



## How To Attend and Participate in the Westoba Credit Union 2023 AGM

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### **Preparing for the Virtual Annual General Meeting**

Registered AGM members will be supplied with a personalized link via an email from Westoba (noreply@westobacreditunion.teams-events.com) on April 24.

The individual link will permit access to the Annual General Meeting via the Microsoft Teams platform. **The meeting will begin promptly at 7:00 PM CDT. Meeting link will open at 6:30 PM CDT. Members are encouraged to join the meeting 5-10 minutes prior to the meeting start and test out the meeting tools.**

### **FAQ – How to Log in to Microsoft Teams**

You can access the Teams meeting online through a browser or through the Teams Apps. If using the Teams App, for best results, download the Teams application to the device that will be used for the meeting. Download the application anytime in advance of the meeting. Creation of a Teams account is not required.

#### **How can members attend this Microsoft Teams meeting on a PC computer?**

You will need to open Microsoft Teams in a browser and provide access to camera and microphone.

#### **How can members attend using the Microsoft Teams App on a mobile device?**

**To download to a tablet or mobile phone, visit the appropriate app store** (Apple App Store® for iPhone users, Google Play™ for Android users) and search for Microsoft Teams under applications. Click Download.

**Need Help? [Use this step-by-step tutorial on how use Microsoft Teams.](#)**

#### **Log in Issues**

Please contact our Virtual Service support team at 1-877-WESTOBA (937-8622) or [infowcul@westoba.com](mailto:infowcul@westoba.com). We will have support service on standby during registration to ensure you are able to join our stream.

#### **Internet Requirements**

If you live in a rural community with limited internet connection, you may experience a slight delay in the feed. We recommend turning your video off during the meeting and joining from high serviced area for best results.

### **FAQ – How to Participate in the Microsoft Teams AGM**

#### **Do members require audio and video to attend the meeting?**

Device audio is required. To have a better meeting experience, we encourage no use of video for our members. Members can turn off their video by clicking the camera button located at the top right-hand corner of their screen.

*Note:* if your video is on, other attendees will be able to see you. Prior to the meeting, ensure all audio is working and turned on (speakers, headphones, volume checks, etc.) All attendants will be muted by the moderator to avoid any background noise coming through.

### How can members ask questions at the AGM?

Members can ask questions using the Q&A feature during the meeting, during the question period after each speaker presentation and at the end of the AGM. Members will use the raise hand option on Microsoft Teams, at which time the moderator will ask you to unmute your microphone to verbally ask your question(s).

### How do I raise my hand?

Members can raise their hand by using the Hand Tool located in the top of your screen. Once your question has been answered, you will need to put your hand down by clicking the Hand Tool again.

### How do I mute/unmute my audio?

Members can unmute themselves once the moderator has given direction by clicking the microphone icon located in the top of your screen.

### How can members talk to each other at the AGM?

Members can talk to each other using the Q&A Discussion feature. Once you have clicked on the Q&A icon at the top of your screen, you will need to click the drop-down arrow in the Q&A section to choose “Start a discussion” or “Ask a question”.

