

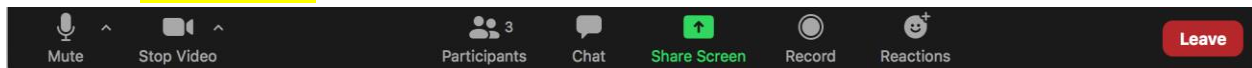
# ZOOM 101

Hello and thank you again for joining the SFEG team for the 2022 Annual Meeting! Here are a few tips for those who are new to Zoom. Also, check below for information on how best to view the meeting during the programmed section, and if you want to mingle at the end!

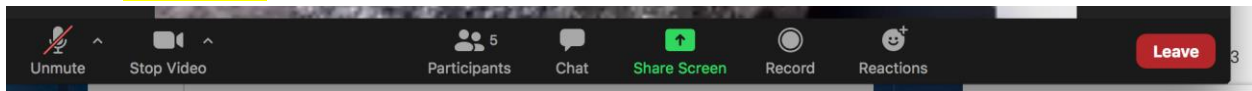
## Microphones and Muting

Please keep yourself muted throughout the presentation, so you do not draw attention away from our main presenters. You will be muted upon entry, but if you need to re-mute yourself, simply hit the microphone icon that sits on the bottom left corner of your screen in the toolbar.

This is an **unmuted mic.**



This is a **muted mic.**



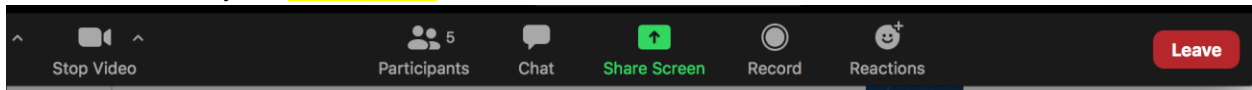
If your mic is on during the presentation, a host will mute it.

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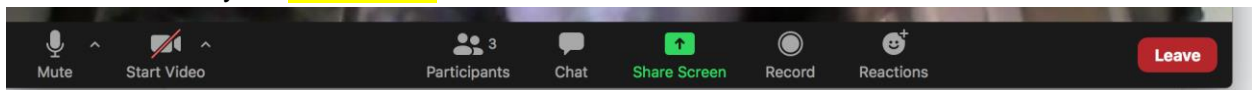
## Video

You have the choice to **turn your video on or leave it off.** To turn on your video, simply hit the video camera icon in the bottom left corner of your screen on the toolbar.

This means that your **video is on.**



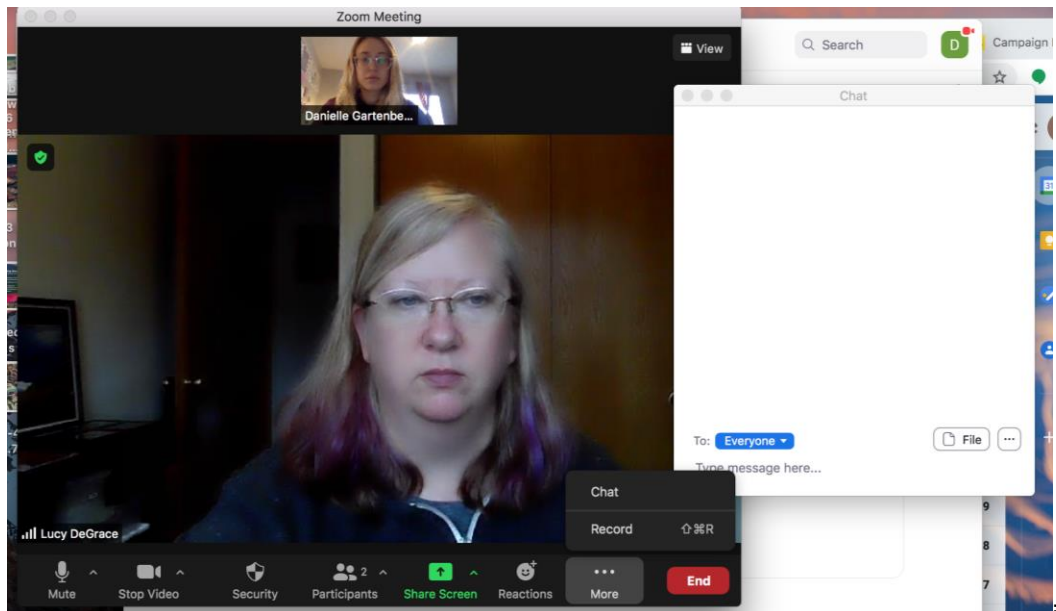
This means that your **video is off.**



## Chat box

All questions can be directed to the chat box, where they will be collected to ask our presenters at the end of each presentation. If you're having difficulties with Zoom, troubleshooting questions can go here too.

Click on the chat icon on the bottom toolbar to open the **chat box**.



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## Voting

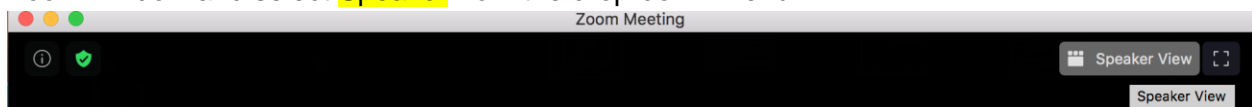
For ease of voting via zoom, the slate of nominees for new board members will be presented by the presiding president to the membership for unanimous consent as per Roberts Rules of Order. If any current member has an objection to this slate of nominees they may state their objection in the chat box which will be monitored and their objection shared with the membership before the vote is taken.

If there are no objections, the slate of candidates is approved and the "vote" is complete.

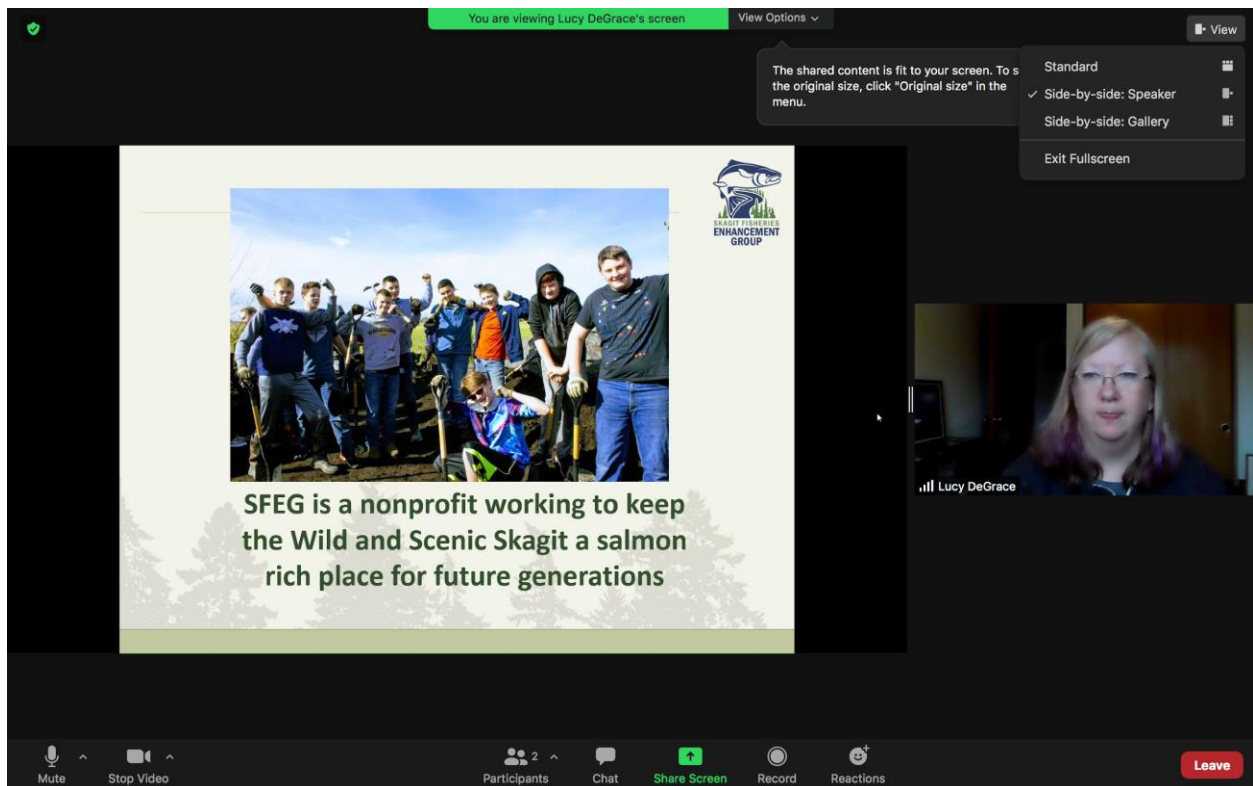
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## Viewing during the Annual Meeting

There are several different viewing modes that Zoom offers, but SFEG's event is best viewed using the Speaker view. To change your view, hit the **View** button at the top right corner of the Zoom window and select **Speaker** from the drop-down menu.



If a speaker is sharing their screen, we recommend that you select the **Side by Side: Speaker View**. This shows just the speaker and their presentation.



Depending on the number of participants, you may have to scroll through multiple pages to see everyone! At the end of the program part of the evening we invite you to stay on zoom and "mingle" with staff, board, and other guests. We recommend you use **Gallery view** at this point. You can unmute yourself and share your video and we'll see how it goes!



## Questions?

All further questions about Zoom or the event can be emailed to [ldegrace@skagitfisheries.org](mailto:ldegrace@skagitfisheries.org). We look forward to seeing you tonight!