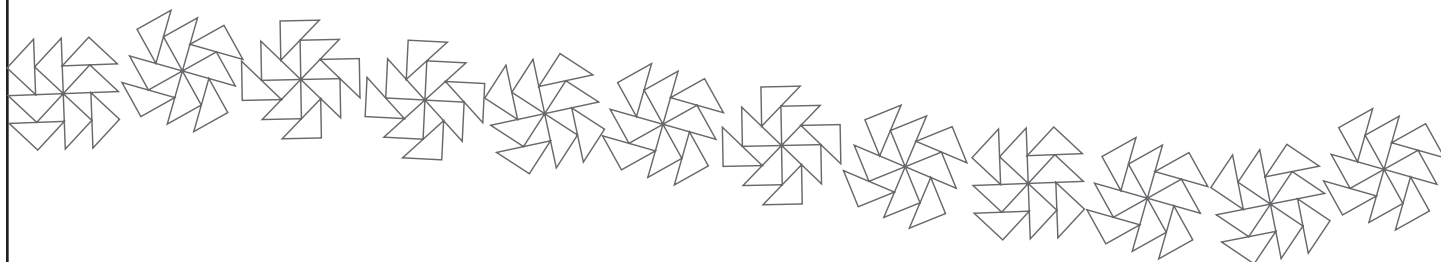


# Using Zoom

for Kindred's virtual Annual General Meeting

Participant Guide



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**BANKING  
WITH  
PURPOSE**

# Registering for Zoom in Four Simple Steps

## 1. Visit URL

[https://kindredcu.zoom.us/webinar/register/WN\\_3vD2JirrSLOUfNx3omrg3w](https://kindredcu.zoom.us/webinar/register/WN_3vD2JirrSLOUfNx3omrg3w)

The image to the right shows you what will appear.

## 2. Enter your information

Please enter your phone number even though it's not a mandatory field. This is in case we need to reach out to verify your membership.

## 3. Click 'Register'

# Your registration is complete!

## Next steps

You will then receive an **email confirmation** with the meeting details. Remember to **keep it handy** or copy it into your calendar, as **you'll need this to join our meeting on April 12.**

It will look something like the image to the right. Notice that the link to join the meeting is in this confirmation.

**NOTE: Please do not use the 'join via audio' option. You must login on your computer, then you may join audio using the, Meeting ID and your Participant ID within the Zoom meeting in order to ask questions and vote.**

The screenshot shows the 'Webinar Registration' page. At the top is a banner for '57th Annual General Meeting' with the theme 'Thriving Together'. Below the banner, the registration details are listed: Topic: Kindred's 57th Annual General Meeting, Time: Apr 12, 2022 07:00 PM in Eastern Time (US and Canada). The form includes fields for First Name (Linda), Last Name (Miller), Email Address (lmiller7338@gmail.com), Confirm Email Address (lmiller7338@gmail.com), Phone, and Home postal code. There are radio buttons for 'What is your home branch?' with options: Aylmer, Elmika, Kilchener, Leamington, Milverton, Mount Forest, New Hamburg, Waterloo, I don't know, and I'm a guest. A 'Register' button is at the bottom.

The screenshot shows the Zoom registration confirmation email. It includes the 'Thriving Together' banner and the following information: Meeting Name: Kindred's 57th Annual General Meeting, Date & Time: Apr 12, 2022 07:00 PM Eastern Time (US and Canada), Webinar ID: 844 8855 6987, Passcode: 064376. It provides a link to the registration page and instructions on how to join from PC, Mac, iPad, or Android. It also lists the Meeting ID (844 8855 6987) and Passcode (064376) for joining via audio.

# Time to join the meeting

You can join the meeting up to 15 minutes prior to the start at 7:00 p.m. on April 12, 2022 and you will be placed into a waiting room.

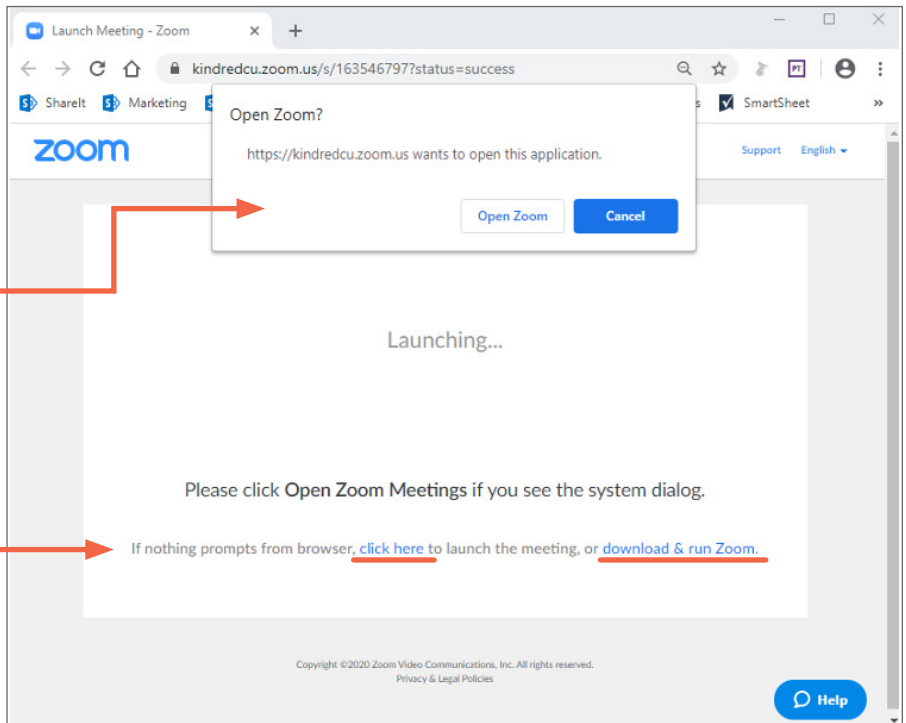
## What you'll need:

A strong wifi connection and a desktop computer or laptop will give you the best experience. If using a tablet or smart phone, you may be required to download the Zoom app. The instructions below are for use of a desktop computer or laptop.

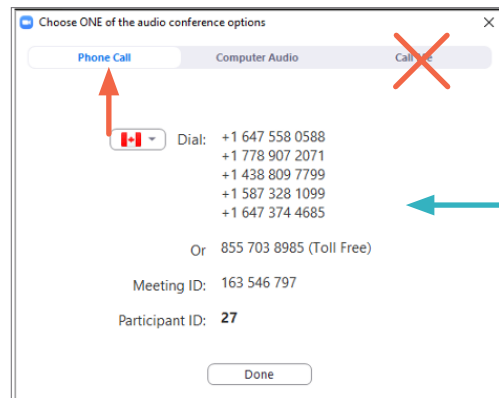
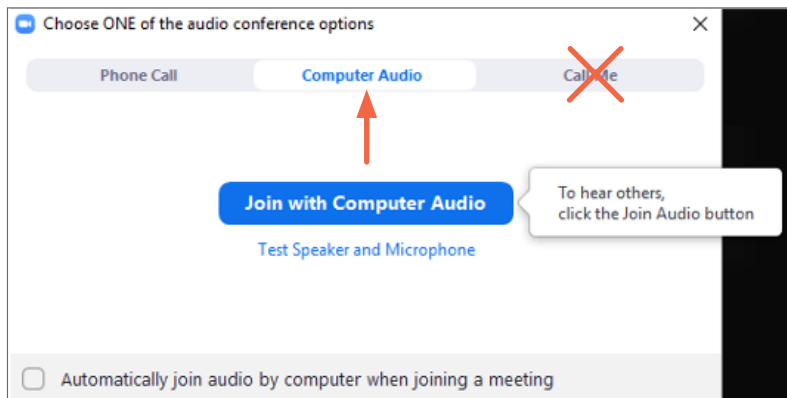
### Here's how to join:

1. Click the link from your confirmation email to join. It will take you to the screen to the right.

Depending on your browser and security settings, this may function differently. It may begin when you **click 'Open Zoom' or you may need to 'download & run Zoom'**. Follow the prompts.



2. When Zoom opens/runs you will need to select how you would like to hear the meeting. Either through the speakers on your computer or through your phone which is often clearer. Do not select 'Call Me' as we do not have that capability.

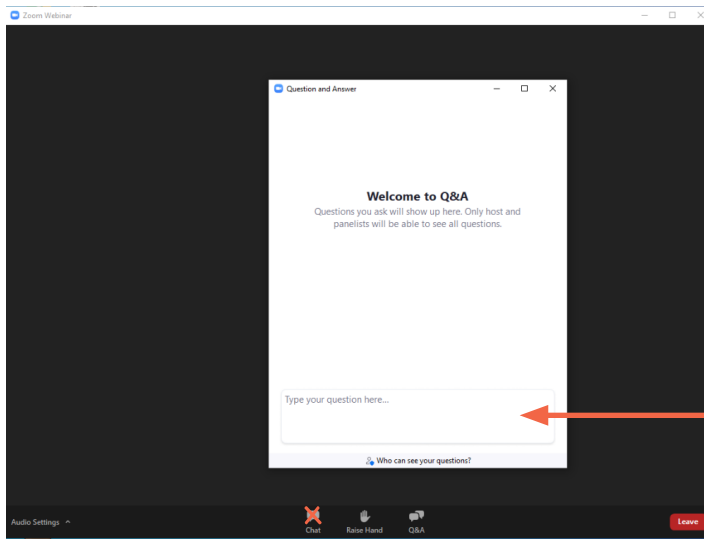


Call any number listed and Enter the information from your meeting when prompted, followed by #. The Meeting ID will be unique to our AGM meeting and your Participant ID will be unique to you to allow you to vote.

**Now you're in the meeting!** Additional meeting controls on next page...

## Just a few more tips:

At the bottom of your screen, you will see some icons you'll need to participate. You may need to hover over this area for it to display.

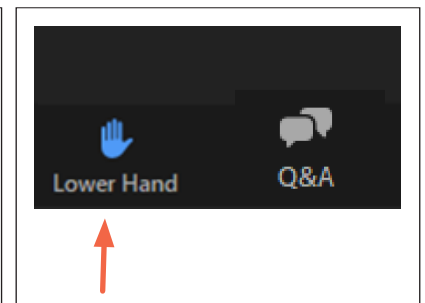
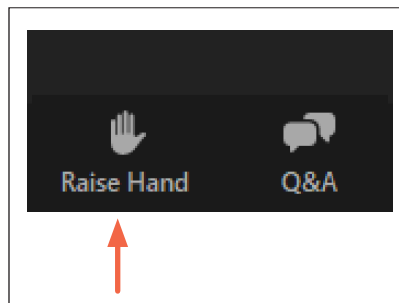


Enter your questions here

During the meeting, there will be opportunity to ask questions. As all participants will be muted during the meeting, we request that you use the Q&A window to enter your questions. Chat will be disabled. Simply click on the 'Q&A' icon to open the window, type in your question and hit Enter/Return and your question will appear for the Panelists to view. Panelists will then answer questions at the appropriate time.

### How to make or second a motion

When our speaker asks for a motion or second, simply click the 'Raise Hand' button at the bottom of your screen. The Panelists will call out the name of the first person in order to record in the meeting minutes. We ask that you then click 'Lower Hand' so you're ready for the next motion.



## That's it!

Looking forward to 'seeing' you there.

**NOTE: Unfortunately we are unable to provide technical support during the meeting. Please ensure you are familiar with Zoom prior to the meeting.**