



How To Attend and Participate in the Westoba Credit Union 2024 AGM

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 23.

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.

How to Log in to Microsoft Teams

Technical Tips

You can access the Teams meeting online through a browser or through the Teams Apps.

Creation of a Teams account is not required to attend the meeting but using an unverified Teams log-in may reduce access to meeting features.

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 your audio.

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. 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.

Need Help? Use this step-by-step tutorial on to use Microsoft Teams.

<https://rise.articulate.com/share/cDARKLRYgZqBwR6va5aYCYlfPzyj1g6u#/>

Log in Issues

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

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.

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.

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 by typing their question in the Q&A feature during the meeting during the question period

after each speaker presentation and at the end of the AGM. Questions asked in the Q&A field will be read out by the moderator and answered by the presenters.

Members can also use the raise hand option on Microsoft Teams during the designated question periods, at which time the moderator will ask you to unmute your microphone if you want to ask your question(s) verbally.

How do I raise my hand?

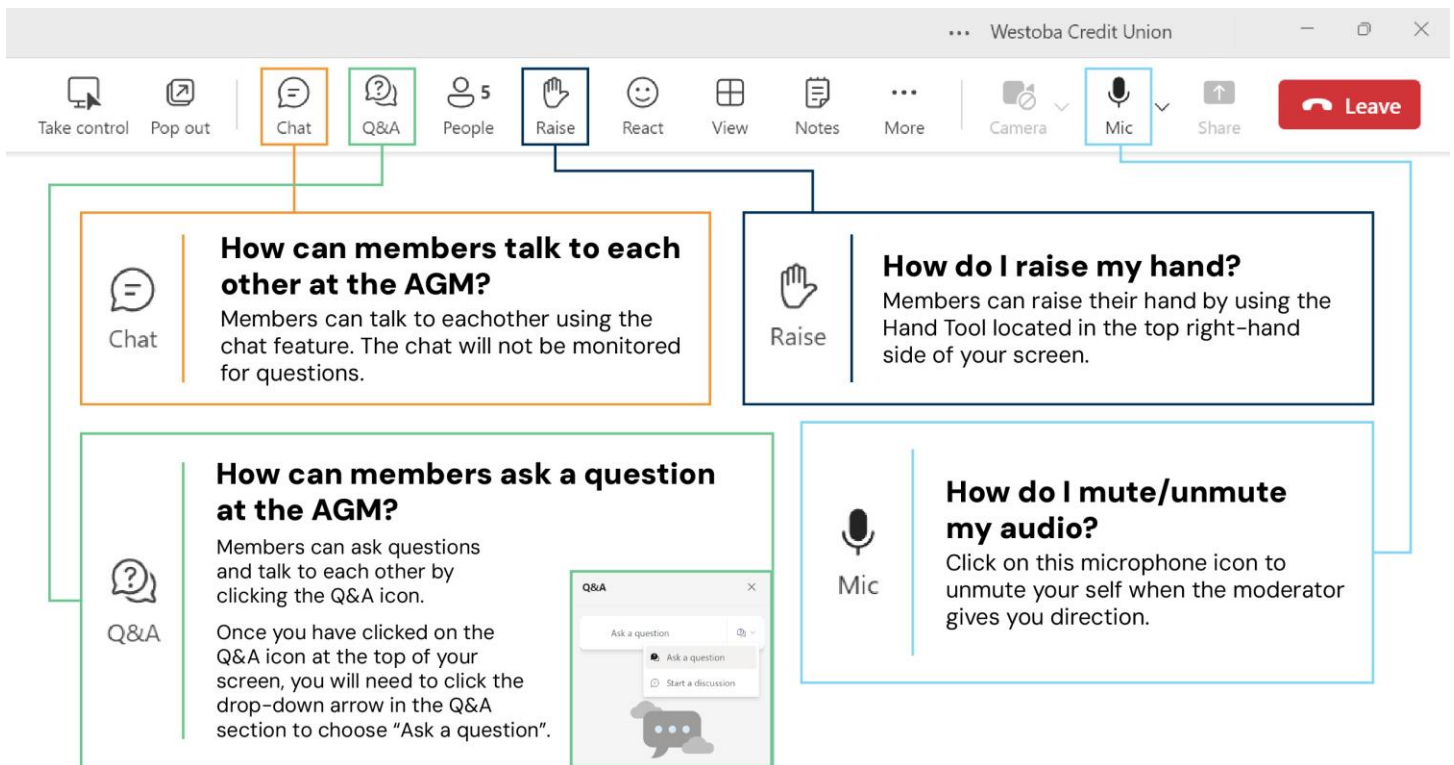
Members can raise their hand by using the Hand Tool located in the top of your screen. Once your question has been answered, you will need to put your hand down by clicking the Hand Tool again.

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 Chat feature. The Chat is for member-to-member communication and will not be monitored. Questions asked in the chat will not be answered by Westoba.



The image shows a screenshot of the Microsoft Teams toolbar with four callout boxes explaining the Chat, Q&A, Raise, and Mic icons. The toolbar includes icons for Take control, Pop out, Chat, Q&A, People (5), Raise, React, View, Notes, More, Camera, Mic, Share, and Leave.

- Chat:** How can members talk to each other at the AGM? Members can talk to each other using the chat feature. The chat will not be monitored for questions.
- Q&A:** How can members ask a question at the AGM? Members can ask questions and talk to each other by clicking the Q&A icon. 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 "Ask a question".
- Raise:** How do I raise my hand? Members can raise their hand by using the Hand Tool located in the top right-hand side of your screen.
- Mic:** How do I mute/unmute my audio? Click on this microphone icon to unmute your self when the moderator gives you direction.