

Annual Meeting Instructions

Zoom Video Conference

If possible, all questions should be submitted to Justin Verret jverret@bluewoodsmgmt.com prior to the meeting. They can be sent during the meeting as well. This helps keep questions organized by each topic being discussed. Below are additional ways to participate and tips for viewing the meeting.

CHANGE SCREEN NAME TO INCLUDE APT NUMBER

- A. On laptops and desktops:**
1. Click "Participants" at the bottom of the screen
 2. Click your name, then "MORE"
 3. Select "Rename" and enter name and apartment
- B. On mobile devices and iPads:**
1. Tap the screen to make the controls bar appear.
 2. Tap on "Participants" and tap your name
 3. Select "Rename" and enter your name and apartment

CHAT

- A. On laptops and desktops:**
1. Click the "Chat" icon at the bottom of the screen.
 2. Type your message in the message bar at the bottom and "send"
- B. On mobile devices and iPads:**
1. Tap the screen to make the controls bar appear.
 2. Tap on "... More" (top right ipad and bottom right smart phone)
 3. Select "Chat"
 4. Type your message in the message bar at the bottom and "send"

RAISE HAND

If there is an open session where live questions can be asked the "Raise Hand" feature can be used to be recognized. Please be advised that there will be a 60 second limit on speaking when unmuted. If there are a lot of participants it is hard to see all of the raised hands. Please if possible submit questions and follow up questions via CHAT or Email.

- A. On laptops and desktops:**
1. Click "Participants" at the bottom of the screen
 2. Click "Raise Hand" at the bottom of the Participants Box that pops up
- B. On mobile devices and iPads:**
1. Tap the screen to make the controls bar appear.
 2. Tap on "... More" (top right ipad and bottom right smart phone)
 3. Select "Raise Hand", after your question please follow same steps and "Lower Hand"

GALLERY VIEW or SPEAKER VIEW

On laptops, desktops and iPads, you have the ability to switch participant views. If you prefer to see only speakers on your screen, use the Speaker View. If you want to see all participants use Gallery View. It is not available on phones.

1. Laptops and desktops - Click SPEAKER or GALLERY in the upper right hand corner of the screen.
2. iPads – Touch the screen to bring up controls and then select view in the upper left corner.

Please note that if you dial in you may only listen to the meeting and not participate via chat or raising your hand.
You must email questions in prior to the meeting if you have any.