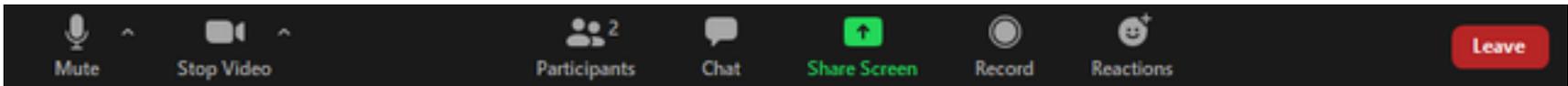


Zoom technical details

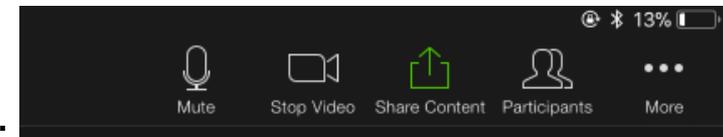
- When you enter the AGM you will be **muted** – please keep your microphone muted while others are speaking
- Please note **this AGM is being recorded**

Zoom meeting controls

- Options including **Mute** (controls your microphone), **Video** (controls your camera), **Chat** (where you can ask a question) and **Reactions** (where you can raise your hand) are at the bottom of your screen.

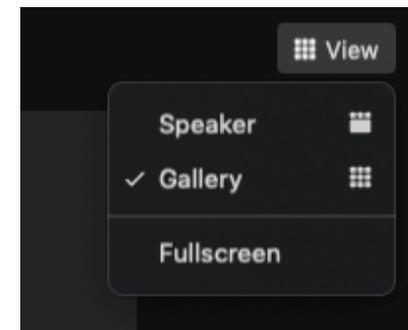


If you are viewing on a tablet these options might be at the top. Click the 3 dots to view more.



Zoom view options

- You can change your view to either **Speaker view** or **Gallery view** at the top of your screen. When someone is sharing a screen you may also have the option of **Side by Side Gallery or Speaker Mode**



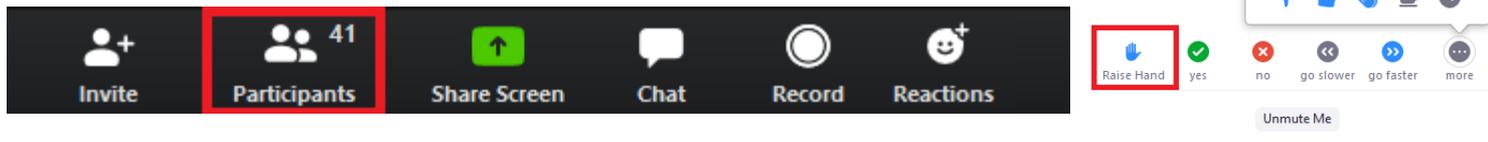
How to ask a question?

1) Raise your hand

Click the **Reactions** button at the bottom of your screen then **click the Raise Hand icon**.



Or, click the **Participants** button at the bottom of your screen then **click the Raise Hand icon**.



2) Ask a question in the Chat box

Type your question in the **Chat box** to be read out. Click the Chat icon at the bottom of your screen then type your question in the **Chat window**. To send your question to the **host only** please select **Aoife Mulhall (Host)** in the dropdown menu

