

# Anglican Family Care Virtual AGM User Guide: instructions for using Zoom Videoconferencing



*supporting Otago children and families for 50 years*

Anglican Family Care

Working together with Otago whānau to make change that inspires hope for a better future



# Anglican Family Care Virtual AGM User Guide: instructions for using Zoom Videoconferencing

If you are less familiar with Zoom, have a look at our [Zoom user guide](#) (we also have a link to it on our website at <https://anglicanfamilycare.org.nz/agm>)

**We recommend you print the above Zoom User guide if you need to have it handy.**

The Zoom user guide has a variety of tips e.g. how to join Zoom, change the way your screen looks (so you can see just the person speaking or everyone) and so on.



## What happens when I join the Zoom link for Anglican Family Care AGM?

[Here is the Zoom link to Anglican Family Care AGM](#) and it is also available on our website at <https://anglicanfamilycare.org.nz/agm> When you click on the link to join Zoom, choose **Open Zoom Meetings** on the pop-up window. If prompted, please enter passcode 275742. You will be then placed into a virtual waiting room and admitted into Anglican Family Care AGM Virtual

Meeting (Zoom) by the moderator. This is so that we can mark you off as attending.



If you already have a Zoom account and are comfortable using it, you can join Zoom by using the following Meeting Identification Number (ID):

**Meeting ID: 947 0402 6401**

**[You can also click on this direct link](#)**

**If you have problems with technology, you can still join via telephone:**

**Call 03 659 0603 and when prompted, key in the Meeting ID: 947 0402 6401 and press #.**

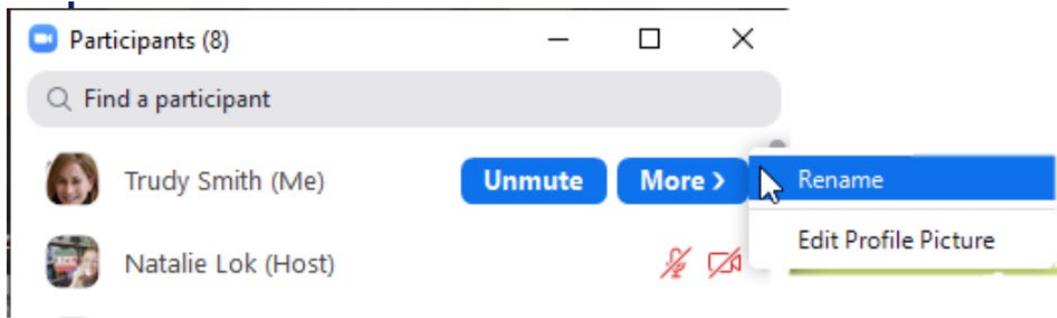
**When you are admitted, you will find that you are automatically muted.** This is to reduce noise and allow us to follow due process for anyone who wants to speak to a motion. It is going to be challenging to conduct things in the way we would normally, and it might feel much more distanced and detached. We will work to overcome this as much as we can and ensure that everyone who needs a say can speak. **If you want to unmute yourself temporarily, press the space bar on your keyboard.** When you stop pressing it, you will be muted again.

## Ensuring your Correct name is displayed on Zoom

**Please make sure your full name is displayed on your Zoom profile:** this is so we can note your attendance and call you by your correct name when you are unmuted. If you are using another person's Zoom account for the Anglican Family Care AGM, you can rename yourself for the meeting and then revert later.

**Step 1:** Click the **Participants** button and find your name

**Step 2:** Click on **More > Rename**



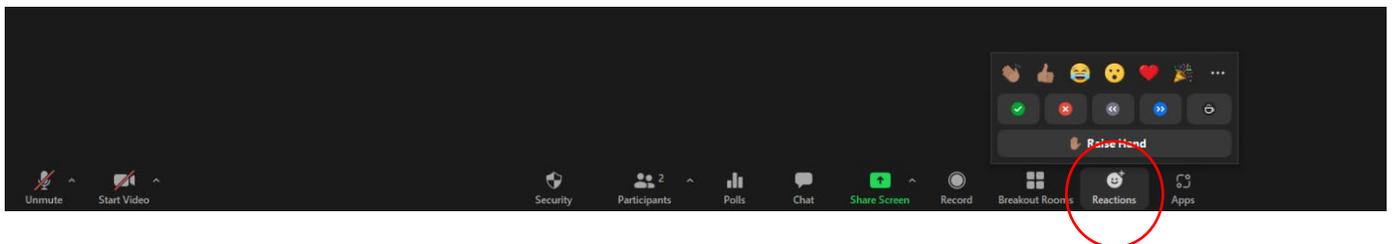
**Step 3:** Type in the name you want to use (please make sure this corresponds with your name you RSVPed under).

## How do I get someone’s attention at the Anglican Family Care AGM?

**Zoom has the equivalent of raising your hand if you want to speak.**

**Step 1:** Once you are in the Zoom meeting, have a look at the bottom of your screen (if you are on a personal computer) or the top of your screen (if using a phone or tablet/iPad). You will see a control panel that looks like this:

### Control panel for PC



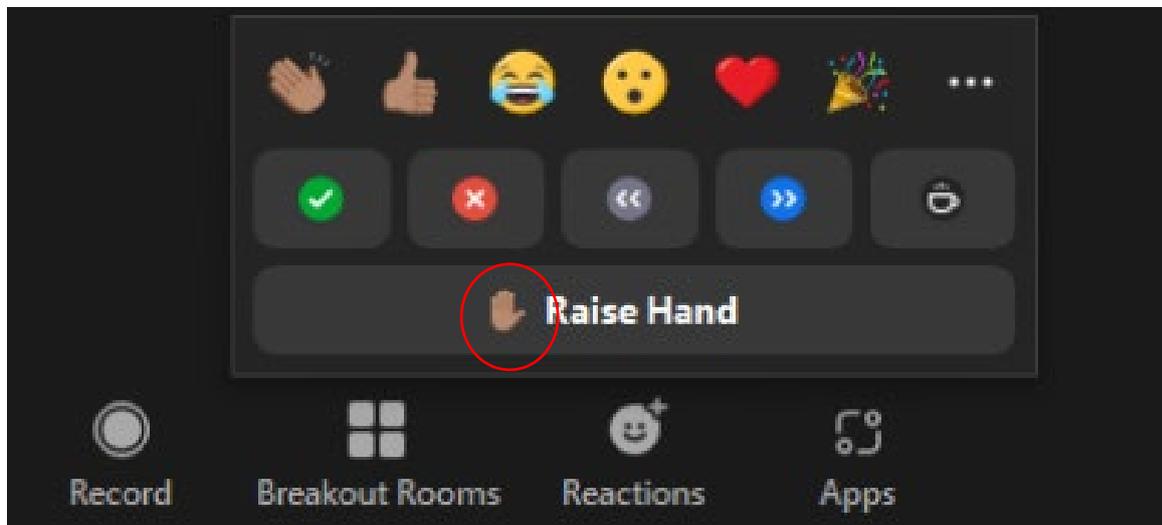
### Control panel for tablet/iPad or phone



**Step 2:** Click onto the Reactions button (Participants button for older versions) or the “More” button for phone/iPad as circled in the above images.

**Step 3: Raise Hand.** As per the image on the following page, click the Raise Hand icon to get the hosts attention. The host will be notified that you’ve raised your hand. If the host allows you to talk, you will be unmuted and signalled when it is your turn to speak. The host will lower your hand at their

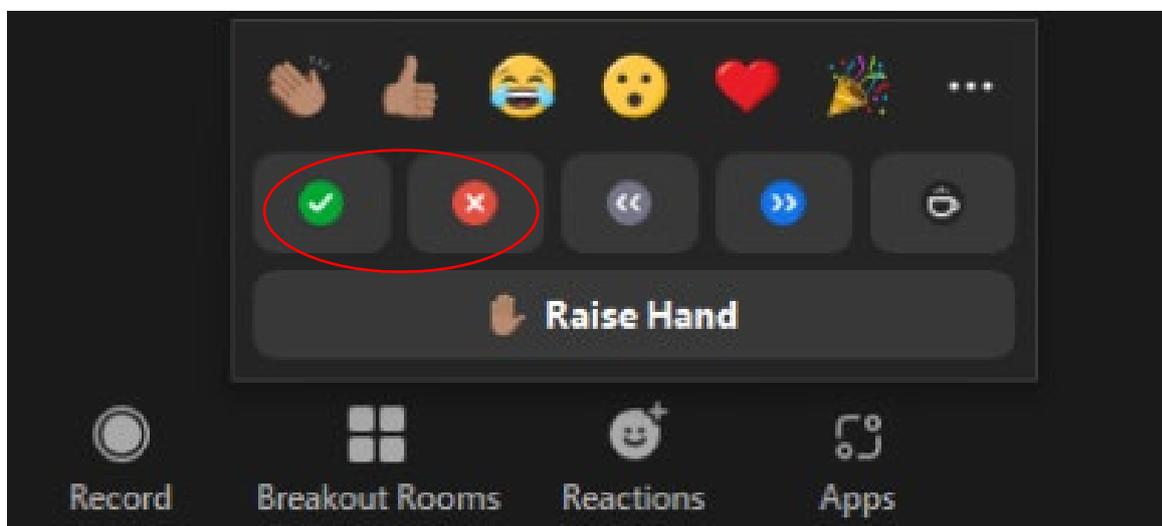
end – but if you change your mind, you can lower it yourself by clicking on the **Raise Hand** icon again. **We will acknowledge that we have seen your request and inform everyone the order of any speakers.**



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#### **Step 4:** Voting

When asked to vote, click on the 'yes (tick)' or 'no (cross)' icon.



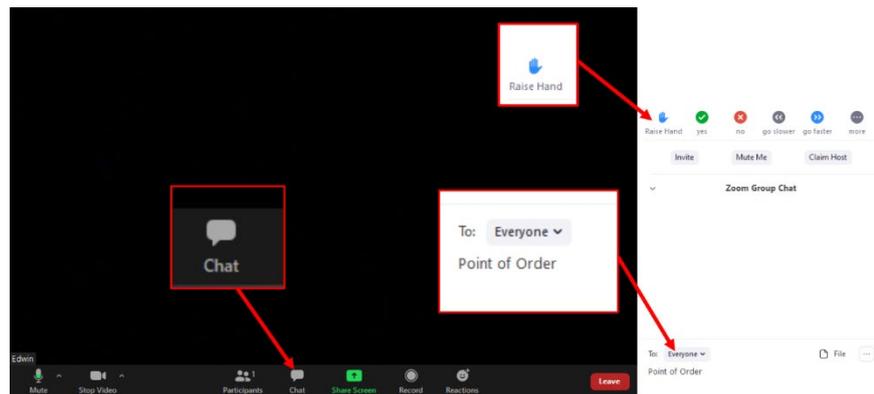
**Step 5:** Click the Reactions or Participants button again to close.

The host will clear all non-verbal icons when ready.

## How do I raise a Point of Order?

**Step 1:** Follow the Raising your Hand process in the previous section.

**Step 2:** Click the “Chat” icon, send a message to “Everyone” with the words “Point of Order”; press the “Enter” key on your keyboard to send the message.



The Host will monitor these messages and advise the Chairperson that a Point of Order has been raised. You will then be un-muted so you can speak.

## Got a problem?

You can contact us in two ways:

1. *During the Meeting:*

Via the CHAT facility on Zoom to AFC Anglican Family Care (make sure you choose the option to send a **private message** to us (find our name by clicking on the arrow beside the “To” prompt).

**Don't forget to press “Enter” to send your message** when you have typed it in)

2. *Before the Meeting:*

Telephone **03 477 0801** and we will transfer you to someone who can help you.

