TRAINING FOR THE VIRTUAL AGM

As you'll know now, this year's Nenthead Mines AGM meeting on 19th September is going to be held online via the video conferencing software service Zoom.

If you have not used this service before, this email invites you to 'attend' a trial meeting that we will initiate next Wednesday 9th September at 7 PM.

Steps to take before the trial meeting

Download the Zoom software to the device(s) you want to use to participate in the video conference.

    1 Go to the website zoom.us and follow the instruction to **SIGN UP, IT'S FREE**

    2 Complete the self-declared age verification check

    3 Complete the rest of the **SIGN UP** process and let the software install on your device. (Repeat 1-3 if you want to install Zoom on other devices too.)

When all is done, you will be able directly enter Zoom events organised by others who have sent you the event joining details. (You will also be able to create your own Zoom events for family or other purposes, if you want to.)

Note: If you don't go through the sign up process in advance then Zoom will require you to do it 'on the fly' when you try to join a scheduled event. This is OK, but it will add time pressure to your workload if you're doing this for the first time. Better to get this done with in advance, is our advice.

Joining the trial event on Wednesday 9th at 7 PM

Here's the information needed to join the trial event...

Zoom Meeting link https://us02web.zoom.us/j/2275215584

Meeting ID: 227 521 5584

Passcode:717291

A few minutes before the scheduled start time, simply click on the link and the software installed on your device will start 'making the call' for you. Follow the instructions on any pop-up windows that appear when the Zoom software starts up. Be patient - it sometimes takes a short while to connect.

If you have used Zoom before on the device you are trying to join with, then you'll likely just go straight through into the event after clicking on the link. On the other hand, if you are asked for the Meeting ID, then simply enter that information when asked for.

Once successfully connected, you and the host of the event will see that you are 'in the Waiting Room'. The host then has to flick a switch at their end to 'let you into the meeting'.

Once connected and being let into the meeting

When the host lets you into the meeting there will be more pop-ups telling you what's happening and perhaps some set-up options for you to choose.

Start by making sure that your video camera is selected 'ON' and that your microphone is 'UN-MUTED'. (You can change these again later during the event if you want to.)

Once you are in the event, you'll see a grid showing yours and everybody else's video camera views and you'll be able to talk to the group as a whole via your microphone.

This will be a try-out event so we'll take you through some of the features of the Zoom interface that'll be most useful to get you set up and ready for the AGM itself.

<u>Back-up assistance</u>

There's no pressure to get it all right the first time!

Give one of us a call - mobile numbers below - and we can talk you through the process in parallel with doing things online.

If the lines are engaged, wait a bit and try again - we'll probably be helping somebody else at that moment.

Andy Hopkirk   07377 418866
Joyce Jackson   07702 538709

As with all software packages, if the Zoom connection doesn't look like it's doing the right things, or taking too long to do anything, try closing it down and starting again from the link in the e-mail invitation!

Hope this is helpful,

Andy & Joyce