

HOW-TO GUIDE

Voting with Mi-Voice through Zoom



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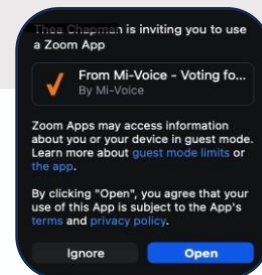


This guide contains everything you need to know about voting with Mi-Voice through Zoom.

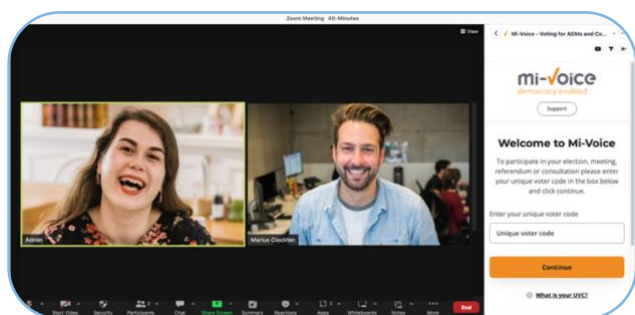
Getting started: Accessing the Mi-Voice app within Zoom

Throughout the meeting, the host will be sharing the Zoom app with you to enable you to vote.

A pop-up box will appear in the top right-hand corner of your Zoom window. When this appears, click the 'Open' button to access the app.



Next steps: How to vote during your meeting

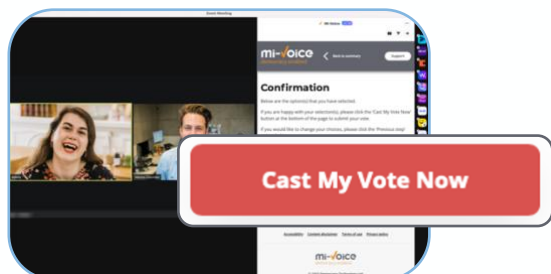
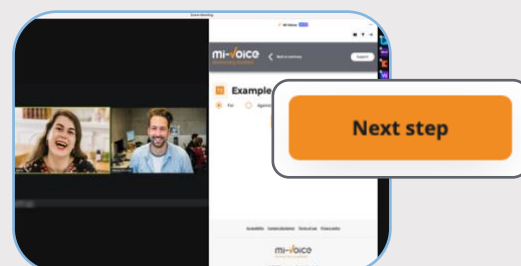


Once you have opened the app, you will need to enter the 10 digit voting code that has been emailed to you by Mi-Voice.

All voting items will then appear listed on the screen. If an item is available to vote on straight away, the voting button will be available. Click this to begin voting. If an item says 'PENDING', this item will open during the meeting.

Once you have selected an item to vote on, you will now see your voting choices. Select how you wish to cast your vote by clicking the 'O' next to your choice.

When you are happy with your selection click the 'Next step' button.



Now you need to confirm your vote. If you are happy with your selection, just click the 'Cast My Vote Now' button. You can change your vote by clicking Previous step and choosing again.

You will be returned to the main voting screen where your vote will show as recorded. Repeat these steps for all other voting items.

Top Tips



Make sure your Zoom is up to date. You can check for updates in your account main menu.



It is advisable to use a tablet or laptop/PC when joining the meeting. This will ensure you are fully able to view the meeting and the voting items.



A strong Wi-Fi connection will enable you to participate and vote with ease. But don't worry – if you drop off, you can always re-join the call.