Screen Shots for features we will be using at our 52\textsuperscript{nd} Annual Meeting

- These screen shots are from a laptop.
  - Your screen may look a little different if you are using a PC, tablet, or smart phone
  - The placement of the icons may be different, but the icons will look the same (except for the View icon on a tablet)

- These are for features in Zoom and Election Runner

- Sign up for one or more of our Zoom Training Sessions in September and our Voting Training Sessions in October by visiting our 52\textsuperscript{nd} convention webpage at https://www.episcopalhawaii.org/52nd-diocesan-convention.html

- If you have any questions, contact Rae Costa by using her contact form https://form.jotform.com/200280497866160
How to mute your microphone

1. Move cursor towards the bottom of the screen until the meeting control icons appear and if the microphone has a red line through it, you are muted
2. If there is no red line, click on the icon and a red line will appear to let you know you are now muted.
No red line means your microphone is on.

Click on the icon and a red line will appear.
There is a red line through the microphone, so your microphone is now muted.
How to turn off your video

1. Move cursor towards the bottom of the screen until the meeting control icons appear and if the video camera icon has a red line through it, your video is off.

2. If there is no red line, click on the icon and a red line will appear to let you know that your video is off.
No red line means your video camera is on.

Click on the icon and a red line will appear.
There is a red line through the video camera, so your video camera is now off.
How to enable Speaker View

1. Click on the View icon (View) in the top right corner of your screen (top left on a tablet)
2. Select Speaker View
How to raise your virtual hand

1. Move cursor towards the bottom of the screen until the meeting control icons appear and then click on Participants and a window will open to the right.

2. At the bottom of that window you will see a raised hand icon. Click on the raised hand icon.
How to “voice” vote using polling

1. A poll question will pop up on your screen automatically.
2. Use your cursor to click on the answer you want and then click submit.
3. When voting is done, the results may be displayed.
1. Click on the answer you want, then 2. click on Submit below.
3. This is what the poll results window will look like. You can click on the Close button below to close the window.
How to “voice” vote using the yes and no icons

1. Open your Participants window if it is not already open.
2. At the bottom of that window you will see a yes and a no icon, click on the icon you want
Election Runner

E-ballots for voting for office positions

- Each voter will need their own **UNIQUE** email address
- You will need to access your email during the meeting
  - Keep the Zoom meeting going. Open your email when instructed
  - Have another device (smartphones will work) to check your email
- The email will have a link that will take you to your personal ballot.
- If you try to access the ballot from a different email address, you will have to manually enter your voter ID and voter key.
Email invitation to vote with link to the ballot

The Episcopal Church in Hawaii

Hi Rae Costa,
This is a test run for Election Runner.
Please vote.
Mahalo!

<table>
<thead>
<tr>
<th>Login Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter ID: 64ZET47L</td>
</tr>
<tr>
<td>Voter Key: XYVFAL8L</td>
</tr>
</tbody>
</table>

Click Here to Vote

(Clicking the above link will automatically log you in to vote)

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### Diocesan Council Clergy at-large

**INSTRUCTIONS**
Select 1 option from the list below.

- The Rev. Donald Duck
- The Rev. Mickey Mouse
- The Rev. Minnie Mouse

### Diocesan Council lay at-large

**INSTRUCTIONS**
Select 1 option from the list below.

- Goofy
- Pluto
Are you sure that you want to submit your ballot?

[Cancel] [Yes]
Test ballot for screen shots 2020-08-28

Thank you for voting in this election!

Download Receipt
Ballot Receipt

Test ballot for screen shots 2020-08-28

You Voted On:
2020-08-29T13:49+00:00

Receipt ID:
KTG35AVN-9-FP