

## Zoom Instructions

The information below provides a step by step instruction on how to join the meeting.

### Zoom

The AGM will be streamed as a live event on Zoom. If you have a desktop or laptop with internet access you can watch the event through your usual web browser such as Chrome, Firefox or Edge.

The link for the event will be available before the event at [www.zsl.org/annual-general-meeting](http://www.zsl.org/annual-general-meeting)

Please log into the event prior to the designated time, no more than a few minutes before the event. Enough time to make a cup of tea!

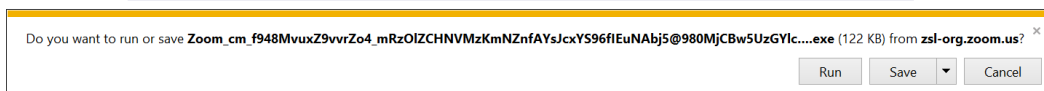
### How to join through an internet browser (download required)

1. Click on the link supplied by Fellowship
2. The page will open with a pop out



Once you install Zoom Client, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)



3. Select run to install the software.
4. It will then ask for your name for the meeting.

Join Meeting

Your Name

Remember my name for future meetings

By clicking "Join", you agree to our [Terms of Services](#) and [Privacy Statement](#)





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London, NW1 4ry  
zsl.org**

5. Enter your name and select join
6. If the event has started, you will be admitted straight away. If the event has not started you will be held in the waiting area below until the meeting starts.

The webinar is scheduled for 2021/11/10

Start 8:00 PM

ZSL's 192 Annual General Meeting

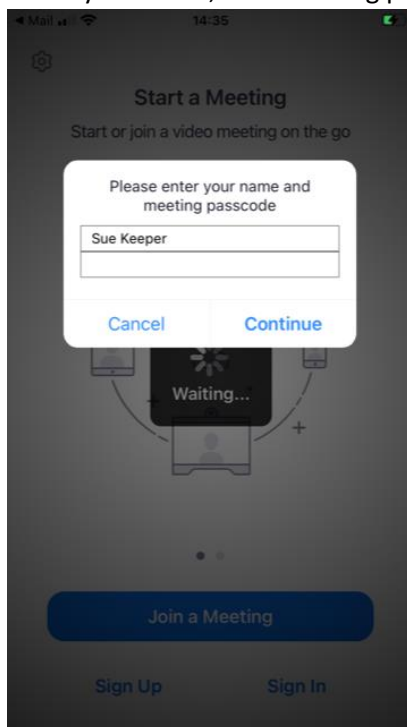
### **How to join using a smartphone or tablet (download required)**

If you are using a smartphone or tablet you will need to download the Zoom App. You cannot access the online event without the app. You will not be required to sign up or register for anything and the app is free.

1. To get the app you will need to go through the app store on your device. For android this will be in the play store (below left) and for apple devices this will be the app store (below right).

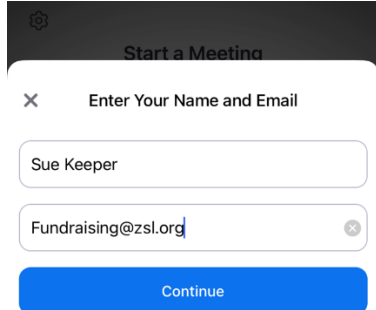


2. Search for Zoom and download and install the app (above right). Ensure the developer is Zoom.
3. The link for the meeting will be sent to all Fellows prior to the AGM. On the date of the event click on the link within your email, the following page will open.



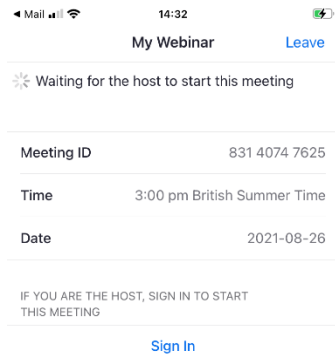
4. Enter your name and password for the event, Fellows21. Then select continue.

5. Zoom will then ask for your name and email address (below). Fill in the details and press enter.



The screenshot shows the 'Start a Meeting' screen in Zoom. At the top, it says 'Start a Meeting' with a close button (X). Below that, it says 'Enter Your Name and Email'. There are two input fields: the first contains 'Sue Keeper' and the second contains 'Fundraising@zsl.org'. At the bottom, there is a blue 'Continue' button.

6. If the event has not started yet, it will add you to a "holding area" (below) waiting for the event to start:



The screenshot shows the 'My Webinar' screen in Zoom. At the top, it says 'My Webinar' with a 'Leave' button. Below that, it says 'Waiting for the host to start this meeting'. There is a table with the following information:

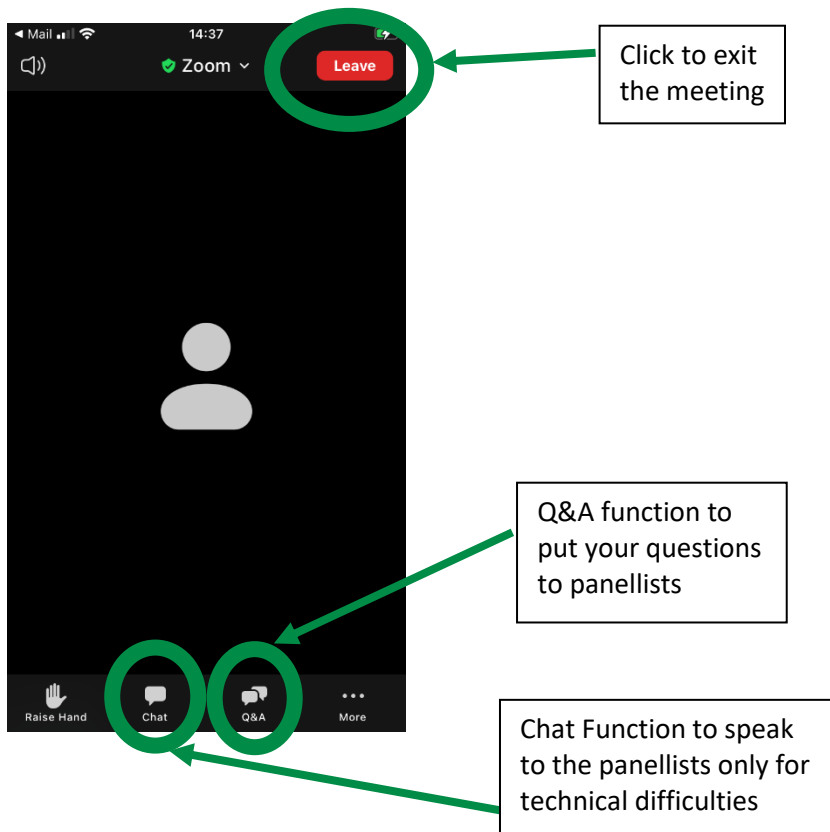
Meeting ID	831 4074 7625
Time	3:00 pm British Summer Time
Date	2021-08-26

Below the table, it says 'IF YOU ARE THE HOST, SIGN IN TO START THIS MEETING' with a 'Sign In' button.

7. When the meeting goes you live the screen will appear with our hosts and panellists.

### Functions on Zoom

Zoom has a number of functions to use through out the evening.



The screenshot shows the Zoom meeting controls. The 'Leave' button is circled in green and has a callout box that says 'Click to exit the meeting'. The 'Chat' and 'Q&A' buttons are also circled in green. Callout boxes point to these buttons: 'Q&A function to put your questions to panellists' points to the Q&A button, and 'Chat Function to speak to the panellists only for technical difficulties' points to the Chat button.



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During points of the evening polls for Fellows votes will come up on the screen. Simply select your chosen answer and press submit.

O2 WiFiCall 14:38

Close Poll Detail

### Untitled Poll

1. Did you find it easy to log in?  
(Single Choice) \*

Yes

No

0 of 1 answered

[Who can see your responses?](#)