## How to access Fingo AGM via Zoom

Fingo's Annual General Meeting (AGM) is held remotely using Zoom platform. You can download the software on your computer or enter through your browser (see picture below). The meeting link will be sent via email to everyone who have registered to the meeting on time.

**Sign-in to the meeting starts 26 May at 12.30 p.m.** We strongly recommend that you sign in at that time, ensuring smooth technical access to both you and us. Before the meeting we will advise you on how to test your microphone and camera.

## Instructions for participating:

- Keep your microphone muted when you are not speaking. This keeps the background noises to the minimum.
- When you are not speaking, you can also turn off your camera, if you want.
- It is recommended that only one person speaks at a time. You can request to speak by raising your hand, which you can do by pressing the *participants* button and then *raise hand* button on the bottom (see pictures below).
- You can also write your questions and comments in the chat box (see pictures below).

If you have questions about Zoom participation, please contact <u>paula.lounasheimo@fingo.fi</u>.

## How to use Zoom (pictures)

How to open Zoom in browser:

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A menu bar will appear on the bottom where you can open Zoom. It works best on Google Chrome browser.



Various Zoom features and requesting to speak with *raise hand* button: