

American Association of University Women of Virginia (AAUW-VA)
Virtual Annual Business Meeting
Saturday, April 26, 2025, at 2 p.m.

ZOOM Quick Tips for Attendees

1. The 2025 AAUW of Virginia Annual Business Meeting will be presented as a Zoom meeting. **Attendees can see and listen to the presentations and cannot activate their video or audio unless requested. Attendees can also join the meeting via phone to hear the presentation.**
2. You do not need to be registered in advance for the Annual Business Meeting. There is no meeting registration fee. **The Zoom log-in link and telephone numbers will be sent to you the day before and the morning of the meeting.**
3. When you log-in, depending on your browser, you may be prompted to click “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 **Meeting ID** when prompted. *Many log-in and other problems can be resolved by completely logging out/hanging up and going through the process again.*
4. Zoom functions are in the Zoom tool bar 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. Your tool bar should be somewhat like the one you see below. The “React” function includes Raise Hand and the “More” function gives each attendee the ability to turn on “Live Transcript” and/or “Closed Captions” (which then appears as a separate icon).

ZOOM TOOL BAR



5. **Chat Function:** Use Chat to send messages for technical problems and to make other meeting communications.
 - Technical problems signing into the conference: Call or text Tess Evans (the Zoom Manager) at 205-572-2867.
 - Technical problems after you have signed into the conference: *Many problems can be resolved by completely logging out and logging in again.* If you continue to encounter problems once the conference session has started, send a message about the problem using the Chat function to only “Host” -- NOT to “Everyone.” Use the **Chat function** also to submit questions, make a motion, second a motion, and discuss any business meeting matter. **Always enter the name of your branch first.**
6. **Raise Hand Function/More Icon:** Use the **Raise Hand function** to reflect your vote and to request to speak. The “Raise Hand” function is included in the “More” 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 be displayed. Mute your audio when you are done speaking.
Do not click on “Lower Hand.” **Our Host or Zoom Manager will lower Raised Hands or the function will automatically lower hands after a few seconds.**
7. All meeting attendees can initiate **Closed Captioning** and display of a Transcript. Click on the “More” icon in your tool bar, which will display an option list and click on the word “Captions” or “Transcript. If “Transcript” is clicked, a display will open to the right of the Zoom display and a written transcript will

appear without closed captioning. If “Captions” is clicked, a new “CC” icon will appear in the tool bar that either displays “Hide Captions,” meaning captioning is on, or “Show Captions,” which means you must click on it to trigger the captions to display. You may be asked what language you wish to use. Additional instructions for using **Closed Captioning** are available on the Annual Business Meeting page of the AAUW-VA website. <https://aauw-va.aauw.net/annual-business-meeting/>.

8. To leave the meeting, click on “End” or “Leave Meeting.” You can log-in again if the meeting is still in progress.