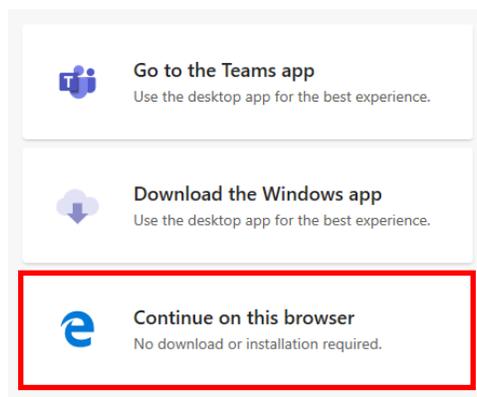




Joining our Virtual Annual General Meeting

Joining our virtual Annual General Meeting is simple and easy using the Microsoft Teams application. If you are planning to join using a desktop computer or laptop and will be using the Google Chrome or Microsoft Edge web browser, you will be able to do so without making any additional downloads. You may be prompted to select your method of joining the meeting; if using Google Chrome or Microsoft Edge, simply click “Continue on this browser” to be connected to the meeting:



To install the Microsoft Teams app for your desktop or laptop computer, proceed to this [link](#). Follow the instructions provided to complete the installation.

To install the Microsoft Teams app for your mobile device (i.e. Apple or Android), access the App Store or Google Play Store on your mobile device and search for “Microsoft Teams.” Once you have located the app, click “Install” or “Get” and follow the installation instructions.

Once you have installed the application on your device (e.g. desktop computer, laptop, or mobile device), simply click the meeting link received in your email, which says “[Click here to join the meeting.](#)”

Upon joining the meeting, you will be placed into the virtual lobby and you may be prompted to input your name. Please input your legal first and last names. Once our staff have been able to verify your identity against our list of registrants, you will be admitted to the meeting.

Please ensure that you join the meeting at least 5 minutes before the start time.

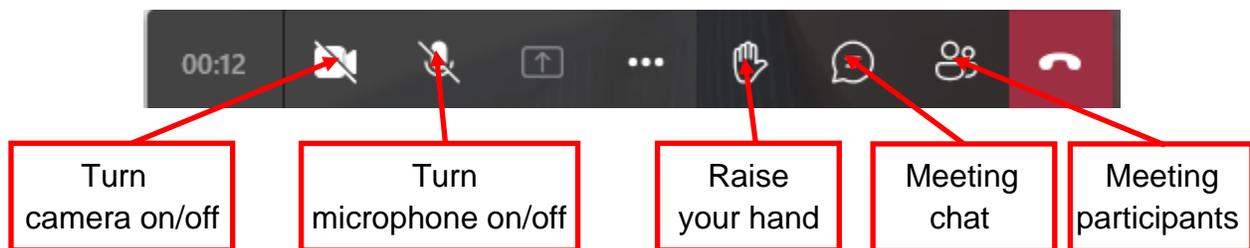


Functionality in the Meeting

Once you've been admitted to the meeting, additional functionality to allow you to interact will be available. How you access the additional functionality depends on how you've joined the meeting.

Desktop Computer or Laptop:

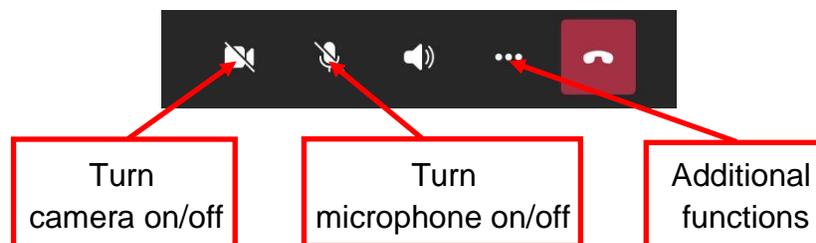
If you've joined using a desktop computer or laptop, simply hover your cursor over the bottom portion of the screen to reveal the function menu:



Note: voting on resolutions will be presented through a polling feature in the meeting chat, so **please** ensure you are familiar with accessing the meeting chat function.

Smartphone or Tablet:

If you've joined using a smartphone or tablet, you may need to tap your screen to reveal the function menu:

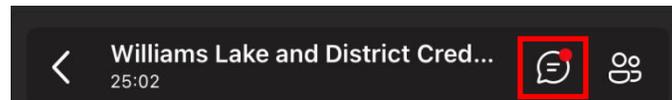


By clicking the three dots to access the additional functions, you'll see a list of functions available. The only function you will likely need to use is the "Raise my hand" function, if you wish to ask a question.





In addition to these functions, the meeting chat is accessed by tapping your screen and clicking the chat icon at the top of your screen:



Note: voting on resolutions will be presented through a polling feature in the meeting chat, so **please** ensure you are familiar with accessing the meeting chat function

Virtual Meeting Etiquette

Virtual meetings allow for individuals to connect across a wide geographic area, but these meetings can lose their effectiveness if basic etiquette isn't followed. For that reason, the following etiquette guidelines are in place:

1. Please remain muted unless you have been acknowledged by the Chair to speak.
2. Please use the "Raise your hand" function if you wish to speak.
 - a. The Chair will acknowledge you when you may speak.
 - b. Please wait to be acknowledged prior to unmuting yourself.
 - c. Once you've unmuted yourself, please begin by slowly and clearly stating your full name for the meeting minutes.
 - d. Once you're done speaking, please mute yourself and lower your hand.
3. Please activate your camera (if so equipped) while you are speaking.
4. Please use the meeting chat to pose questions, rather than to carry on individual conversations.

Technical Support

Please note that the Credit Union has very limited information technology resources and cannot provide individual technical support. In order to enjoy a seamless meeting experience, please take the steps outlined above to prepare yourself for joining the meeting and **test your connection** at least once prior to the meeting.