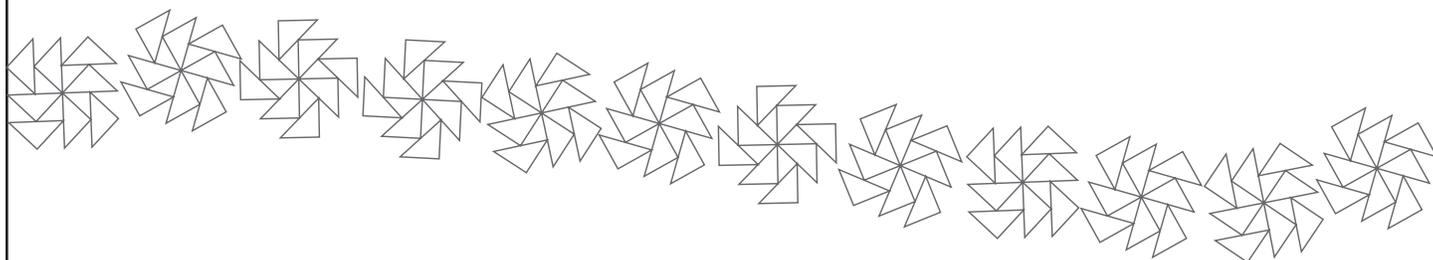# Using Zoom

for Kentours's virtual Annual General Meeting

Participant Guide

KENTOURS SACCO

www.kentours.co.ke | info@kentours.co.ke.

We
Empower
You

Registering for Zoom in Four Simple Steps

**1.Visit URL
https://us02web.zoom.us/webinar/register/
WN_o0SzGxEERi2moQQq607YyQ**

The image to the right shows you what
will appear.

2. Enter your information

Please enter your phone number even though
it's not a mandatory field in case we need to
reach out to verify your membership.

3. Click 'Register'
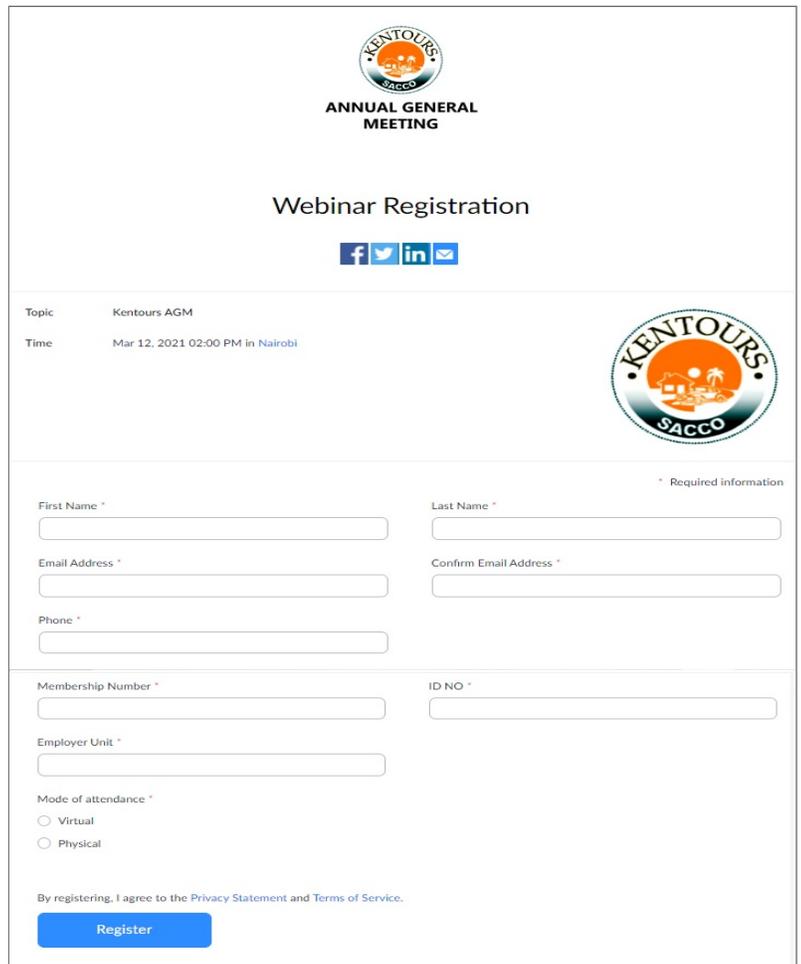
KENTOURS SACCO

**ANNUAL GENERAL
MEETING**

Webinar Registration

| Topic | Kentours AGM |
| Time | Mar 12, 2021 02:00 PM in Nairobi |

* Required information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Phone *

Membership Number *

ID NO *

Employer Unit *

Mode of attendance *
○ Virtual
○ Physical

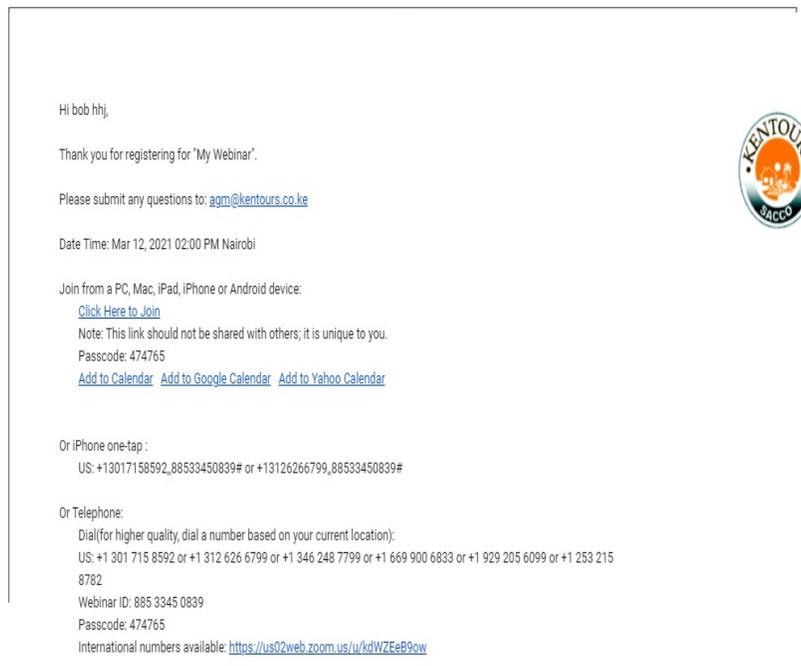By registering, I agree to the Privacy Statement and Terms of Service.

Register

Your registration is complete!

Next steps

You will then receive an **email confirmation** with
the meeting details. Remember to **keep it handy**
or copy it into your calendar, **you'll need this to
join our meeting on March 20.**

It will look something like the image to
the right. Notice that the link to
join the meeting is in this confirmation.

Hi bob hhj,

Thank you for registering for "My Webinar".

Please submit any questions to: agm@kentours.co.ke

Date Time: Mar 12, 2021 02:00 PM Nairobi

Join from a PC, Mac, iPad, iPhone or Android device:
   Click Here to Join
   Note: This link should not be shared with others; it is unique to you.
   Passcode: 474765
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

Or iPhone one-tap :
   US: +13017158592,,88533450839# or +13126266799,,88533450839#

Or Telephone:
   Dial(for higher quality, dial a number based on your current location):
   US: +1 301 715 8592 or +1 312 626 6799 or +1 346 248 7799 or +1 669 900 6833 or +1 929 205 6099 or +1 253 215
   8782
   Webinar ID: 885 3345 0839
   Passcode: 474765
   International numbers available: https://us02web.zoom.us/u/kdWZEeB9ow

Time to join the meeting

You can join the meeting up to 5 minutes prior to the start at 9:00 a.m. on March 20th, 2020 and you will be placed into a waiting room.

What you'll need:

A strong wifi connection and a desktop computer or laptop will give you the best experience. If using a tablet or smart phone, you may be required to download the Zoom app. The instructions below are for use of a desktop computer or laptop.

Here's how to join:

1. Click the link from your confirmation email to join. It will take you to the screen to the right.

Depending on your browser and security settings, this may function differently. It may begin when you **click 'Open Zoom' or you may need to 'download & run Zoom'**. Follow the prompts.
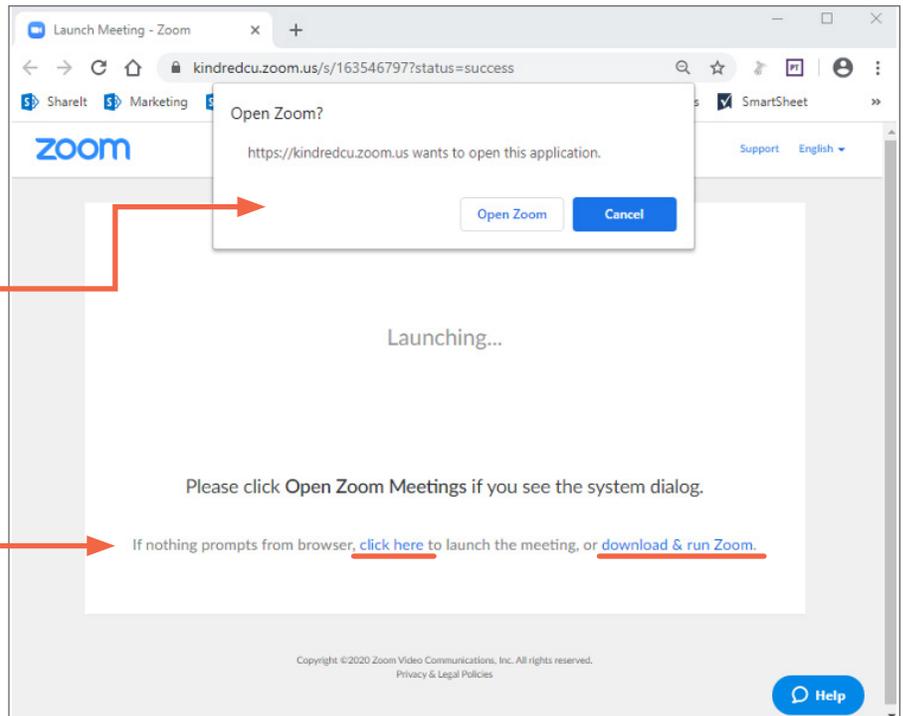
2. When Zoom opens/runs you will need to select how you would like to hear the meeting.
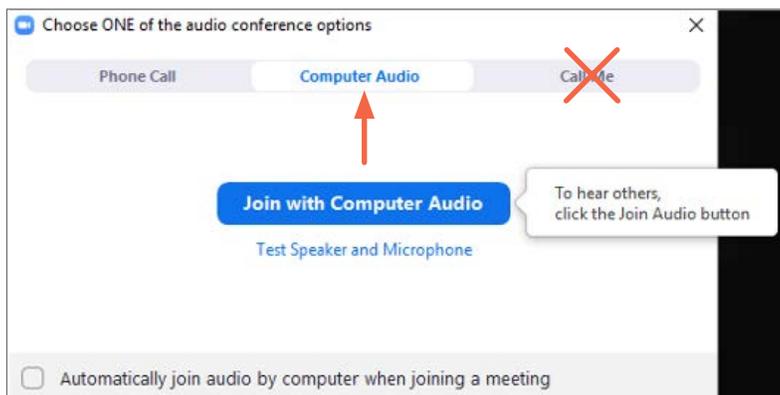
Now you're in the meeting! Additional meeting controls on next page...

Just a few more tips:

At the bottom of your screen, you will see a number of options. You may need to hover over this area for it to display.


In order to participate in the Q&A, you will need to click on **'Q&A'** to open the dialogue box. Please also click on **'Raise Hand'** to raise hand and to lower hand during the Q&A Session.

Question and Answer during the meeting
During the meeting, there will be opportunity to ask questions. As all participants will be muted during the meeting, we request that you use the Q&A window to enter your questions. Simply type in your question and hit Enter/Return and your question will appear in the chat window for the Host and Participants to view.

How to 'Raise your hand'…
In the **Participants** window, you will see a button at the bottom with **Raise Hand**. Simply click the button if you'd like to make or second a motion. Then click **Lower Hand** so you're ready for the next motion.
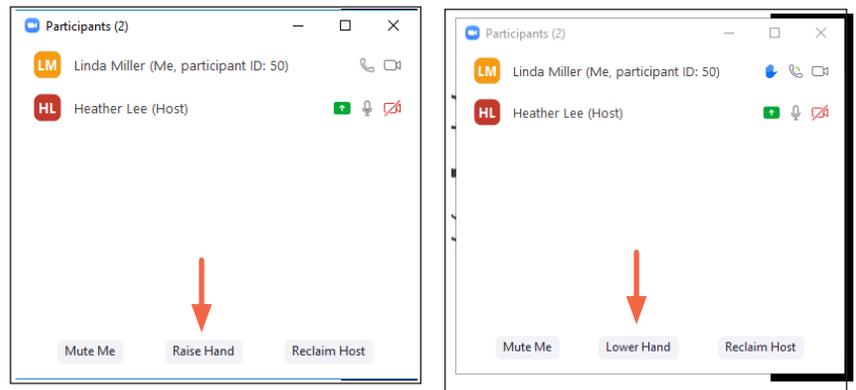
Voting itself is easy as well

you only need to have a smartphone, tablet or laptop with them. With those, they can go to the website www.menti.com, where they will see the screen at the right:
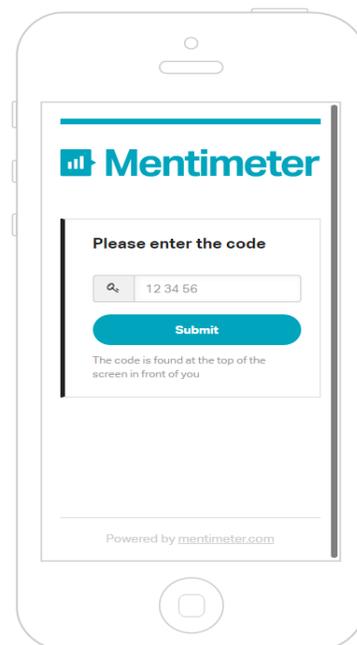
then need to enter the code which is showing at the top of your presentation screen: Go to **www.menti.com** and use the code **59 59 89**

After all your participants have casted their vote, they will see the following screen:

The next question is **not activated**, please wait for the presenter to show the question and then click refresh.

Refresh

That's it!
Looking forward to 'seeing' you there.

NOTE: Unfortunately we are unable to provide technical support during the meeting. Please ensure you are familiar with Zoom prior to the meeting.