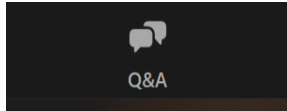


Zoom Webinar Conference Cheat Sheet

1 The Q&A Feature

You can participate in the conference business using the Q&A Feature. Click on the icon to open the Q&A Window. Then you can ask a question or seek to be recognized for the following reasons:



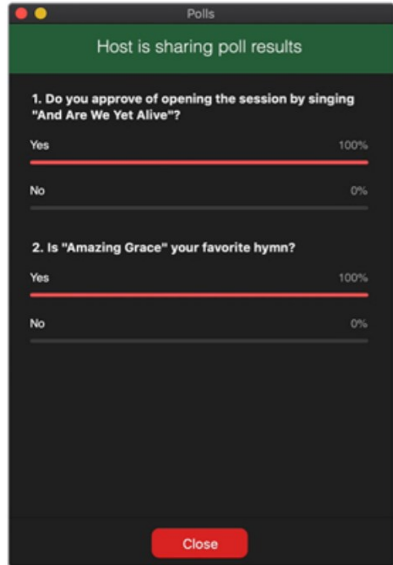
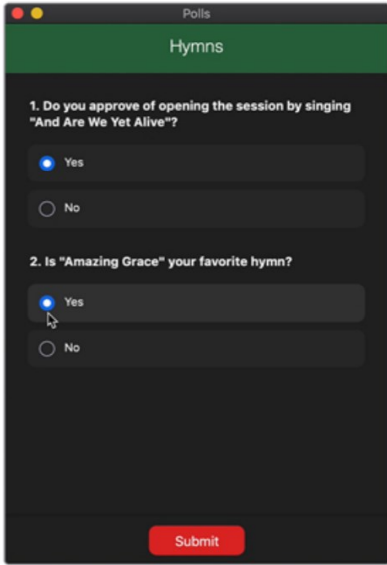
- Motion:** [insert your motion]
- Second:** [the motion]
- Amendment:** [insert change]

- Call the Question**
- Point of Order:** [Insert Point]
- Moment of Personal Privilege:** [reason]

2 Voting Using the Polling Feature

The Polling feature allows the bishop to conduct electronic voting. When the bishop calls for a vote, the polling window will appear on your screen.

Select your answer and click the red “submit” button. Make sure to choose your answer carefully- **once the poll has been submitted, you cannot change your answer.**



After you submit your answer, the polling window will disappear. Some polls may include more than one question. All of the questions will be visible in the same polling window, so **be sure to select answers for all of the questions before you submit.**

When all of the answers have been submitted or the bishop calls for the polling to end, we will then share the results on-screen for you to see.

Need Help? Email [Bradley Alexander](#) or [Calvin Scott](#) for technical assistance