



## Instructions for Using Zoom to Join the FCA AGM:

### General:

- Zoom requires the use of your computer's microphone and video camera. If you have an application running that uses these services, such as Skype, make sure that you terminate the application or log out. Otherwise, Zoom will not be able to let you connect.
- Although Zoom supports connecting without downloading any software, the features are limited and we are requiring that you use the Zoom Client for Meetings. It can be downloaded and installed before the meeting: <https://zoom.us/download>. If you wait until the time of the meeting, you will be prompted to download the software before you can connect.
- Once the Zoom client is downloaded and installed, it will ask you to sign in or create an account. You DO NOT need to create an account to join the meeting. You can simply exit and wait until it is time to join the meeting.

### Attending the Virtual AGM meeting:

- The email to which these instructions are attached contains a link that will allow you to register. It looks like this:


You are invited to a Zoom meeting.  
When: Nov 18, 2020 07:00 PM Pacific Time (US and Canada)

Register in advance for this meeting:  
[https://zoom.us/meeting/register/tJwsdeqrqTMrGdEFC3tYlh8\\_Rds4i2000S1n](https://zoom.us/meeting/register/tJwsdeqrqTMrGdEFC3tYlh8_Rds4i2000S1n)

After registering, you will receive a confirmation email containing information about joining the meeting.

- If there is more than one FCA member in the household and each member wants to vote, then each should register and each be connected on a separate device.
- Note that Zoom is supported on computers, phones and tablets.
- When you click on the link, you will see:

Meeting Registration



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**Topic**      FCA Annual General Meeting  
**Description**      AGM followed by "Where Have All The Insects Gone?"  
**Time**      Nov 18, 2020 07:00 PM in Pacific Time (US and Canada)

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**First Name\***       **Last Name\***   
**Email Address\***       **Confirm Email Address\***


\* Required information

[Register](#)

- Enter your name and email address and hit "Register".
- You may be asked to enter a Captcha Code to eliminate automated registrations.
- You will then get a screen that looks like this:

Meeting Registration Pending Approval

**Topic**      FCA Annual General Meeting  
**Description**      AGM followed by "Where Have All The Insects Gone?"  
**Time**      Nov 18, 2020 07:00 PM in Pacific Time (US and Canada)  
**Meeting ID:**      981 2337 8135



Your registration request for this meeting has been submitted to the host for approval. You will receive an email regarding your registration status.

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**To Cancel This Registration**

You can [cancel](#) your registration at any time.

- Note that your registration is pending approval by Bob. It may be a few hours later, but you will receive an email as follows:

## FCA Annual General Meeting Confirmation Inbox x

**Bob Lucy** <no-reply@zoom.us>

to me ▾

Hi Your Name,

Thank you for registering for "FCA Annual General Meeting".

Please submit any questions to: [president@falaise.ca](mailto:president@falaise.ca)

Date Time: Nov 18, 2020 07:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

- Note that this email contains a link "Click here to Join". Near the time of the meeting, you will click on this link to see:

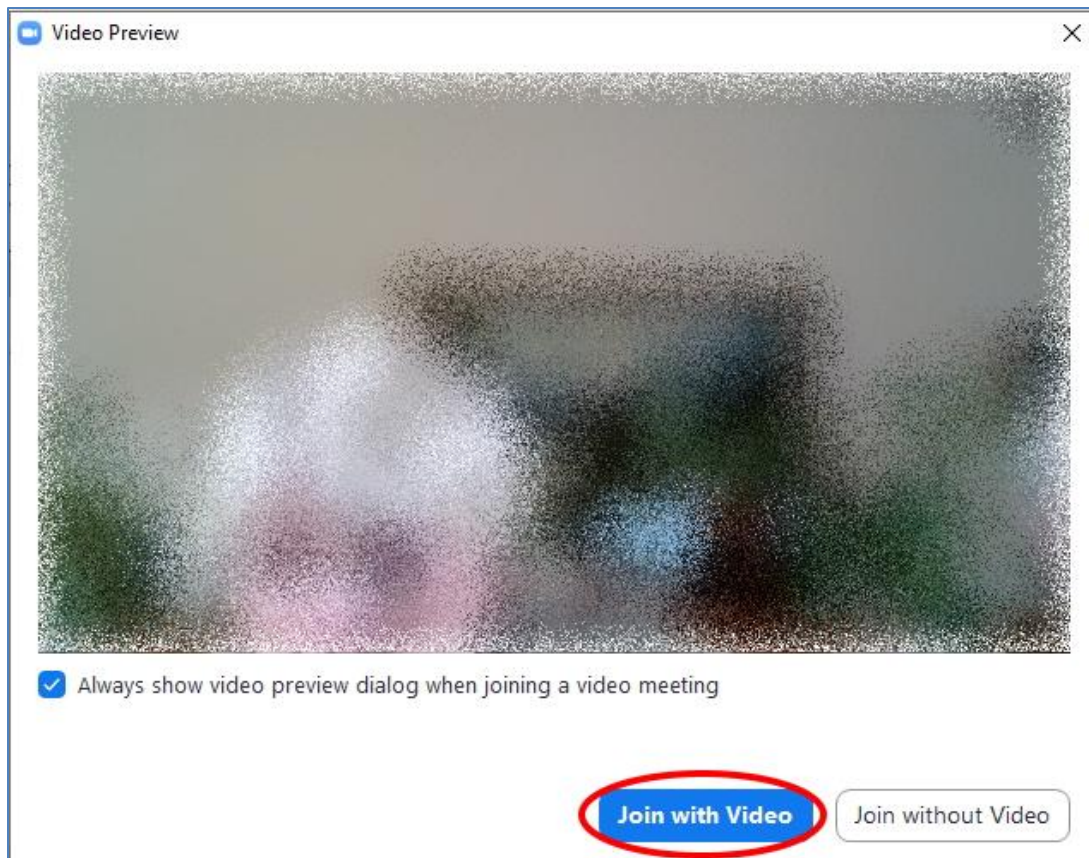
When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

- Click on "Open Zoom Meetings"
- You will then see a screen like this:



- Click on "Join a Meeting".
- Bob will get a notification that you wish to join the meeting and he will give you access.
- **You DO NOT need to sign in or enter any code.**
- If you've been using Zoom, it may be that you immediately see this screen:



- If so, you can immediately click on “Join with Video”.
- If you have trouble joining, please phone Bob at 250-479-6184.

New to Zoom:

If you have not used Zoom before, or are not sure how to connect, Bob can set up a test and help guide you through the process some time before the AGM. Call Bob or send him an email to arrange a suitable time.