

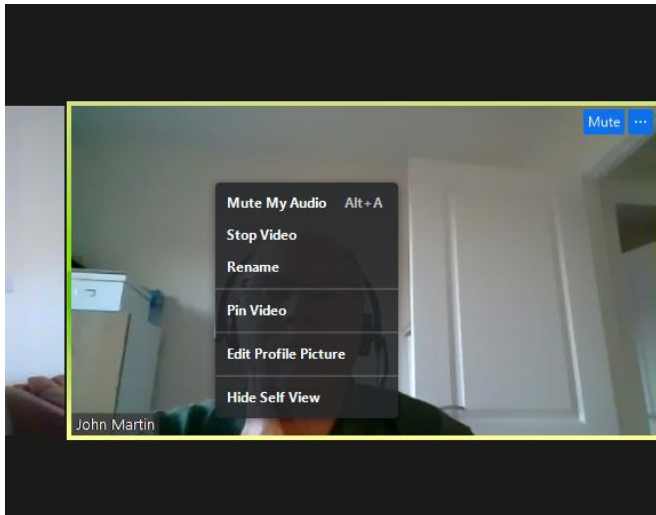


Tips for using the Zoom videoconference service

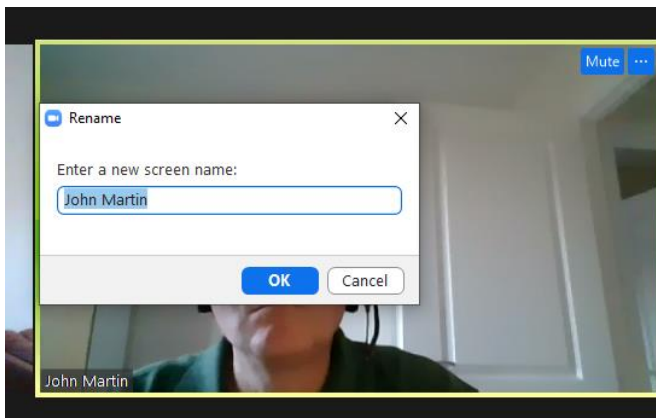
To help take the register of attendees at the Guild Annual General Meeting we request that everyone sets their Zoom profile to include both your full name and tower or branch.

How to rename your Zoom profile

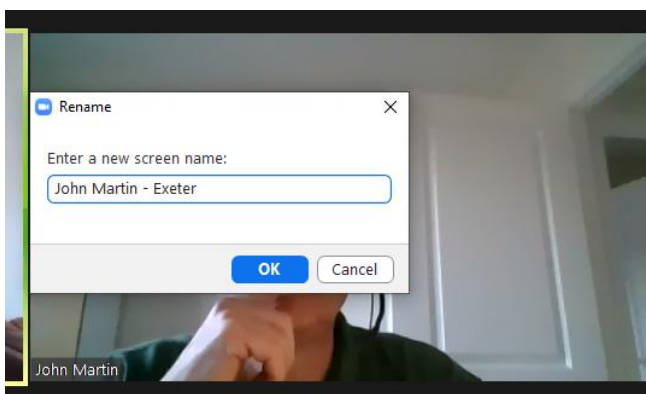
Select your picture in the Zoom app, **right click** and choose Rename :



Enter your full name and tower in the Rename box that appears :



When updated click on OK to save your updated profile name.

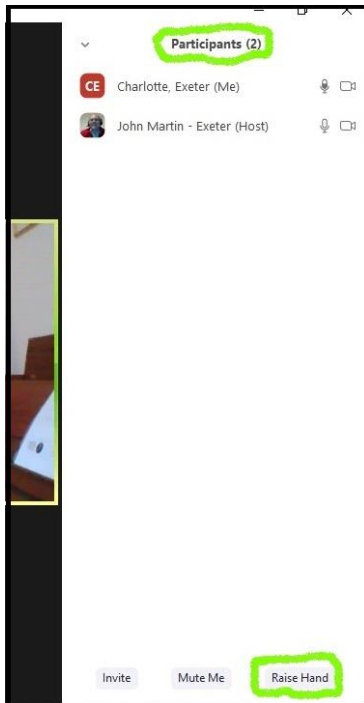


How to raise your hand

We will be using the Zoom “raise hand” facility to allow you to cast a vote at the meeting.

Please note you should only raise your hand if you wish to vote against any proposal.

If you are using Zoom on a laptop computer you will find the “raise hand” button as shown at the bottom of the Participants list :



If you are using Zoom on a mobile phone or tablet device you will find the “raise hand” button under the More option as shown below :

