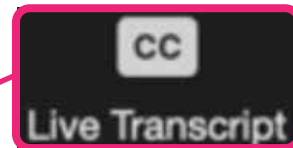




How to Turn on Closed Captioning

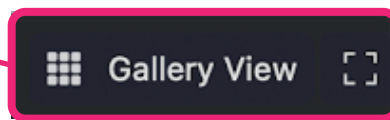
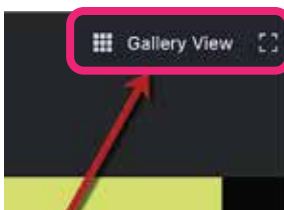
1. Hear Québec's Zoom account has been upgraded to include automated, computer-generated captions to improve accessibility throughout the AGM.
2. To turn on closed captioning, click the **CC Live Transcript** icon on the bottom right-hand side of your Zoom screen.



3. Video: <https://support.zoom.us/hc/en-us/articles/207279736-Getting-Started-with-Closed-Captioning>

How to Change the Screen Layout

1. You can change your screen layout by clicking the icon in the upper right-hand corner.



2. You have two options
 - a. Speaker view:

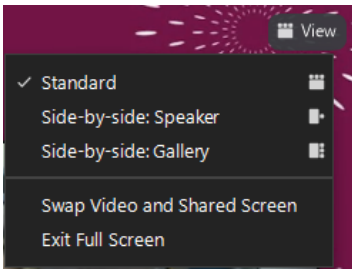


- b. Gallery view:



How to Change the Screen Layout When Slides are Being Presented

1. To change your screen layout while there is a slideshow being presented, go to the upper right-hand corner and click the button that says "View".



2. A drop down menu will come down with your options
You can choose:
Standard

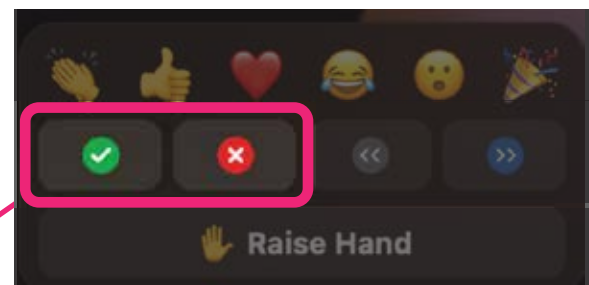
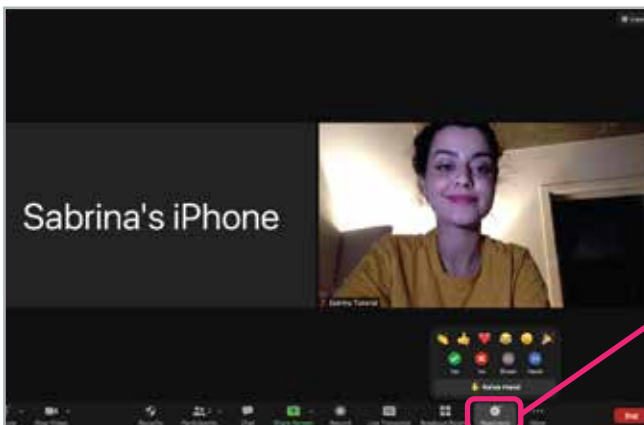
Side-by-side: Speaker

Side-by-side: Gallery



How to Approve Documents on Zoom

1. Throughout the AGM, you will be asked to give non-verbal feedback as we vote on various sections of the AGM report.
2. To do this, click the **Reactions** button in the toolbar at the bottom of your screen.



3. When asked to vote, you can choose between the "Yes" (green check mark) button or "No" (red X) button. Respond by moving your cursor over the desired icon (the yes or no symbol) and clicking.
4. Please only click once.

How to Vote Using a Poll on Zoom

1. You will be asked to elect new board members at this AGM. To do this, you will be asked to answer a poll.
2. The poll will pop up on your screen and will look like this:



3. **Do not click the X button** on the top left of the poll text box. This will close the poll.
4. There will be 4 questions. If you do not see all 4 questions, scroll down on the poll text box. The remaining question(s) will be there.
5. Once you click on each of your answers, the submit button on the bottom centre of the poll text box will turn red. Press the submit button to complete the poll.

Submit

How to Use Emojis and Reactions on Zoom

1. Click on the **Reactions** button on the toolbar
2. Click either the clapping icon, the thumbs up, the heart, the laughing emoji, the surprised emoji, or the celebration icon
3. Reactions will disappear after 10 seconds

