

# HOW-TO GUIDE

## Voting with Mi-Voice through Zoom



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

Read on to learn how to set up the system and successfully cast your votes.

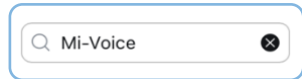
### Getting started: How to download the Mi-Voice app within Zoom



Open Zoom on your desktop



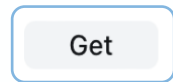
Click on the Apps button at the top of the screen



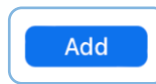
Search for 'Mi-Voice'



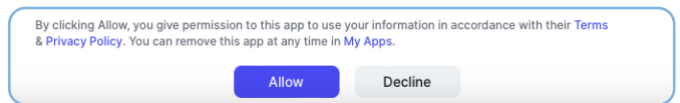
You'll recognise us by the orange tick



Click the 'Get' button



Now click 'Add'



You will be asked to give permission to the app. Click 'Allow' in order to access the app

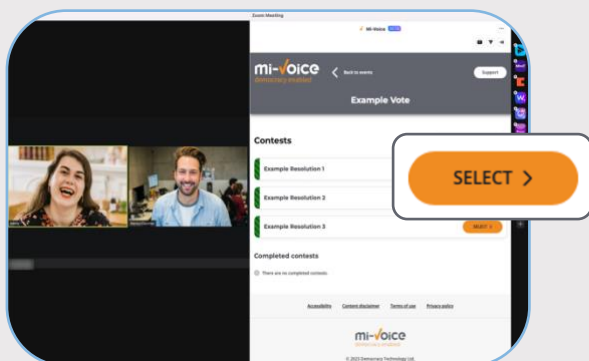
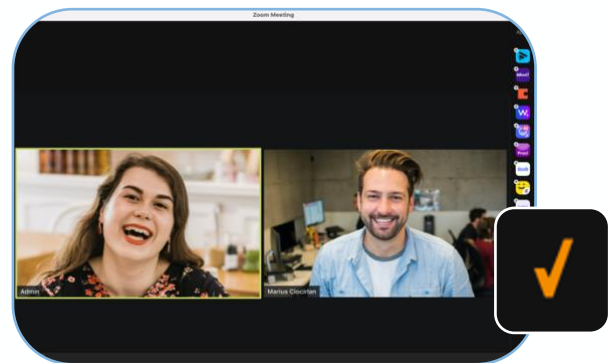


You will now have successfully downloaded the app, which can be found in the 'My Apps' section of Zoom

### Next steps: How to vote during your meeting

Join the Zoom meeting through the link emailed to you. This will come from [reply@zoom.us](mailto:reply@zoom.us) so look out for your invite.

Once in the meeting you'll see a list of your apps down the right-hand side of the screen. Find the Mi-Voice Voting app by looking for the orange tick. Click on the app to open the voting window.

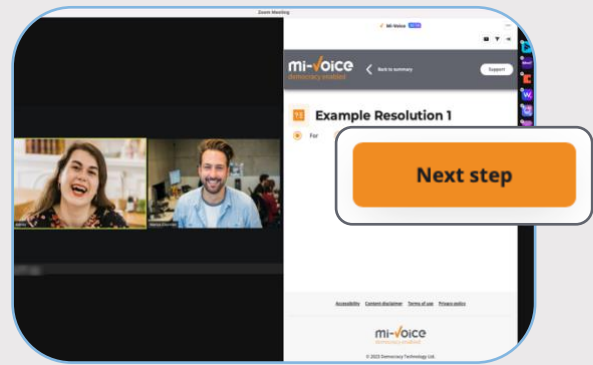


Once you have opened the app, you will be automatically verified with the event you are trying to vote in.

All voting items will 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.

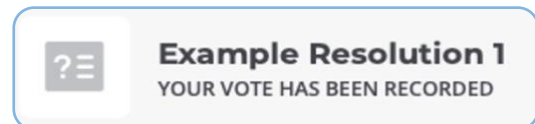
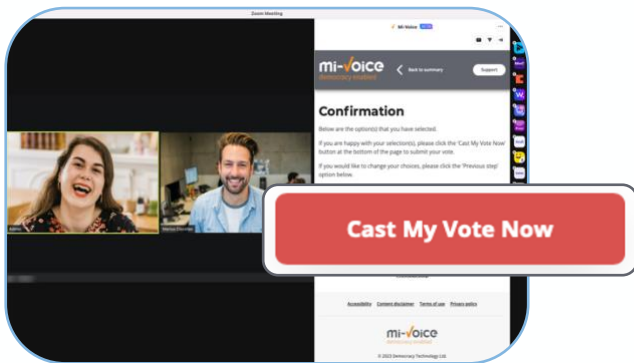
When you are happy with your selection click the 'Next step' button.



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.

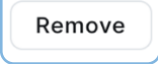
You will be returned to the main voting screen where your vote will show as recorded. Repeat these steps for all other voting items.



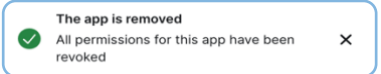
## What happens next: How to remove the app after voting

To remove the app, click on the settings icon  and then click [Manage](#) 




You will be taken to the online App Marketplace where you can manage all the apps that you have downloaded.

Find the Mi-Voice app in your list and click [Remove](#) . Before deletion, you will be asked to confirm that you wish to remove the app.

Once you have confirmed you are happy to delete the app you are all done.



## 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.

**SUPPORT**



support@mi-voice.com



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Available Monday-Friday 9am-5pm. Additional support may be available during your meeting.

**mi-voice**  
democracy enabled