

## Instructional Sheet

### Bedok Lutheran Church 43<sup>rd</sup> Annual General Meeting

#### 勿洛信义会第 43 届常年大会

#### 说明

This document will detail instructions on how to participate in the AGM by observing and listening to the proceedings of the meeting by electronic means via the videoconferencing program, Zoom.

本文详细说明如何透过视像会议程式 Zoom 的电子方式来观察和收听常年大会的进行。

#### **Before the meeting**

##### 会议之前

1. You will require a computer, tablet, or smartphone that has a speaker, a screen and a camera/webcam.  
你需要有一台具有扬声器，屏幕和摄像头/网络摄像头的电脑，平板电脑或智能手机。
2. The device will have to be connected to the internet (either through 3G/4G or a Wifi connection)  
该设备必须可连接到互联网（通过 3G / 4G 或 Wifi 连接）
3. It is **highly recommended that you download the Zoom app** on your computer, tablet or smartphone. If you are unable to, you can also join the meeting from an internet browser on your computer.  
建议您在电脑，平板电脑或智能手机上下载 Zoom 的应用程式。如果不能，则还可以通过电脑上的互联网浏览器加入会议。
  - a. Click here (<https://zoom.us/download>) to download Zoom on your smartphone or tablet  
点击此处（<https://zoom.us/download>）在您的智能手机或平板电脑下载 Zoom。

- b. Click here (<https://zoom.us/support/download>) to download Zoom on your computer

点击此处（<https://zoom.us/support/download>）在电脑下载 Zoom

## Entering the meeting

### 参加会议

1. Before the AGM, a link will be sent out via message and email. It will look like this:

在常年大会之前，我们将通过短讯和电子邮件发送链接资料。它看起来像这样：



2. In the message/email, click on the blue link under 'Join Zoom Meeting'. Please do it **5 minutes before AGM begins** to avoid technical difficulties and congestion.

在短讯/电子邮件中，点击“加入 Zoom Meeting”下的蓝色链接。请在常年大会开始前 5 分钟进行，以避免技术困难和链接拥堵。

3. **If you don't have Zoom installed and wish to use a web browser, you will see this:**

如果您尚未安装 Zoom 并希望使用网络浏览器，则会看到以下信息：

When system dialog prompts, click **Open zoom.us**.

Click on join from your browser. You will then be asked to type in your name. When done, click on Join.

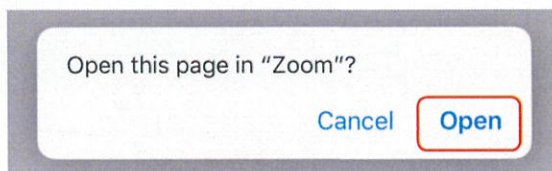
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

在浏览器中点击加入。然后你将被要求输入您的姓名。完成后，点击“加入”。

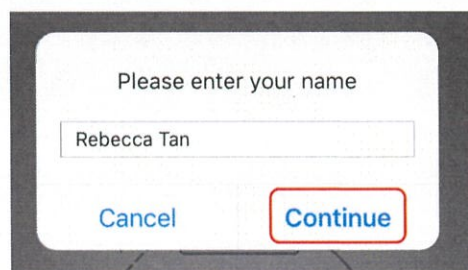
#### 4. If you have installed the Zoom app on your smartphone, you will see this:

如果你已经在智能手机上安装了 Zoom 应用程序，则会看到以下内容：



Click on open.

点击 open

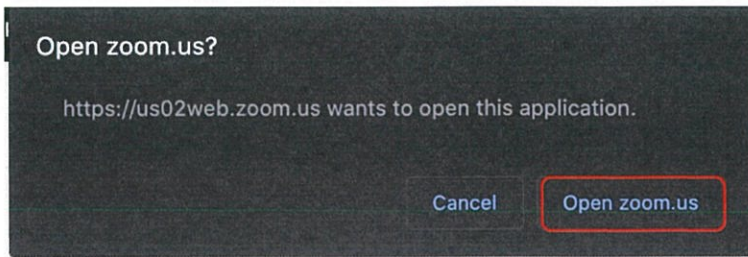


Enter your name and click on continue. If asked to allow Zoom to access the camera, click on OK. On the next screen, choose whether to join the meeting with your camera on or off. If asked to allow Zoom to access the microphone,

click on OK.

输入您的姓名，然后点击继续。如果要求允许“开放”摄像机，请点击“确定 ok”。在下一个屏幕上，选择是打开还是关闭摄像机加入会议。如果要求允许“开放”麦克风，点击“确定 ok”。

#### 5. If you have installed the Zoom app on a computer, you will see similar pop ups:



Click on Open zoom.us. When asked to allow permission to use to computer's audio and camera, click OK.

如果您在电脑上安装了 Zoom 应用程序，则会看到类似的弹出窗口：

点击打开 open zoom.us。当询问是否允许使用电脑的音频和摄像头时，请点击“确定 ok”。

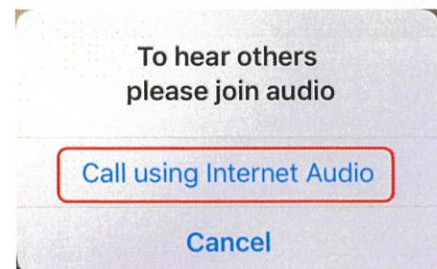
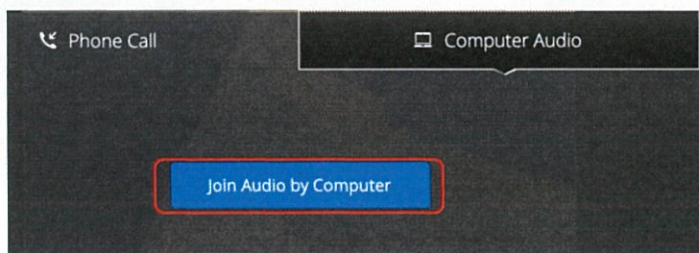
## In the meeting

### 开会中

Depending on whether you're on a computer or phone, you will be asked the following.

Click to join audio.

根据你是使用电脑或是智能手机，你将被询问以下内容。点击“加入音频”。

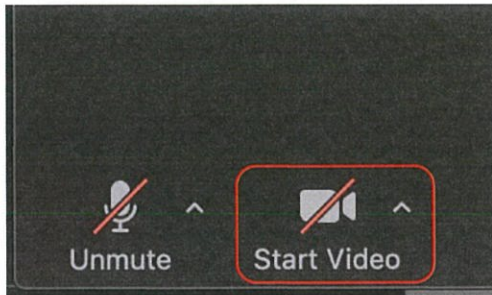


1. You may be put in a virtual waiting room. When admitted into the meeting, **please turn on your video** for security reasons.

你可能被放置在线上等候室。进入会议后，出于安全原因，请打开视频。

- a. **If you are on a computer**, click on 'Start Video' at the bottom left of your Zoom screen:

如果你使用的是电脑，请点击屏幕左下方的“开始视频 start video”。



- b. **If you are on a phone**, tap the screen once, and the controls will appear. Then proceed to click on the same button 'Start Video'.

如果你是用智能电话，请点击屏幕一次，然后将出现控制画面。然后继续点击同一按钮“开始视频 start video”。

2. You will not be required to do anything during the meeting and can watch the proceedings of the 42<sup>nd</sup> AGM.

会议期间您无需做任何事情，并且可以观看第 42 届常年大会的会议进行。