

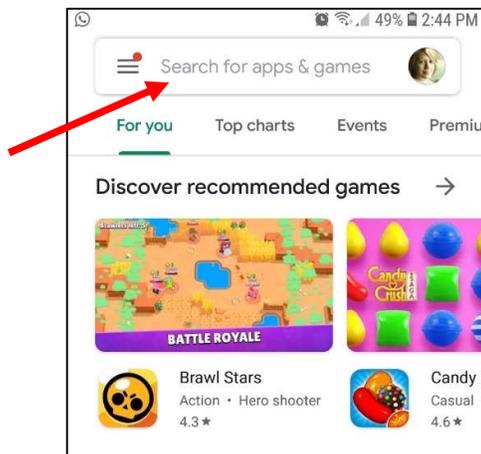
## INSTRUCTIONS FOR ANDROID PHONE OR TABLET

### How to download Zoom and join a meeting

1. Open the Play Store app on your phone or tablet



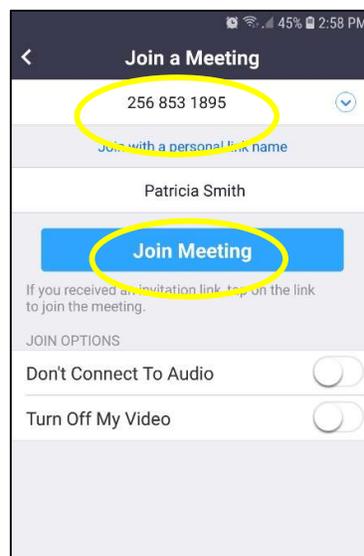
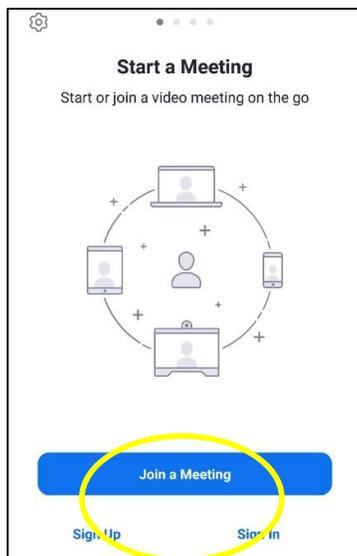
2. Type in 'Zoom' in the search bar at the top and search for it by clicking on the magnifying glass



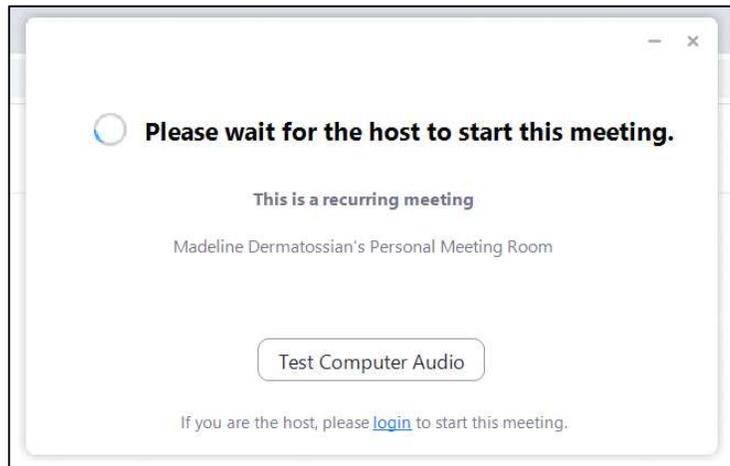
3. Select *Zoom Cloud Meetings* and click on the green “Install” Button
4. Once Zoom has been downloaded and installed on your device, select the green “Open” button.



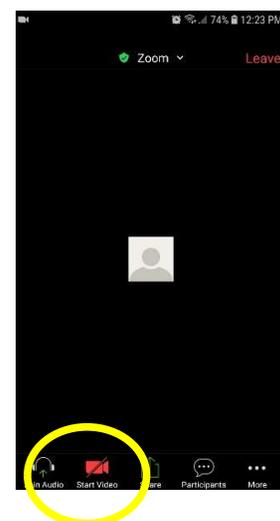
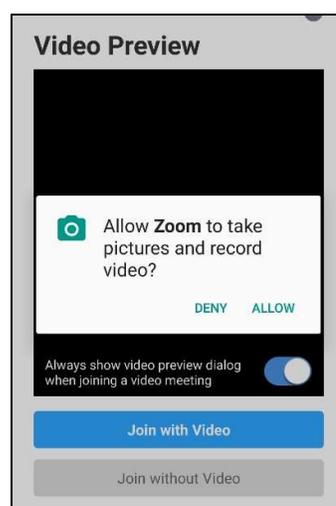
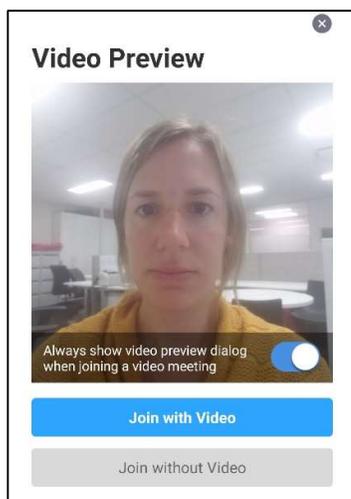
5. Click on the blue “Join a meeting” button.
6. Enter the Meeting ID for the AGM [**256 853 1895**] and enter your full name. You do not need to enter a password. Then select the blue “Join Meeting” button.



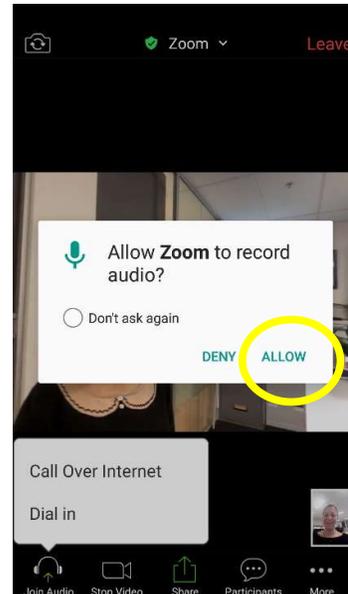
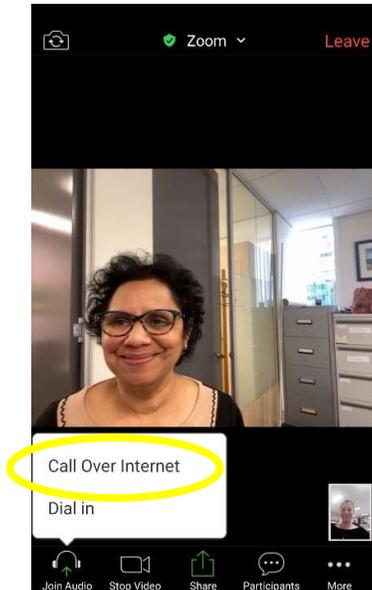
7. You will then be placed in a 'waiting room' pending confirmation before you are allowed to enter the AGM by the host.



8. When the host adds you to the meeting, click on the blue "Join with video button". Then click on "Allow" if prompted the question "Allow Zoom to take pictures and record video?" If you have already entered the meeting without your video turned on, you can click on the red "Start Video" Icon in the bottom left corner.



- When you would like to speak at the AGM, you can join with audio by clicking on the “Join Audio” Icon in the bottom left corner.
- Choose “Call over internet” and then select “Allow” when asked “Allow Zoom to record audio?”



- The “host” will advise you if they choose to mute or unmute all participants at the meeting. When muted, you can hear the speaker but the speaker cannot hear you. If you need to comment at the meeting, you can unmute yourself, by clicking on the red “Unmute” symbol in the bottom left corner.
- If you need to leave the meeting before it ends, you can choose to exit by selecting the button ‘Leave’ in the top right corner of the screen. The meeting will remain active even though you choose to leave.

