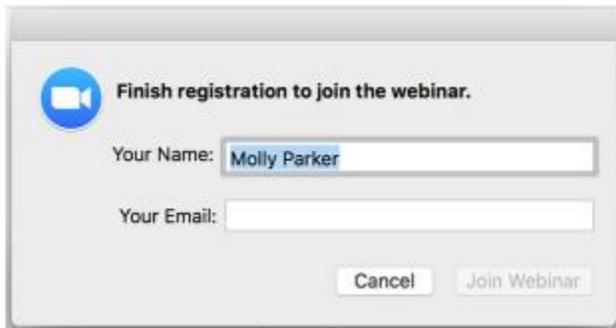


2020 TrioTel Annual Meeting Instructions & FAQ

Meeting Instructions:

1. You'll receive an email from TrioTel with information on how to join the meeting. (Be sure to check your Junk and/or SPAM folders!)
2. On Thursday, September 17th, any time between 6:30PM and 7PM, open the email from TrioTel and click on the link that says "Click Here to Join".
3. This will open a window in your internet browser. You will probably see another small window asking you to enter your name and email address. Please do this so we can document member attendance and to contact you if you are a door prize winner. Click "Join Webinar".

A screenshot of a web browser registration dialog box. The dialog has a light gray background and a title bar. On the left side, there is a blue circular icon containing a white video camera symbol. To the right of the icon, the text "Finish registration to join the webinar." is displayed in a bold, black font. Below the title, there are two text input fields. The first is labeled "Your Name:" and contains the text "Molly Parker". The second is labeled "Your Email:" and is currently empty. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Join Webinar" on the right.

4. You will automatically join the meeting. You will see a "Welcome" slide and the meeting will start right at 7PM.
5. When the meeting is over, it will automatically close/end. You will not need to do anything.

Frequently Asked Questions:

What is Zoom and why is TrioTel using this?

Zoom is an online software that enables organizations of all sizes to easily conduct large online events with video, audio, and screen sharing. It is a cost-effective way to conduct meetings and trainings that allows many people to participate, no matter where they are located. All they need is internet! To learn more about Zoom visit www.zoom.com.

Due to COVID-19 and restrictions for large in-person gatherings, the TrioTel Board of Directors decided to change the format of the annual meeting and hold it virtually, instead of in-person.

What kind of device do I need to use for the meeting?

You can use a laptop, desktop computer, smart phone or tablet to join the online meeting. If you are calling in with the toll-free number you will be audio only.

Do I need to download an app or create an account before the meeting?

The Zoom app will be required to join the meeting if you are using a smart phone or tablet. If you are using a laptop or desktop you will not need to download the Zoom software to join the meeting.

Is there a password to join the meeting?

No. There is no password to join the meeting. Simply click the link that will be provided in the email.

Will I need to do anything during the meeting?

No. All you have to do is listen and watch the presentation! You will automatically join the meeting in listen-only mode.

Can I ask questions during the meeting?

If you have a question that pertains to the meeting content, please use the Q&A feature on the bottom of the screen to type in your question. TrioTel staff will be monitoring this throughout the meeting and will answer any questions you might have.

Do I need a camera on my computer?

No. There will be no video showing of you and you will not be required to use the camera on your device.

Will there be door prizes, like at the in-person meeting?

By joining the online Zoom meeting, you will automatically be entered into a drawing to win a bill credit. Winners will be announced and contacted.

What if I have technical issues during the meeting?

Our support team will be available to help you. They can be reached at 605-425-2238.