

## Instructions for Voting via Zoom

### Annual Congregational Meeting of CPC

1. The congregational meeting is set for 11:30 a.m. on November 22nd, 2020.
2. To attend virtually, please join us on Zoom. The link will be posted on the website and in the e-news. All you need to do to join is to click that link and follow the prompts to join the meeting.
3. If you do not have zoom yet, please download it. See “Simple steps for getting Zoom” below if you need to download it.
4. You will need to make sure that your audio and video are enabled. Once you have joined the meeting, there will be a microphone icon in the lower left corner. There will also be a camera icon in the lower left corner. If you hover your mouse on each of those, options will populate. You can turn your microphone and video on and off from there.
5. Also on the home screen of the meeting page will be a box labeled “Participants.” Click this box. Another box will show up with a button labeled “Raise hand.”
6. To vote in favor of a motion, we will prompt you to raise your hand. Please keep your hand raised virtually until asked to lower it. Once we ask you to, you can then click “lower hand” on that same box.

7. With that hand raising function complete, your vote will be cast.

Simple steps for getting Zoom:

- a. Visit their website (<https://zoom.us>)
- b. Click the button labeled “Sign up, it’s free”
- c. Follow prompts from Zoom to create your account.