Open Zoom Meeting." If you log-in before the meeting begins, the screen will display that the meeting will start soon. Attendees dialing in by telephone must use the relevant phone number you were sent and then enter the **Webinar ID** when/if prompted. If the meeting has not started, ignore prompt to enter a "host key" and press # to wait for the meeting to begin. *Many log-in and other problems can be resolved by completely logging out/hanging up and going through the process again.*

4. Zoom features are in the webinar controls located at the top, bottom or side of your Zoom video display – and might only be seen if you hover your cursor over those areas. The display below should be somewhat like the controls you see below. However, some Zoom displays include a "More" control, which may contain "Raise Hand" and "Live Transcript" within it.



5. In Zoom, you are an "Attendee." Attendees can use the **Chat feature** to report or ask for help with a technical issue by sending a message to "Patsy Quick" or to "Hosts and Panelists." If participating by telephone, please text 703-399-5880 about a technical issue. Please do not use Chat for any other purpose.

6. Use the **Q&A feature** only to submit questions, make a motion, second a motion, and discuss any business meeting matter. **Always enter the name of your branch first.**

7. Use the **Raise Hand feature** for voting and to speak. Raise Hand may be included in "More." When asked to Raise Hands, click the Raise Hand icon. **Those who call in can type #9 in the keypad to raise a hand in Zoom.** If you are called upon to speak, the Zoom Manager will give you authority to unmute. Your video will not display. Mute your audio when done speaking.

Do not click on "Lower Hand" which appears under the Raise Hand icon. **Our Zoom Manager will lower Raised Hands, including those entered via telephone.**

8. The **Live Transcript feature for closed captioning** has been enabled. Click "Live Transcript" (which may be inside "More"). You have closed captioning if you see "Disable Auto-Transcription." If you see "Enable Auto-Transcription," click on it to activate. Click on ^ on right of "Live Transcript" or "More" to Hide or Show Subtitles. Go to "Subtitle Settings" to change the lettering size.

9. To leave the webinar, click on "End" and click any other message like "Leave Webinar." You can log-in again if the meeting is still in progress.