

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.

Instructions to access the meeting:

1 If joining from a mobile device

Mobile devices may include:

- Android smartphone/tablet
- Apple iPhone/iPad

Prior to the meeting:

1. Download the 'Zoom Cloud Meetings App'
 - a. [For Android Users, please click here.](#)
 - b. [For Apple Users, please click here.](#)

On the day of the meeting:

2. Please click on this link: <https://us02web.zoom.us/j/88310640020>

You will be automatically redirected to the App on your device and prompted to log in.

2 If joining from a computer

Computers may include:

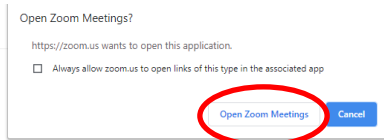
- Laptop/desktop device

Prior to the meeting:

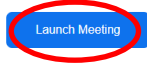
1. [Download the 'Zoom Cloud Meetings Launcher' by clicking here.](#)

On the day of the meeting:

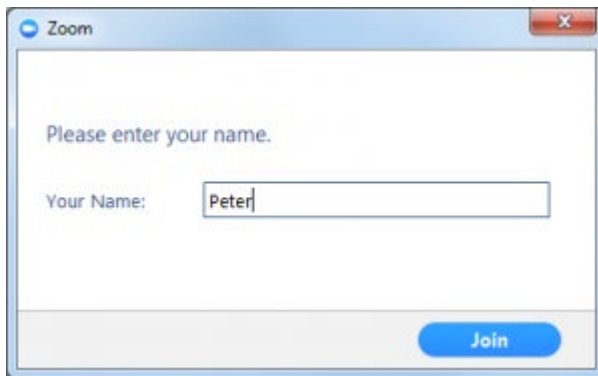
1. Please click on this link: <https://us02web.zoom.us/j/88310640020>
2. Please click on either 'Open Zoom Meetings' or 'Launch Meeting'.



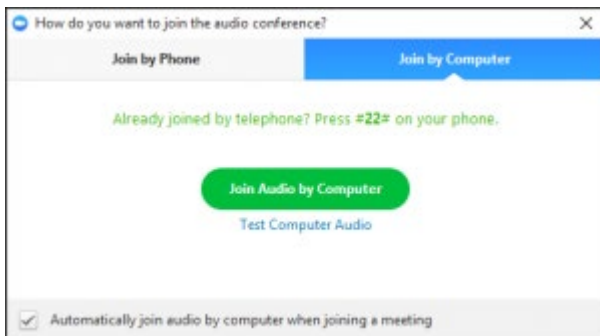
Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below.



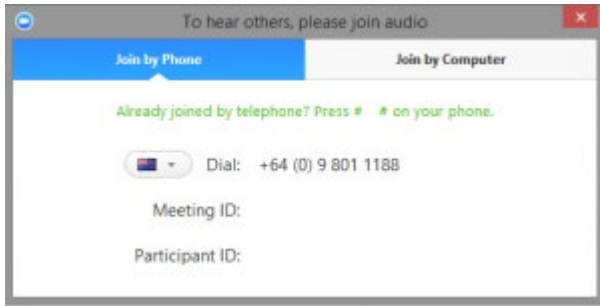
3. Prior to entering the meeting, you will be prompted to enter a display name. This name will be used to identify you in the meeting so it is important you enter your full and correct name e.g. 'John Smith'



4. **Recommended:** Click 'Join Audio by computer'. (TIP: by ticking the "Automatically join audio by computer..." option box first, will mean you won't get prompted again in the future).



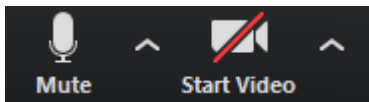
5. **In case of emergency:** If you are unable to join with computer audio, you may also join on your computer and connect with the audio on your phone. For this option, click the 'Join By Phone tab' when the audio pop-up window appears (see example below). This will display the Aus dial in number for you as well as the Meeting ID to enter and your Participant ID.



Instructions to participate in the meeting:

1. Audio or camera on/off

To do this simply click on the camera or microphone icon at the bottom of the Zoom window. A red diagonal line through the icon shows that your audio/video is currently turned OFF in Zoom.

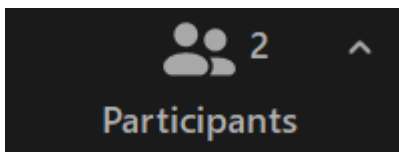


2. Raising your hand

In lieu of in-person 'show of hands' voting, we will be conducting a virtual 'show of hands' vote.

To use the 'Raise Hand' facility:

- a) Display the 'participants' tool bar by hovering your cursor over the Zoom window so it appears and select the 'Participants' icon.



- b) A window listing the other participants will appear. At the bottom of this list, there is a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.



Raise Hand

- c) While your hand is raised, the icon should have an outline as below. If you wish to lower your hand, simply click the 'Raise Hand' icon again.



Raise Hand

d) When your hand is raised, this will be reflected in the list of participants as below.



Participants (2)



Billy Weeks (Me)

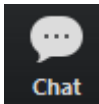


3. Using 'chat'

You can use the 'Chat' facility to send text chat to all participants or privately to specific participants. It is another way for you to ask questions and participate within the meeting.

To use the 'Raise Hand' facility:

- a) Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.



- b) A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.

