



Amnesty International USA's Virtual Annual General Meeting



Join us for content and connection.



NAVIGATING ZOOM ON A COMPUTER

We encourage attendees to download Zoom from <https://zoom.us/download> a couple of days before their session and to familiarize themselves with the below instructions. Please send any questions to eventsupport@aiusa.org.

Accessing Zoom



Once you officially sign up for our Virtual AGM and indicate which sessions you would like to attend, you will receive meeting links for these specific sessions. We encourage folks to log on 10 minutes prior to each meeting for a quick tech support session.

You might be directed to download the Zoom app. This is a safe, free app that will make Virtual AGM a smoother experience.

How to Use the Chat Box



While the session is going on, you have the option to chat with anyone in the meeting. Towards the bottom center of the meeting portal, there is chat box feature. Once you click on this you will be directed to the chat box where you can connect with others.

The default chat recipient is the entire meeting, so if you would like to send a personalized message, you need to switch the recipient from *Everyone* to a specific attendee.

How to Enable/Disable Your Own Video



If you don't want your camera to be on, you can turn it off while still participating in the meeting. At the bottom left corner there is a *Video* feature. If you click on it, your camera will turn off. If you click on it again, your camera will turn on.

How to Enable/Disable Your Own Microphone



Likewise, you can mute yourself and still participate. At the bottom left corner there is a *Microphone* feature. If you click on it, your microphone will turn off. If you click on it again, your microphone will turn on.

How to Raise Your Hand or Give Another Form of Nonverbal Feedback



To raise your hand, first click on the *Participants* feature at the bottom of your dashboard. Then, on the bottom right hand side, there will be an option to raise your hand. To give a thumbs up or to virtually clap your hands, click on the smiley face on the bottom right hand side, and choose your desired reaction.

How to Participate in a Live Poll



To answer the live polls that will be conducted during these sessions, wait for the poll to pop up on the screen and click or type on your desired answer. These polls are anonymous.



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NAVIGATING ZOOM ON A SMARTPHONE

If you would like to use Zoom on your smartphone, you can download the Zoom App on your respective app store. All desktop features can be accessed through your phone. This app is free of charge.

Please send any questions to eventsupport@aiusa.org.

Accessing Zoom



Once you download the mobile app, you will be prompted to sign up or sign in. We encourage folks to log on 10 minutes prior to each meeting for a quick tech support session.

How to Use the Chat Box



To initiate a chat, simply tap on the screen to make the control bar appear. Tap on *Participants* and scroll to the bottom to tap the *Chat* option. The default chat recipient is the entire meeting, so if you would like to send a personalized message, you need to switch the recipient from *Everyone* to a specific attendee. If someone else sends a message to the chat, it will appear at the bottom of the screen.

How to Enable/Disable Your Own Video



If you don't want your camera to be on, you can turn it off while still participating in the meeting. First tap your screen to enable your control bar. At the bottom left corner there is a *Video* feature. If you tap on it, your camera will turn off. If you tap on it again, your camera will turn back on.

How to Enable/Disable Your Own Microphone



Likewise, you can mute yourself and still participate. At the bottom left corner of the control bar there is a *Microphone* feature. If you tap on it, your microphone will turn off. If you tap on it again, your microphone will turn on.

How to Raise Your Hand or Give Another Form of Nonverbal Feedback



To raise your hand, first tap on the *Participants* feature at the bottom of the control bar. Then, on the bottom right hand side, there will be an option to raise your hand. To give a thumbs up or to virtually clap your hands, tap *More* on the bottom right hand side, and choose your desired reaction.

How to Participate in a Live Poll



To answer the live polls that will be conducted during these sessions, wait for the poll to pop up on the screen and tap your desired answer. These polls are anonymous.