**zoom**
How-To

How to turn on Closed Captioning

1. Hear Québec has hired a third-party closed captioning company to help with our accessibility throughout the AGM.

2. To turn on your closed captioning, click the CC icon on the bottom right-hand of your Zoom screen.

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

How to change screen layout

1. You can change your screen layout by clicking the icon in the upper right-hand corner.
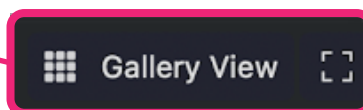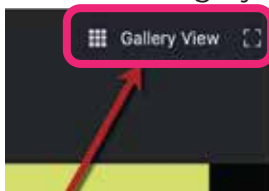
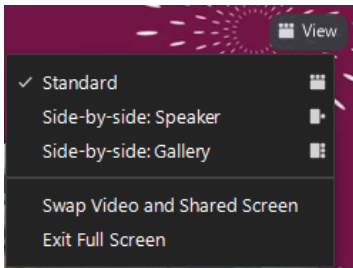2. You have two options
    a. Speaker view:

    b. Gallery view:

    You use the same icon to change the layout when the slide show is up.

How change screen layout when slides are being presented

1. To change your screen layout while there is a slideshow on, 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 use:

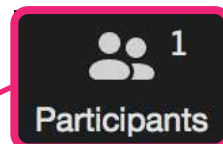Standard   Side-by-side: Speaker   Side-by-side: Gallery


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 **Participant** button in the toolbar at the bottom of your screen.

3. A white text box will appear on the right side of the Zoom window. Leave this open throughout the meeting.
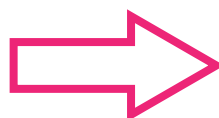
4. You will see the names of the meeting participants and a toolbar at the bottom of this text box.
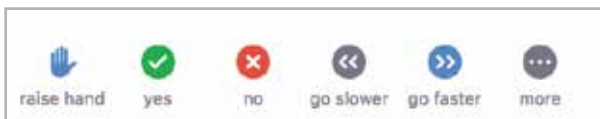

5. When asked to vote, you can choose between the "**Yes**" (green check mark) button or "**No**" (red X) button. Please respond by moving your cursor over the icon (yes or no symbol) and click.

   Please only click once.

How to vote using 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 look like this:
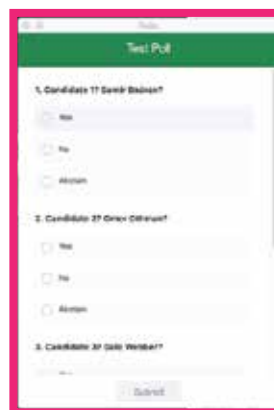
3. **Do not click the X button** on the top left of the poll text box. That will close the poll.

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.

How to use emojis and react on Zoom

1. Go to the reaction button on the toolbar

2. Click either the clapping icon or the thumbs up

3. Reaction will go away after 10 seconds