

# Participate in the Virtual Meeting (AGM) in Four Easy Steps

As a member, and once approved, you would have already received emails on the upcoming Annual General Meeting.

**Kindly note that emails would only be sent to the email used during registration.**

## Step 1 – You can only Log Into or Join the Meeting with the Email Received.

You will receive a Reminder Email at least two hours Before the Start of the AGM Meeting

Hello Member,

Subsequent to your request, your registration to attend the Credit Union's 47th Virtual AGM was approved.

Topic: Transcorp Credit Union 47th Annual General Meeting

Host: Transcorp Credit Union Cooperative Society Limited

Date and Time:

Saturday, December 19, 2020 1:00 pm, S. America Western Time (La Paz, GMT-04:00)

Kindly keep the information below close at hand for when joining the Meeting on the day of the event.

Event number: 126 786 7915

Registration ID: 414662

Event password: virtualagm

On the day of the Meeting, click the link below to Join Transcorp Credit Union's 47th AGM

Go to

<https://nemlctt.webex.com/nemlctt/onstage/g.php?MTID=ea020751d6f25c1a70a27c58bca7e5cf0>

From your email, Click on the Link to Join the Meeting.

(You can only join the meeting after it has started)

Kindly Note Your unique Event Number, Registration ID and Password.

You may be called to use one of these credentials to join the meeting



**The Trinidad and Tobago  
Fire Service Credit Union**

## Step 2 – Installing or Downloading CISCO Webex Browser

You will receive a Reminder Email at least two hours Before the Start of the AGM Meeting

For users who are new to CISCO Webex, the system may be asked you to install CISCO Webex Browser. The process is simply and depending on your Device and Internet speed, **it can take 60 seconds.**

### Follow the Steps:

**Step 1 of 2: Add Webex to Edge**

Follow this one-time process to join all Webex meetings quickly.

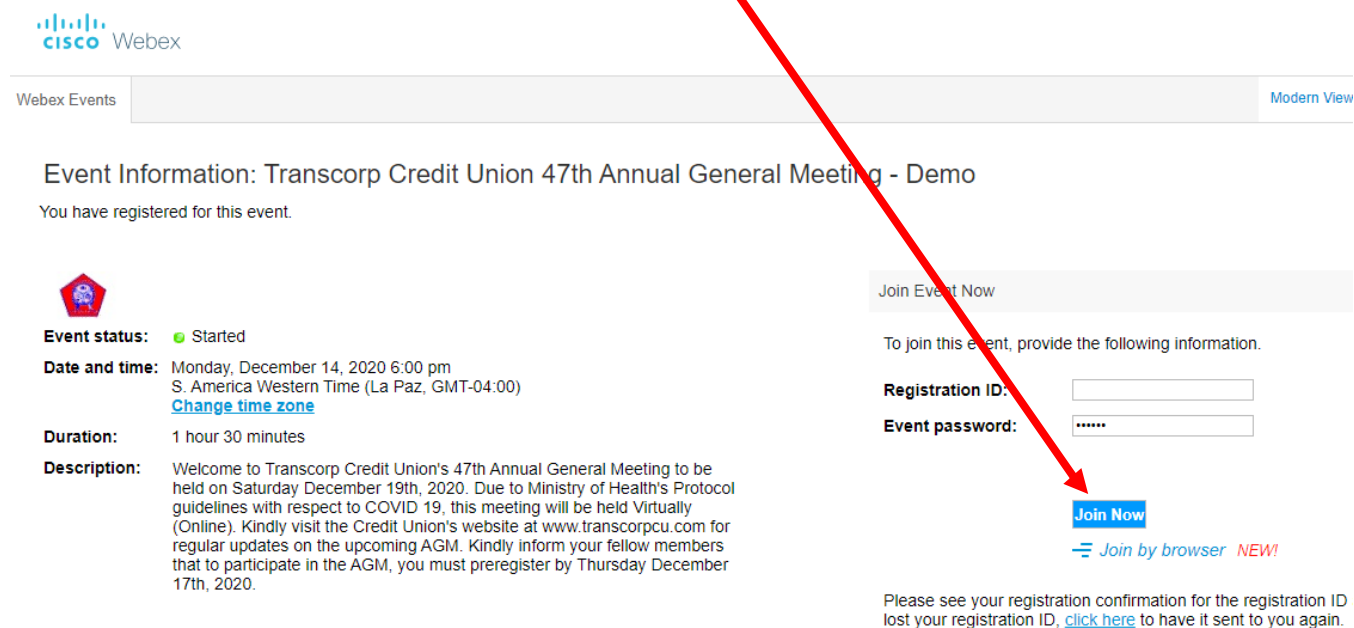
1) **Click on his Tab – Add Webex to Edge**  
(Other systems may be Add Webex to Chrome)

2) **Click on Get**

3) **Click on Add Extension)**

For a Quick Entry, you can Click on **Run a Temporary Application** – to bypass the App Download Process.

## Step 3 – When this screen appears, Click on Join



The screenshot shows the Webex interface for an event. At the top left is the Cisco Webex logo. Below it, the event title is 'Event Information: Transcorp Credit Union 47th Annual General Meeting - Demo'. A message states 'You have registered for this event.' On the left, there is a small red icon and event details: 'Event status: Started', 'Date and time: Monday, December 14, 2020 6:00 pm S. America Western Time (La Paz, GMT-04:00) Change time zone', 'Duration: 1 hour 30 minutes', and a 'Description' paragraph. On the right, there is a 'Join Event Now' section with a form for 'Registration ID' and 'Event password', a 'Join Now' button, and a link for 'Join by browser NEW!'. A red arrow points from the top of the page down to the 'Join Now' button. At the bottom right, there is a note: 'Please see your registration confirmation for the registration ID lost your registration ID, click here to have it sent to you again.'

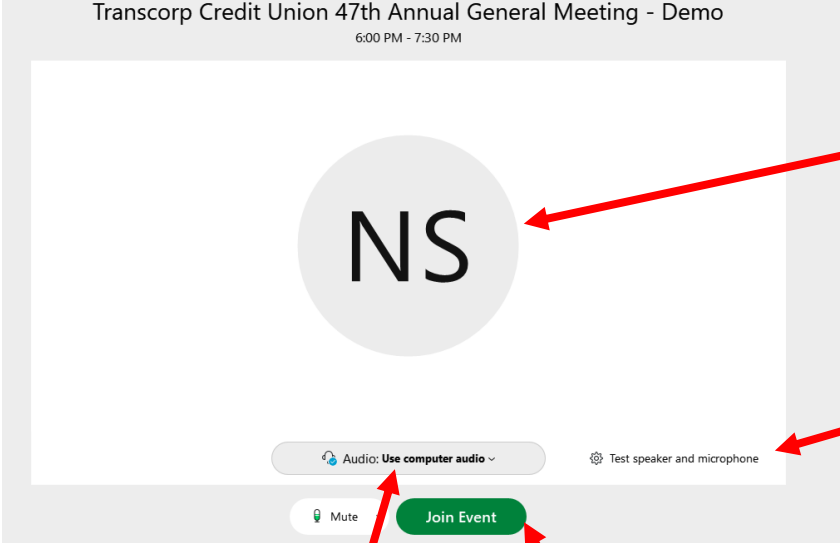
To further Confirm your Identity, the System may ask you for your Registration ID – You will get the Registration ID from the Emails you received before the start of the meeting.



**The Trinidad and Tobago  
Fire Service Credit Union**

## Step 2 – Installing or Downloading CISCO Webex Browser

You will receive a Reminder Email at least two hours Before the Start of the AGM Meeting



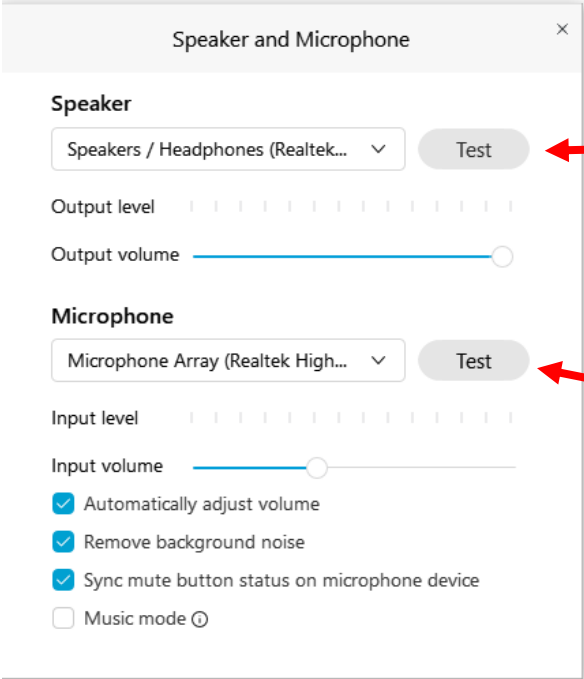
The screenshot shows a meeting interface with a large circular placeholder for a name containing the initials 'NS'. Below the name area are controls for audio: 'Audio: Use computer audio', 'Mute', and a green 'Join Event' button. A 'Test speaker and microphone' option is also visible.

This name Initial will appear here.

You can perform a Test on your device (2) to ensure that your microphone and speaker are working

Ensure Audio is set at **Use Computer Audio (1)**

Click **Join Event (5)**, to join the AGM Meeting.



The 'Speaker and Microphone' window shows settings for both speaker and microphone. The Speaker section includes a dropdown menu for 'Speakers / Headphones (Realtek...)', an output level indicator, and a volume slider. The Microphone section includes a dropdown menu for 'Microphone Array (Realtek High...)', an input level indicator, an input volume slider, and several checkboxes: 'Automatically adjust volume', 'Remove background noise', 'Sync mute button status on microphone device', and 'Music mode'.

(3) **Click Test** – You should hear a Sound – to confirm that your speaker is working

(4) **Click Test** – This will allow you to speak into the Microphone – Your recording will be replayed – this will confirm that your microphone is working

