

Reconciliation NSW

Instructions on how to access and vote in the Annual General Meeting

We encourage all participants to dial in via a mobile device or computer **NOT** a telephone device, to have their audio and camera switched on and their full and correct name entered.

Prior to the meeting:

Join the meeting up to 15 minutes before the meeting start time to test your setup, troubleshoot, or see how Teams works. Meeting organisers and participants won't be notified that you've joined the meeting until 15 minutes before the scheduled start time.

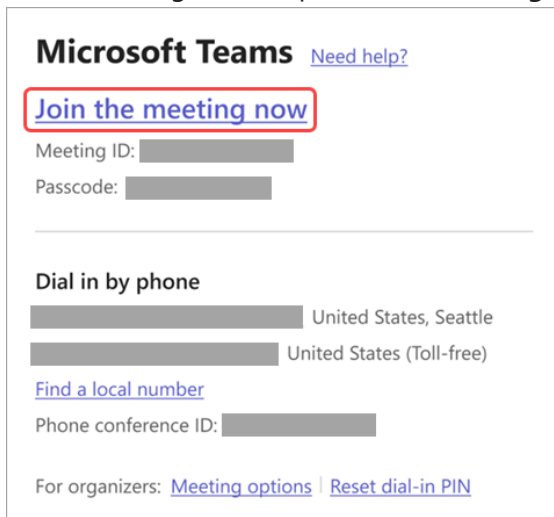
Instructions to access the meeting via mobile:

Mobile devices may include:

- Android smartphone/tablet
- Apple iPhone/iPad

Even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. Here's how:

1. In the meeting invite, tap **Join the meeting now**.

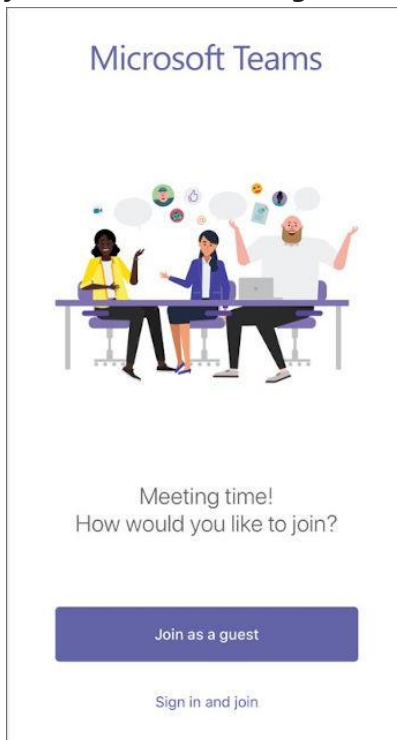


The screenshot shows the Microsoft Teams mobile app interface. At the top, it says "Microsoft Teams" with a "Need help?" link. Below that is a red-bordered button labeled "Join the meeting now". Underneath are fields for "Meeting ID:" and "Passcode:". A horizontal line separates this from the "Dial in by phone" section, which includes two phone numbers: "United States, Seattle" and "United States (Toll-free)", a "Find a local number" link, and a "Phone conference ID:" field. At the bottom, it says "For organizers: Meeting options | Reset dial-in PIN".

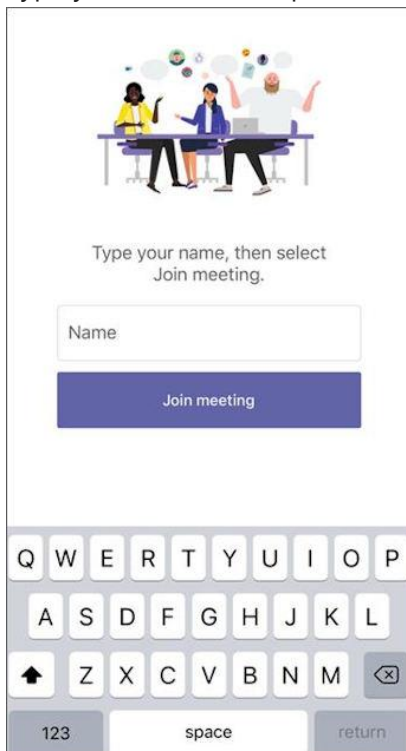
2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.
3. Download and open the app.
If you have an Android device, open the app right from the app store page.
If you have an iOS device, tap the meeting link again to open the app.

Teams will ask if it's okay to use your mic. Be sure to allow it so others in the meeting will be able to hear you.

- Next, you'll be given two options for joining your meeting: **Join as a guest** or **Sign in and join**. Choose **Join as a guest**.



- Type your name and tap **Join meeting**.

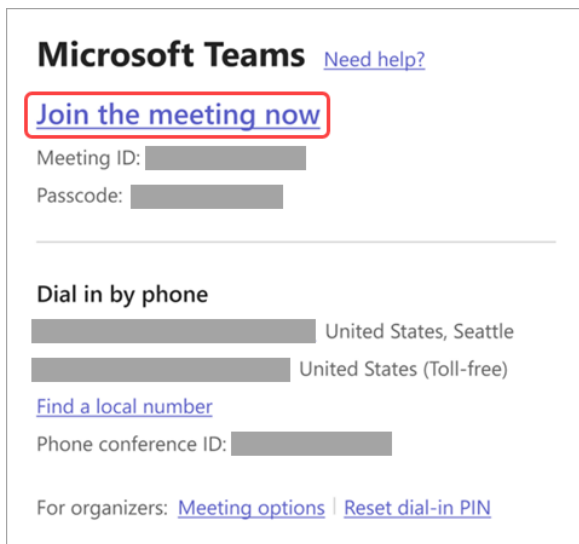


- You will be able to enter the meeting now.

Once you're in the meeting, you can turn your video or mic on or off by tapping on the centre of your screen to show the meeting controls. Tap again to hide them.

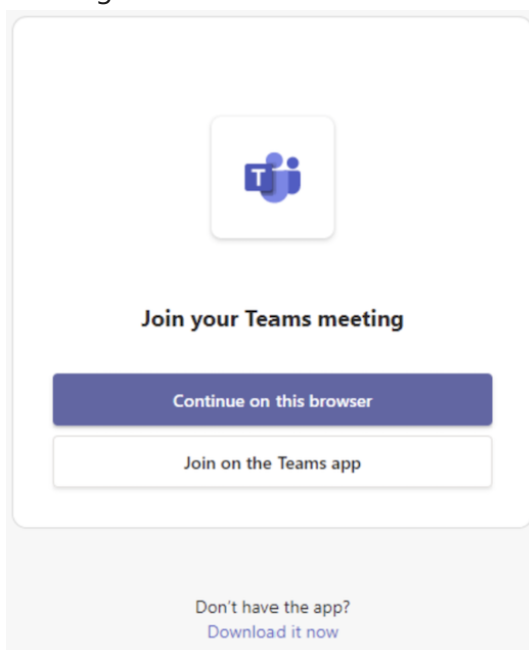
Instructions to access the meeting via desktop:

1. Go to the meeting invite and select **Join the meeting now**.



The screenshot shows the Microsoft Teams meeting join interface. At the top, it says "Microsoft Teams" with a "Need help?" link. Below that, the "Join the meeting now" button is highlighted with a red box. Underneath are input fields for "Meeting ID:" and "Passcode:". A horizontal line separates this from the "Dial in by phone" section, which includes a dropdown menu for location (currently showing "United States, Seattle"), a "Find a local number" link, and a "Phone conference ID:" field. At the bottom, there are links for "Meeting options" and "Reset dial-in PIN" for organizers.

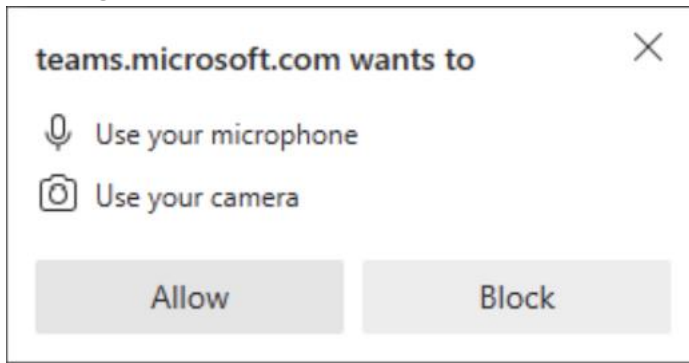
2. That'll open a web page, where you'll see two choices: **Continue on this browser** and **Join on the Teams app**. You don't need to install the Teams app to join the meeting.



The screenshot shows a page titled "Join your Teams meeting". At the top is the Teams logo. Below it are two buttons: a dark blue button labeled "Continue on this browser" and a white button with a grey border labeled "Join on the Teams app". At the bottom, there is a link that says "Don't have the app? Download it now".

3. If you join the meeting on your browser, Microsoft Edge or Google Chrome both work. Your browser may ask if it's okay for Teams to use your mic and camera. When you select **Allow**, you can always turn off your mic and/or video once you join the

meeting.




4. When you're ready, select **Join now**.
5. If you enter the meeting lobby, wait for someone in the meeting to admit you.


Instructions to participate in the meeting

Turn your camera on or off

To turn your camera on:

Select the dropdown arrow next to **Camera**  to preview your video, change your background, and more.

Select **Camera**  to turn it on.

To turn your camera off, select **Camera**  again.

Mute or unmute your mic

If you're already muted in a meeting and you'd like to speak:

Select the dropdown arrow next to **Mic**  to adjust your sound settings.

Select **Mic**  to turn it on.

To mute your mic, select **Mic** again.

Vote via raising your hand

Raise your hand to vote.

To raise or lower your hand:

Select **Raise** .

Others will see that your hand is raised, and in which order it was raised if others have their hands raised.

Express a reaction

React to something someone is saying during a meeting by choosing an emoji reaction.

To react in a meeting:

Select **React** .

Choose the emoji you want to express.

When you choose a reaction, the emoji will appear for a few seconds in the meeting window for participants to see.

Questions? Use the Q&A function

Please ask any questions via the Q&A function, should we not have time to answer all questions, you will receive an email response.