

HKIOA AGM Zoom Virtual Meeting Guidebook

Introduction

- This guidebook introduce the essential element you may wanted to know about the ZOOM video conferencing software before joining the AGM on 11 June, 2020.
- You may join the AGM via ZOOM using PC or mobile devices
- This guidebook covers the following contents for different platforms
 - Zoom client installation
 - Entering the HKIOA AGM virtual meeting room
 - Participating in AGM motion as proposer/second
 - Raise comment/question by voice
 - Raise comment/question by text

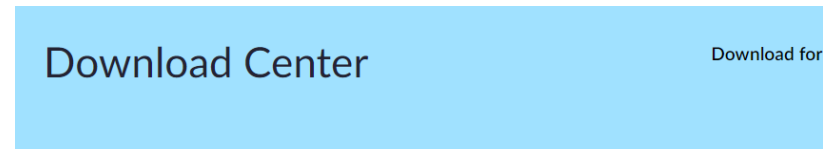
Content

- ZOOM client installation
- Entering the HKIOA AGM virtual meeting Room
- ZOOM interface
- Participating in AGM motion as proposer/second
- Raise comment/question by voice
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Zoom client installation

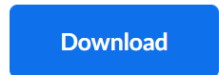
Windows and MacOS

https://zoom.us/download#client_4meeting



Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Version 5.0.4 (25694.0524)

Android or IOS

Search ZOOM Cloud Meeting in Google Play / Apple AppStore



ZOOM Cloud Meetings

zoom.us Business

★★★★★ 92,779



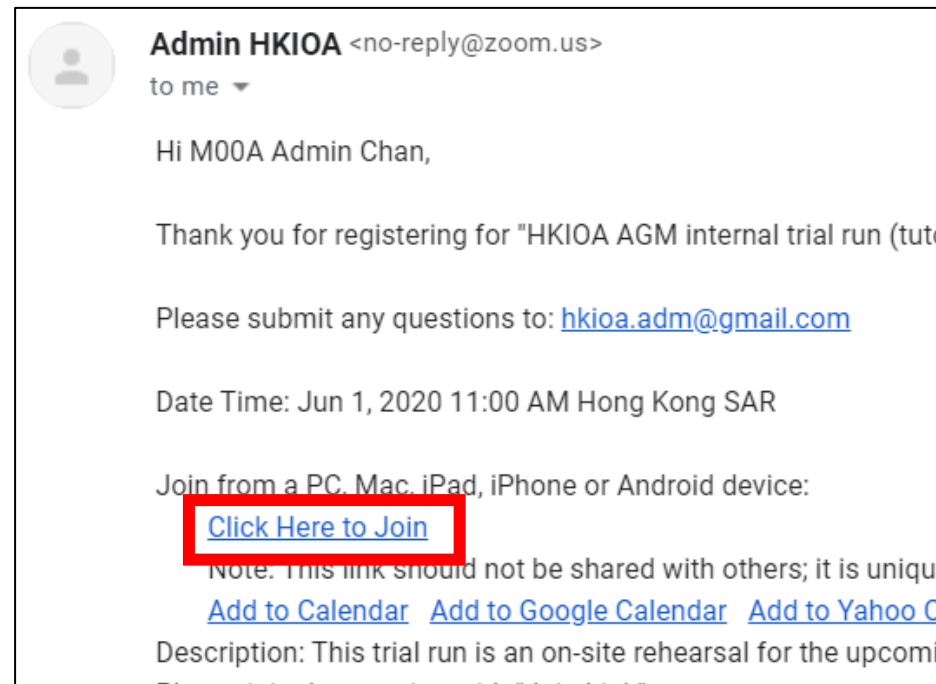
 This app is compatible with all of your devices.



- ZOOM account is not required

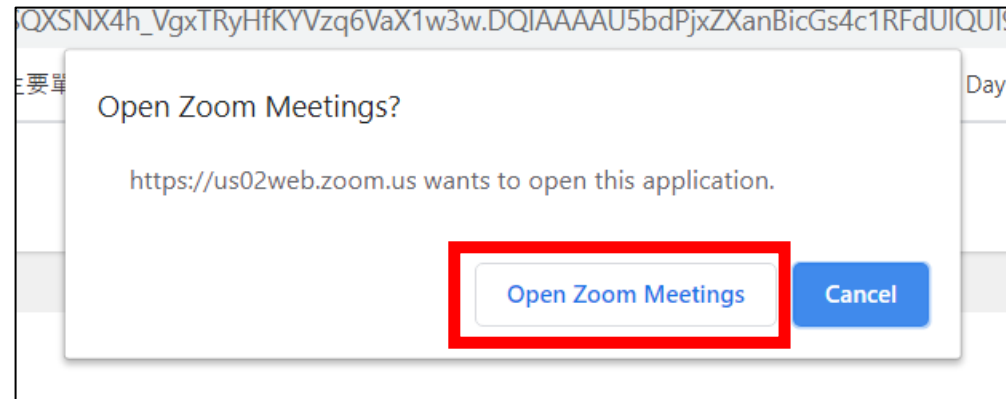
Entering the HKIOA AGM virtual meeting room

- You can join the Virtual Meeting room with ZOOM client or with web browser
- Click the link in the confirmation email to access the virtual meeting room (for all platforms)



Entering the HKIOA AGM virtual meeting room Windows and MacOS

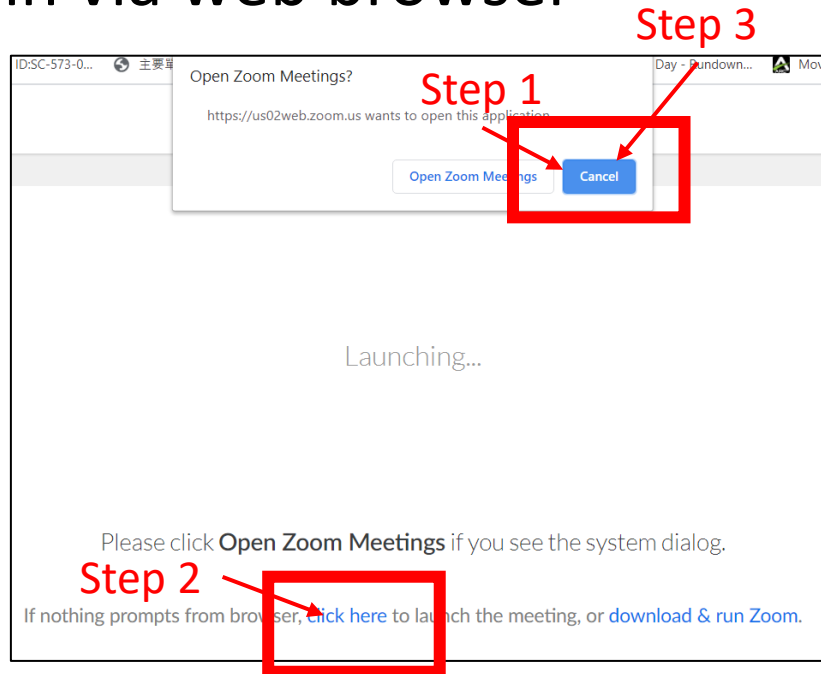
Join via ZOOM client



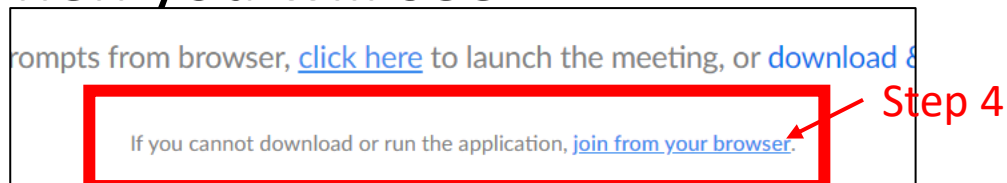
Enter the meeting password if
prompted:
AGM2020

Entering the HKIOA AGM virtual meeting room Windows and MacOS

Join via web browser



Then you will see



Step 5

Enter the meeting password if prompted:
AGM2020

Step 6

Enter your name in this format if prompted
[Member Number] [First Name] [Last Name]

Join a Meeting

e.g.

Your Name

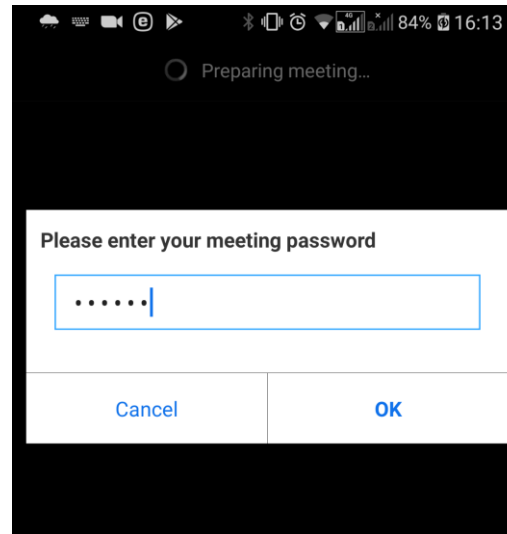
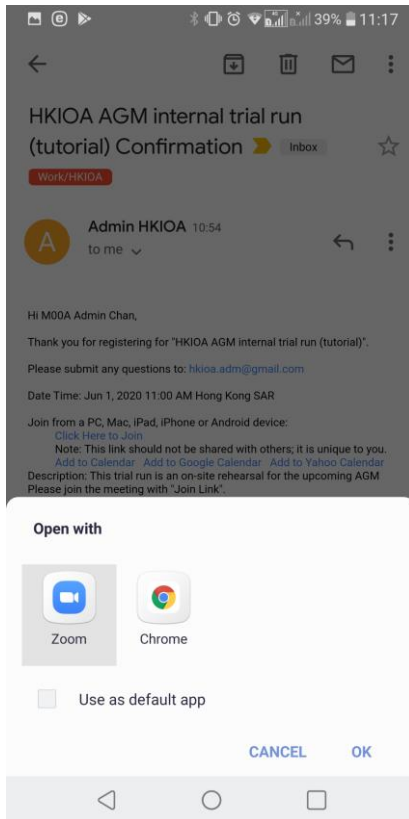
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Join

Entering the HKIOA AGM virtual meeting room

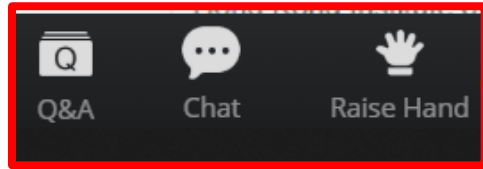
Mobile devices

Join via ZOOM client

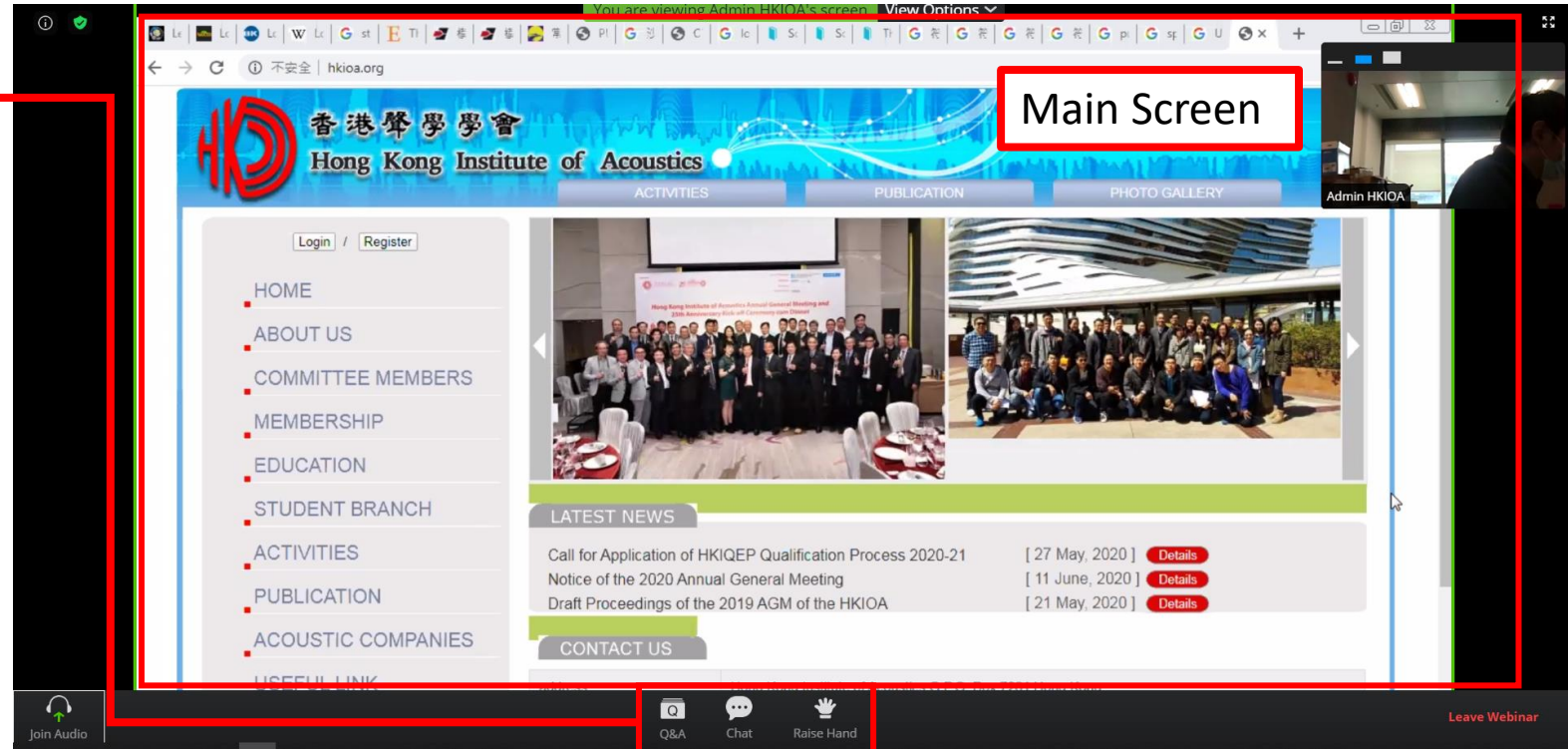


Enter the meeting password if prompted:
AGM2020

ZOOM virtual meeting interface Windows and MacOS

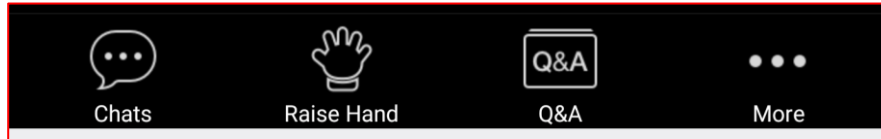


- Q & A
 - Raise question to the panelist by text
- Chat
 - View the public announcement
- Raise Hand (Very important)
 - Enquiry request
 - Unmute request
 - Support meeting motion

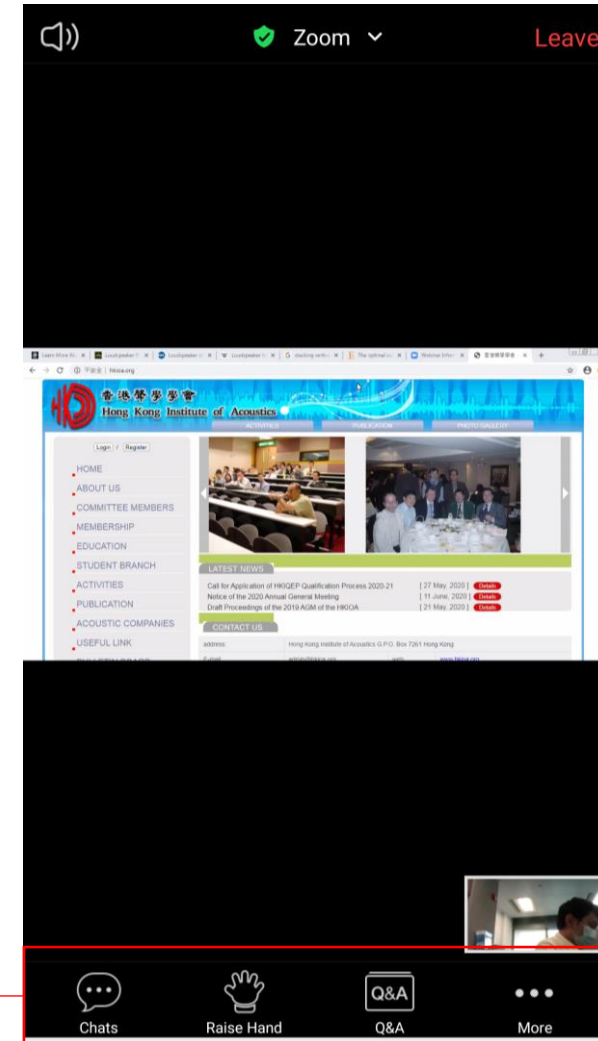


ZOOM virtual meeting interface

Mobile devices

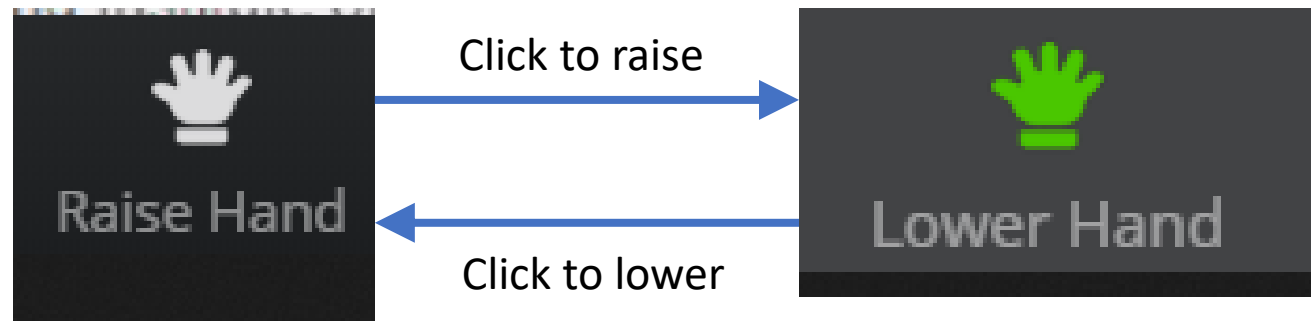


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Participating in AGM motion as proposer/second

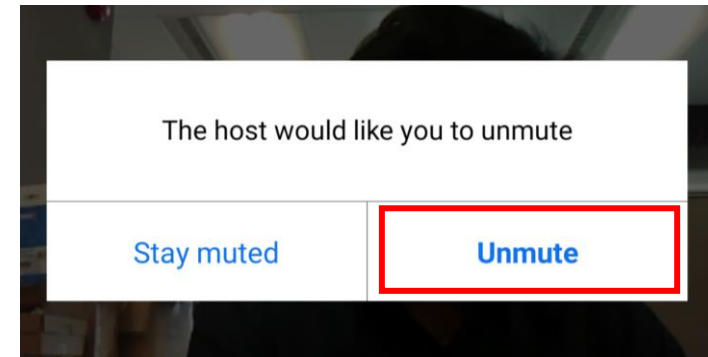
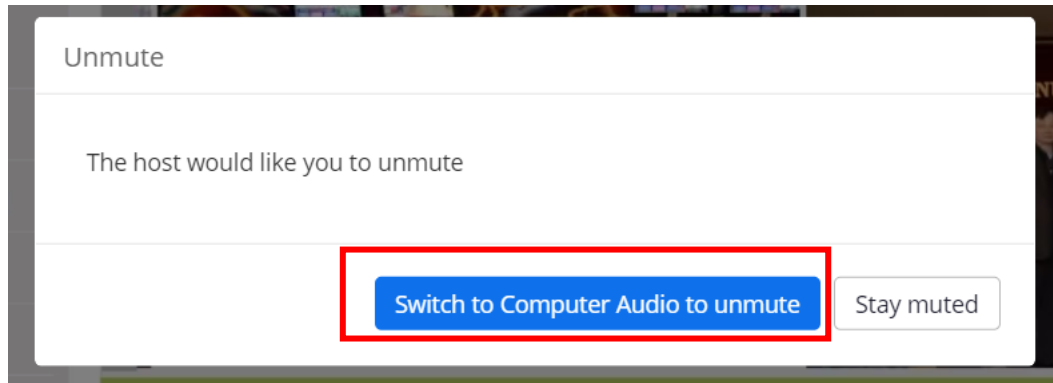
- The Hon Secretary will announce meeting motion and invite members to support.
- Use the “Raise Hand” function to participate as “proposer” or “second”.



- Hon Secretary will announce when the motion is completed and your hand will be lowered automatically by the panelist.

Raise comment/question by voice

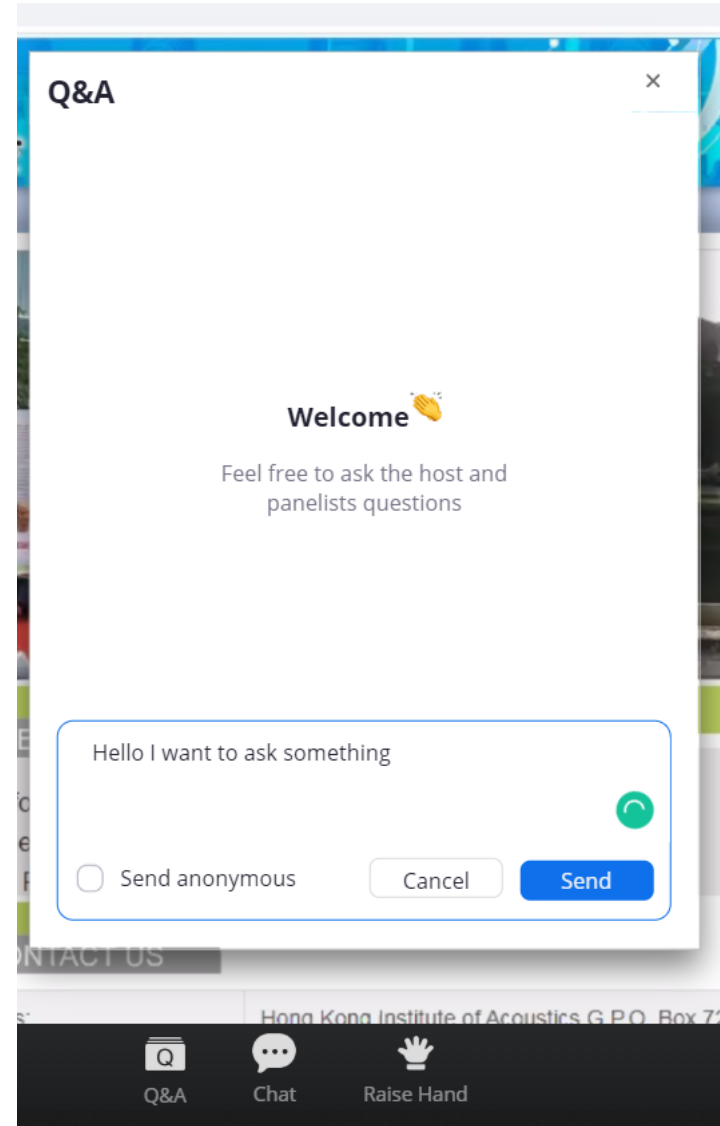
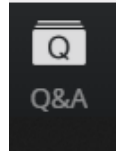
- The attendees' microphone is muted by default.
- Here is the procedure to raise comment/question by voice.
- 1. Click "Raise Hand" 
- 2. Confirm the unmute action



- 3. You may now talk.

Raise comment/question by text

- 1. Click on the Q&A button
- 2. Type in your comment/question
- 3. Send it out
- 4. Panelist will address the question



Leave the room when AGM completed

- Simply leave the room by clicking the “Leave Meeting” button

