

Guideline for attending the Annual General Meeting of Shareholders via electronic meeting (E-AGM)

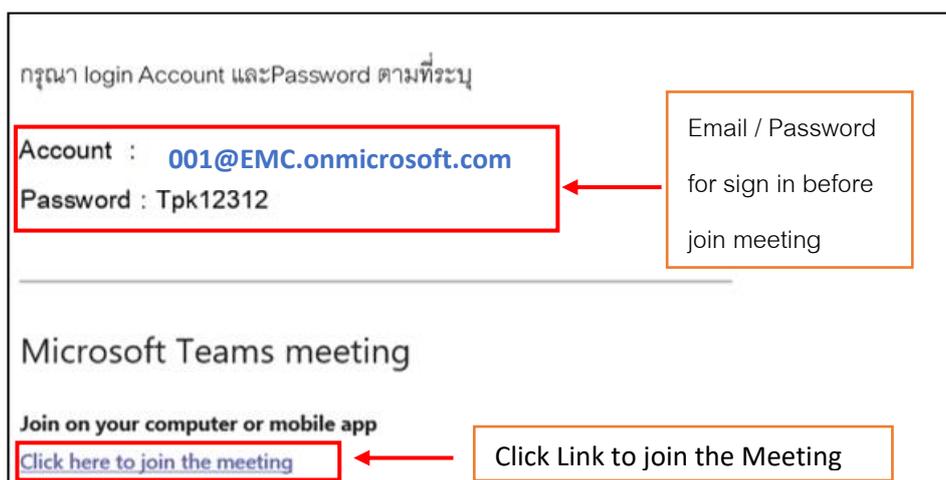
By Microsoft Teams VDO Conference System

The system requirement.

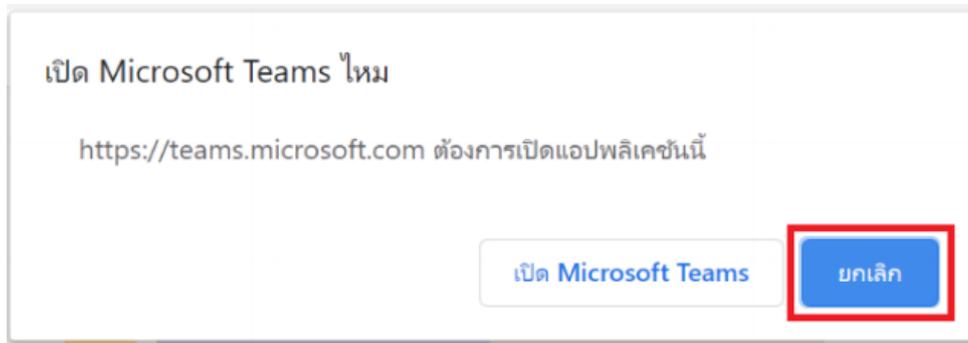
1. Notebook PC or Smart Phone
2. Notebook PC speakers or speakers that can connect to a Notebook PC.
3. Web Browser for PC Version 72 , IOS and Android or Microsoft Teams Application
(with Window10)
4. Internet speed not lower than 1 Mbps

Steps to attend the Meeting via Google Chrome Web Browser.

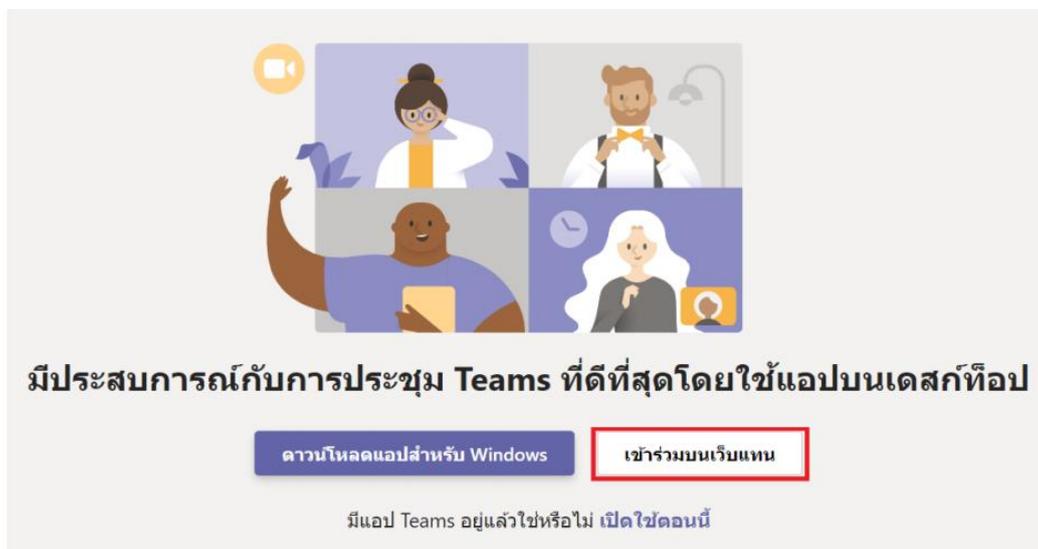
1. Shareholders open the Invitation E-mail that was sent after completed the registration.
Then click the link shows 'Click here to join the meeting' to enter the meeting room.



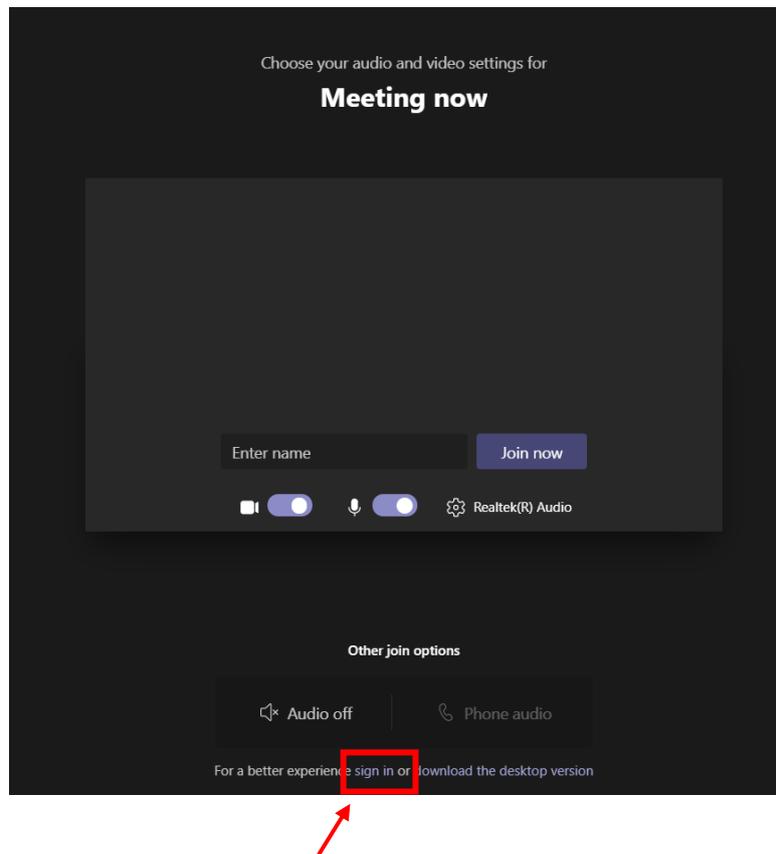
2. Browser will automatically ask user whether the user wants to open Microsoft Teams Application or not.
Then Click Cancel.



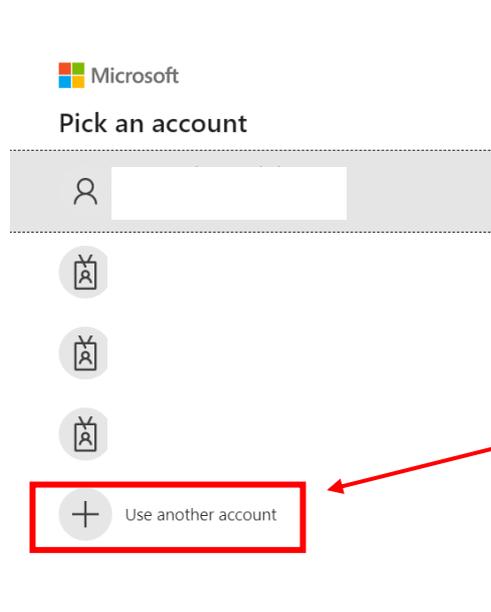
3. Click **Join on Web instead**

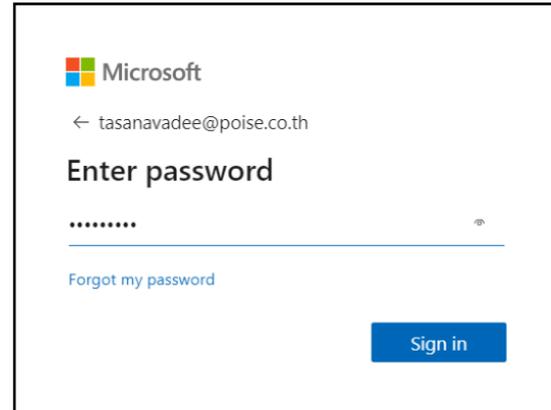
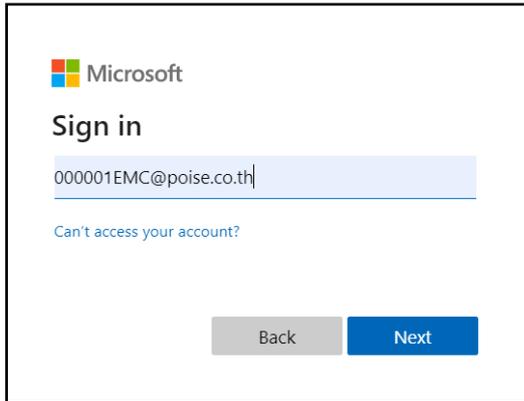


4. Click **Sign in** below. If shareholders have old account, shareholders need to sign out first.



The system will display “Pick an account”. Then choose “Use another account” and fill in Username / Password that received from the invitation email (step 1.)

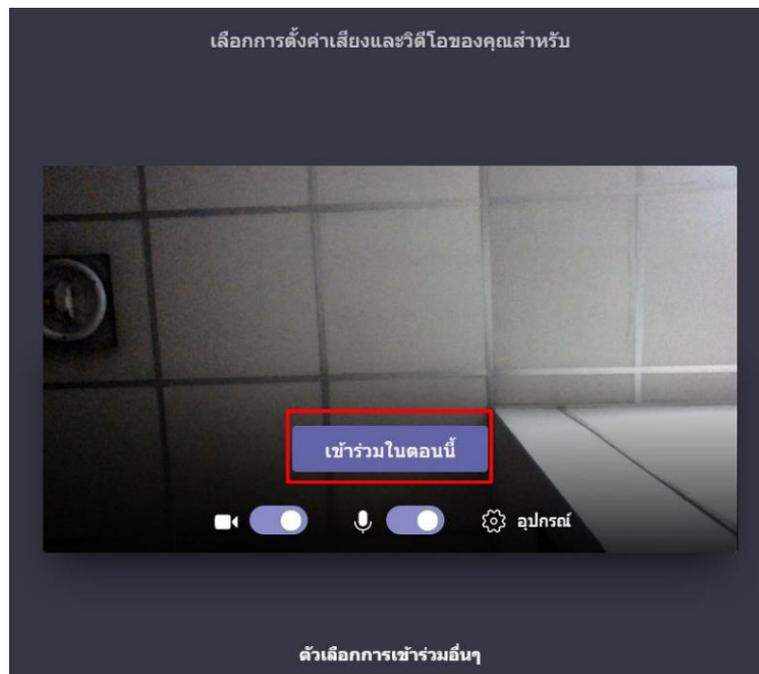




The system will force users to change password on their first login for privacy.

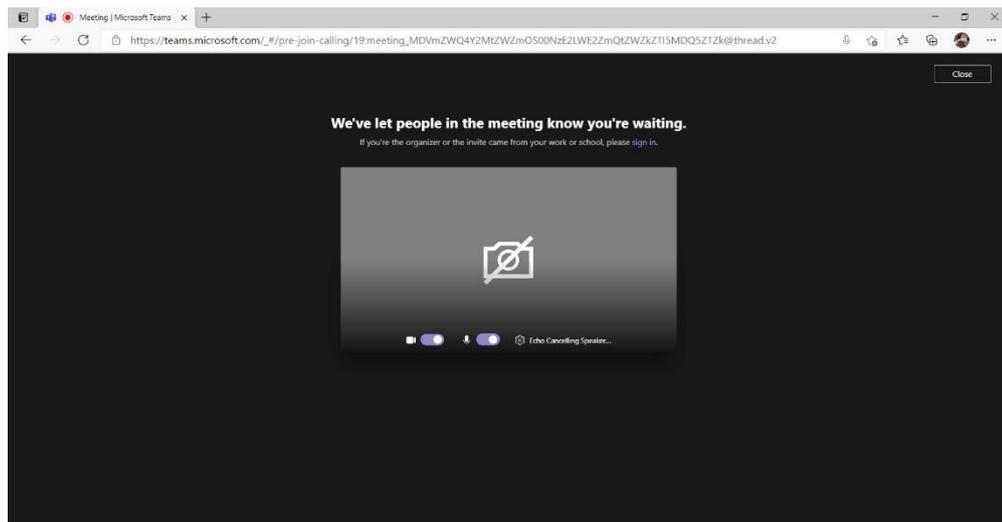
- Current Password : The password from invitation e-mail
- New Password : New password created by shareholders
- Re-New Password : Re-enter New password

5. Click **Join now**

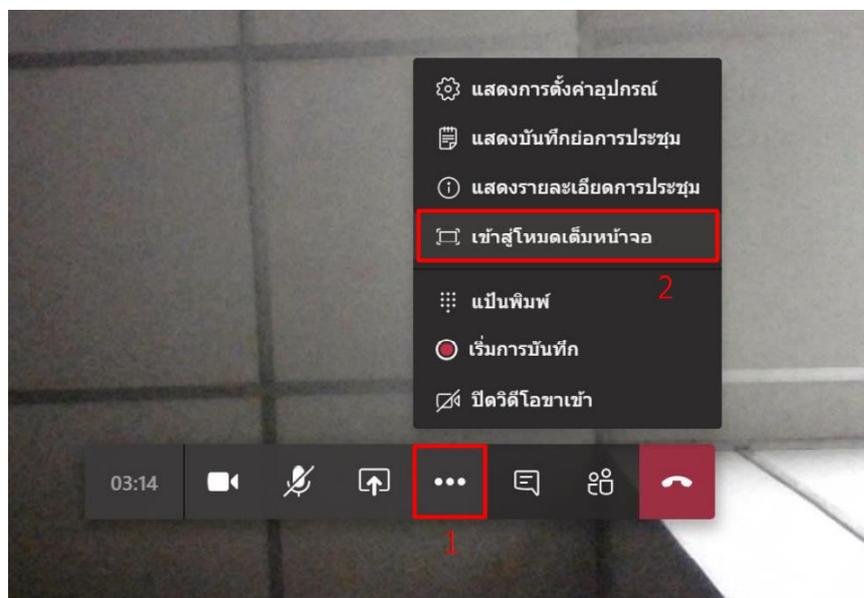


Then

shareholders will wait in the Meeting Lobby. Meeting organizer will verify the identity and allow shareholders that login with correct Username from Invitation E-mail to the Meeting Room



6. The system will let shareholders into the meeting room. If shareholders want to change display to full screen,  and select **Full screen**



Steps to attend the Meeting via Smart Phone

1. Shareholders open “Microsoft Teams Mobile Application”.

Microsoft Teams



ยินดีต้อนรับสู่ Microsoft Teams! สถานที่ซึ่งทีมงานร่วมกันได้อย่างมีความสุขมากยิ่งขึ้น

2. Shareholders sign in Teams Application with Email / Password from Invitation E-mail. If shareholders have old account, shareholders need to sign out first.

กรุณา login Account และ Password ตามที่ระบุ

Account : 001@EMC.onmicrosoft.com	← Email / Password for sign in before join meeting
Password : Tpk12312	

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Microsoft Teams



เลือกบัญชีผู้ใช้เพื่อลงชื่อเข้าใช้

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ลงชื่อเข้าใช้ด้วยบัญชีผู้ใช้อื่น

 ลงชื่อสมัครฟรี



เริ่มต้นใช้งานด้วยบัญชีผู้ใช้ของ ที่ทำงาน
โรงเรียน หรือส่วนบุคคลของคุณ

tasनावadee@pc

ลงชื่อเข้าใช้

ขอรับความช่วยเหลือเกี่ยวกับการลงชื่อเข้าใช้

 ลงชื่อสมัครฟรี

The system will force users to change password on their first login for privacy.

- Current Password : The password from invitation e-mail
- New Password : New password created by shareholders
- Re-New Password : Re-enter New password



← tasanavadee@poise.co.th

ใส่รหัสผ่าน

รหัสผ่าน

ลิ้งรหัสผ่านของฉัน

ลงชื่อเข้าใช้ด้วยบัญชีอื่น

ลงชื่อเข้าใช้

3. Click the link show '**Click here to join the meeting**' button from the Invitation E-mail to attend the meeting.

กรุณา login Account และ Password ตามที่ระบุ

Account : 0 001@EMC.onmicrosoft.com

Password : Tpk12312

Microsoft Teams meeting

Join on your computer or mobile app

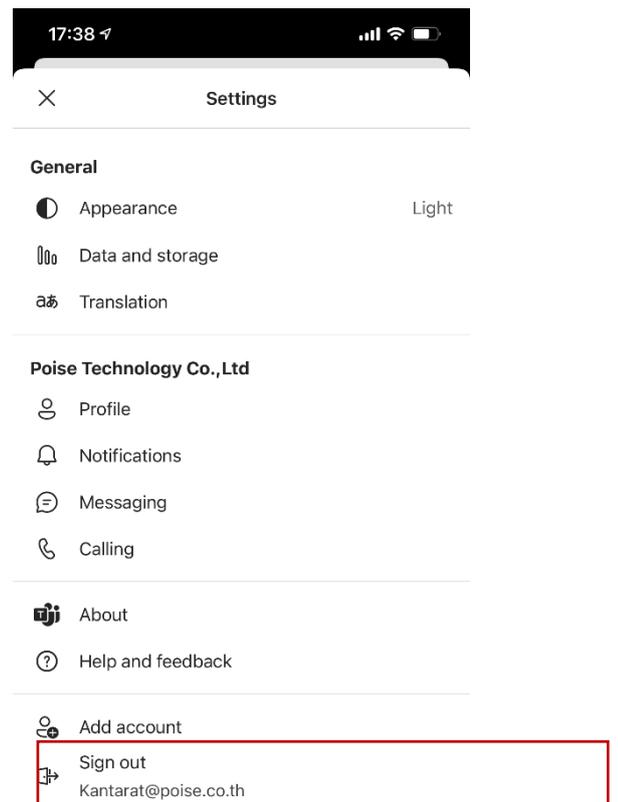
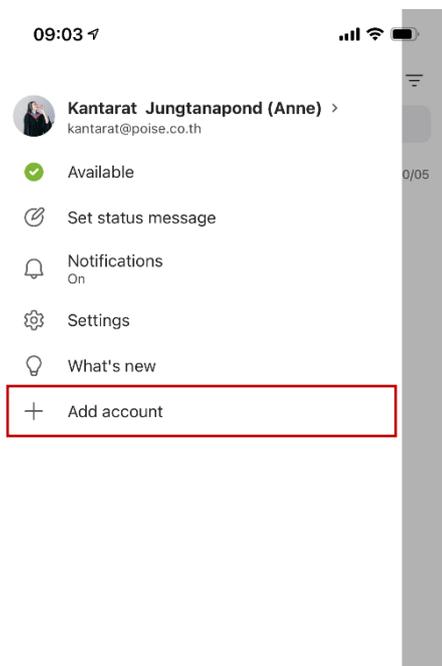
[Click here to join the meeting](#)

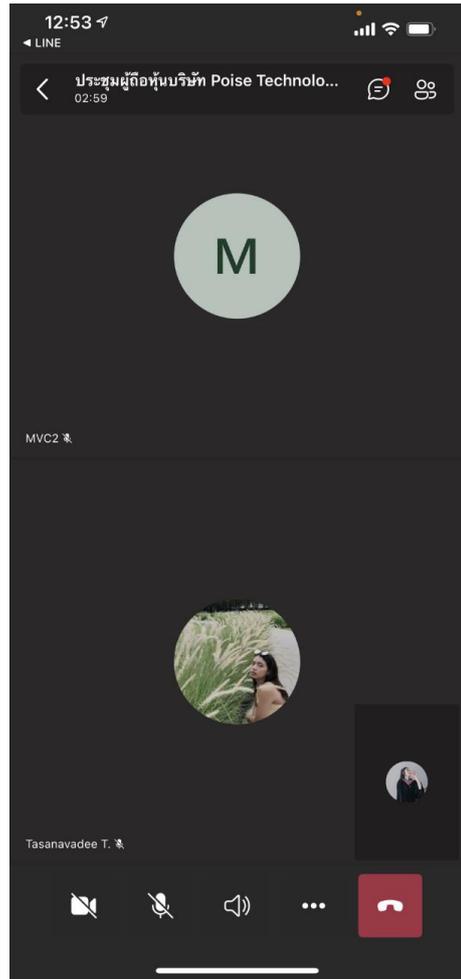
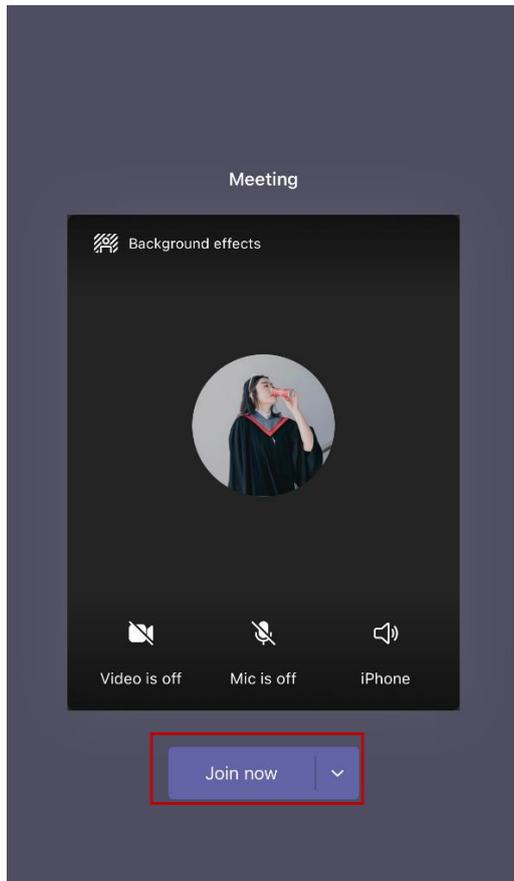
4. Click "**Join Now**" to join the Meeting

Only sign in with Username / Password from invitation E-mail.

If shareholders have old account, shareholders need to sign out first.

Then shareholders will wait in the Meeting Lobby. Meeting organizer will verify the identity and allow shareholders that login with correct Username from Invitation E-mail to the Meeting Room

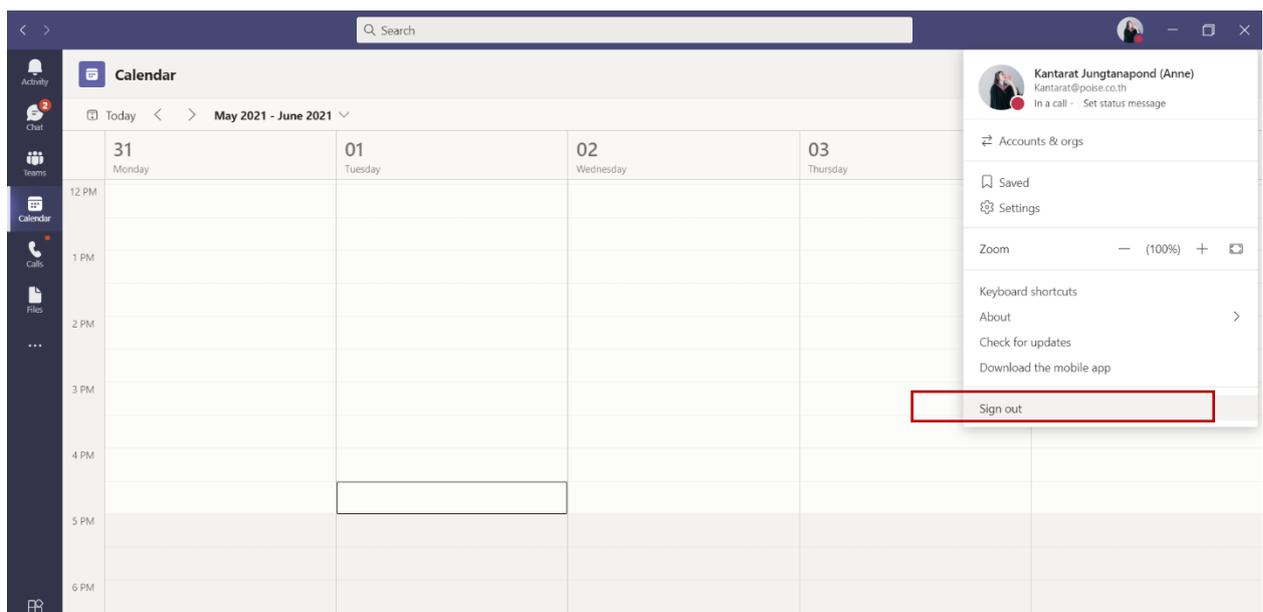
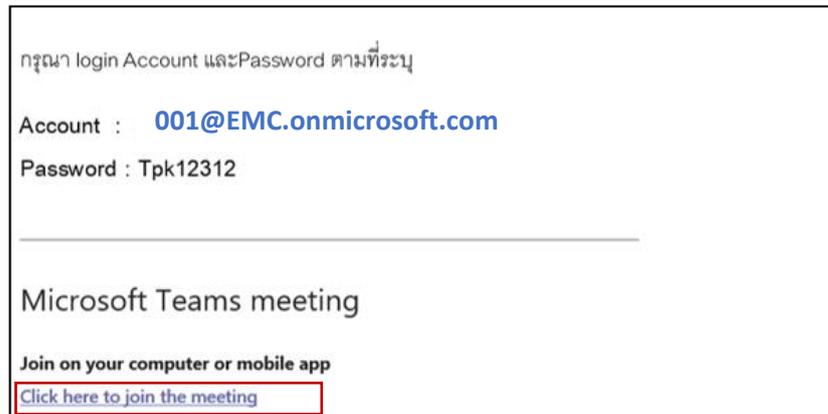




Steps to attend the Meeting via Microsoft Teams Application Desktop.

1. Shareholders open the Invitation E-mail that was sent after completed the registration.
Then click the link shows 'Click here to join the meeting' to enter the meeting room.
2. Browser will automatically ask user whether the user wants to open Microsoft Teams Application or not.

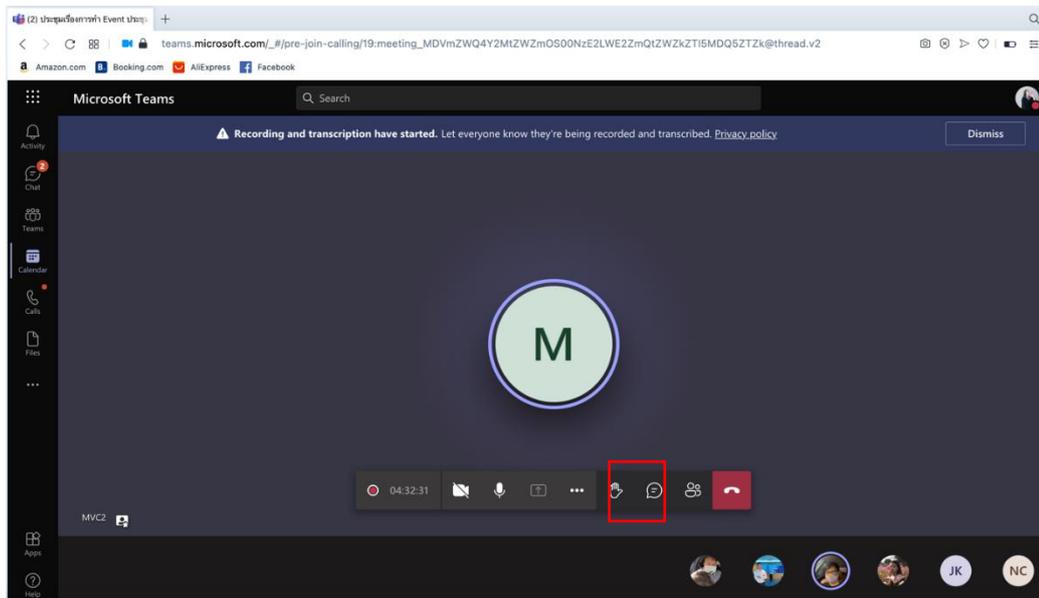
Then Click Open Microsoft Teams.
3. **Sign-in** the E-mail Username / Password that received by invitation e-mail (step 1.).
If shareholders have old account, shareholders need to sign out first.



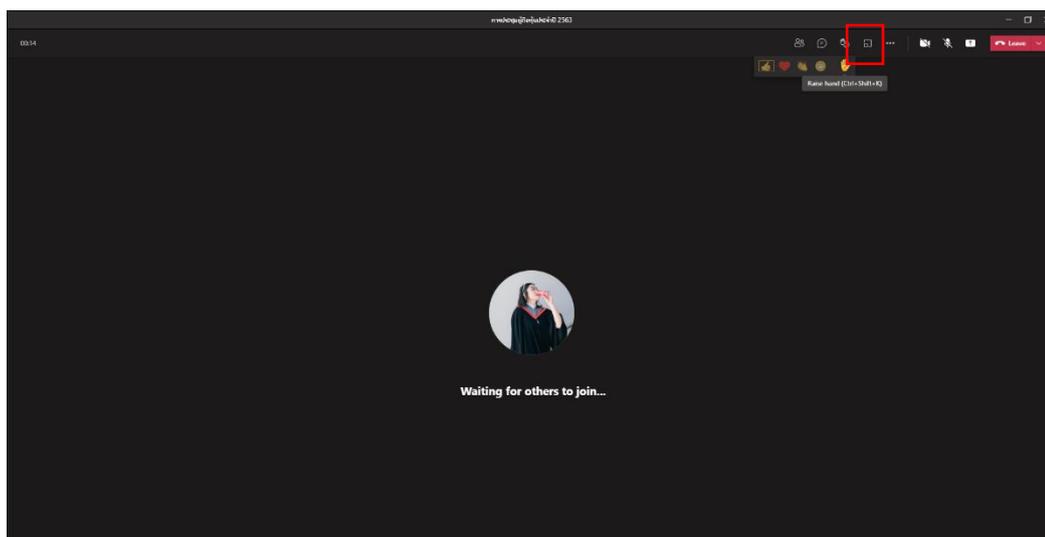
How to ask questions in the Meeting Room(Q&A)

When entering the Q&A session, participants can click **'Raise Hand'** to ask questions.

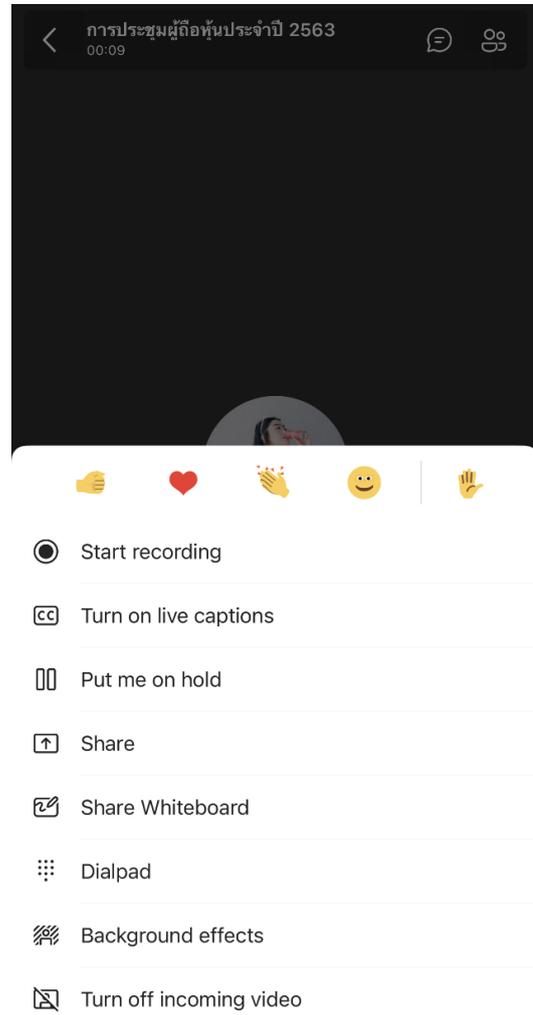
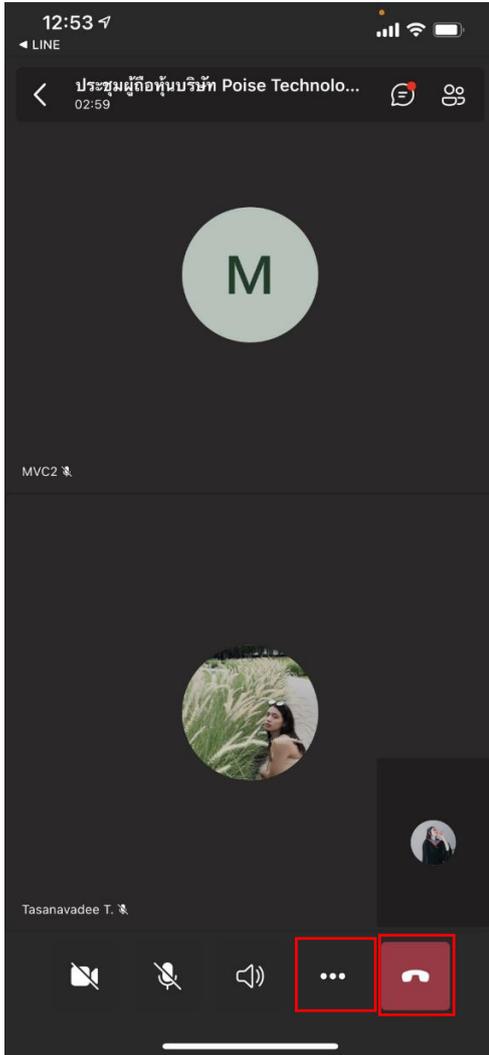
➤ Raise Hand via Web Browser



➤ Raise Hand via Microsoft Teams Desktop application.



➤ Raise Hand via Smart Phone

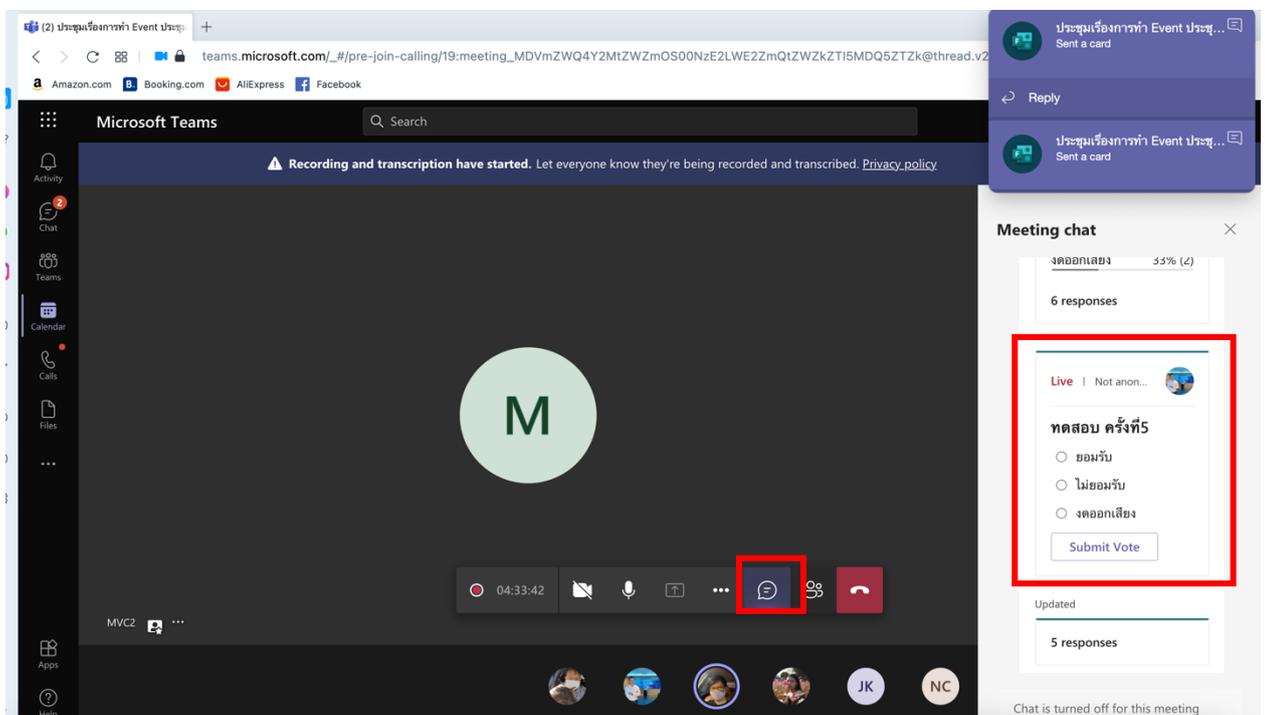


Online Voting Procedure

1. Join Microsoft Teams Meeting Online
2. Open poll list in **Show Conversation** in the right.

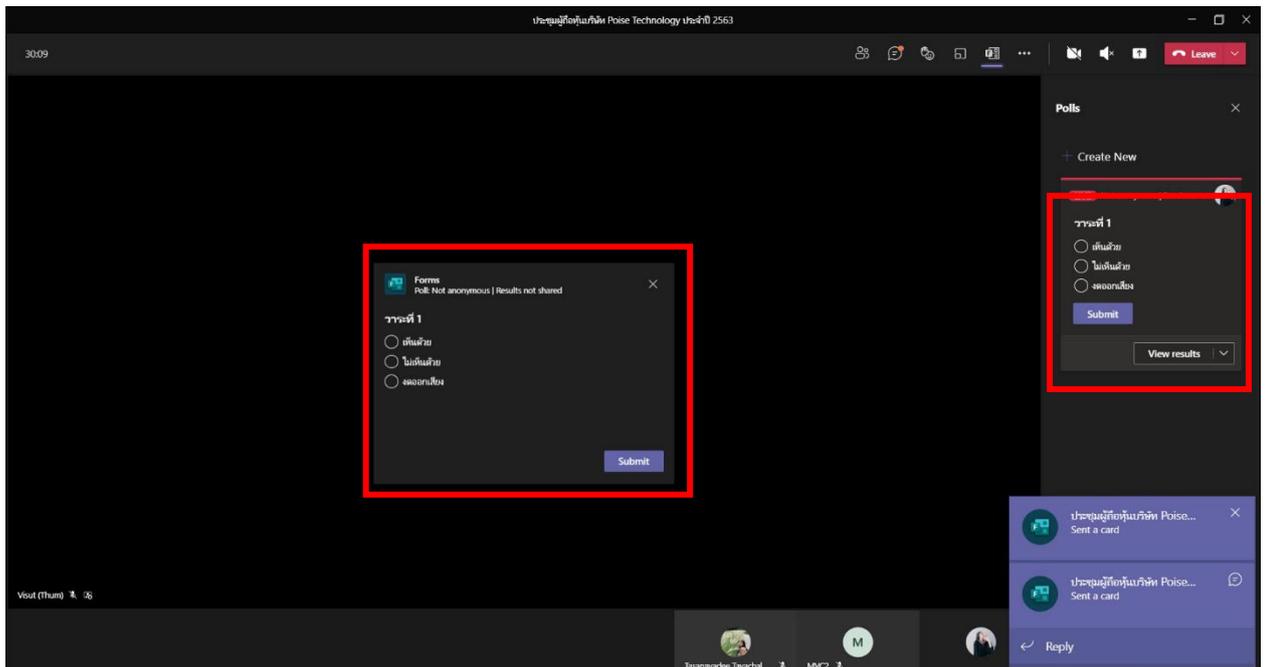
when it's time to vote , shareholders will be able to vote Real-Time only and cannot reverse to vote in the past agenda.

➤ **Voting via Web Browser**

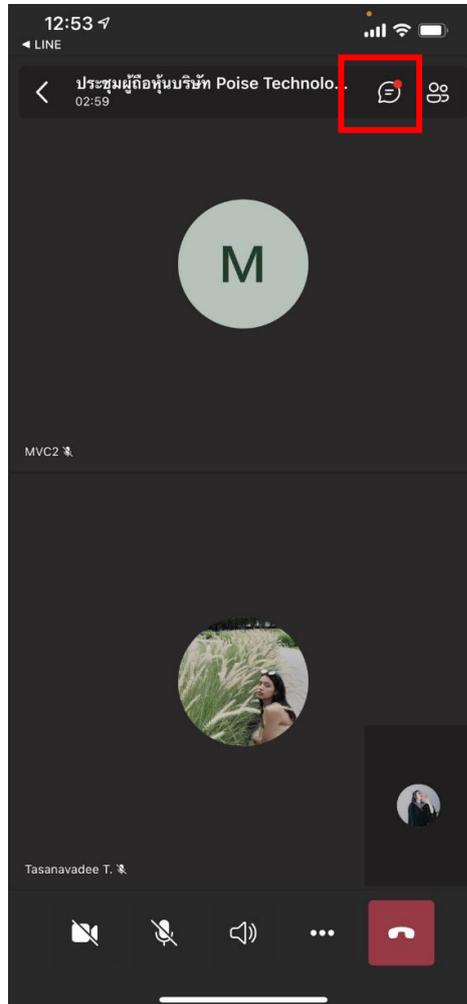


The screenshot displays a Microsoft Teams meeting window in a web browser. The main area shows a large green circle with the letter 'M'. A notification at the top states "Recording and transcription have started." The bottom toolbar includes icons for chat, mute, video, and a red "X" icon, which is highlighted with a red box. On the right side, the "Meeting chat" panel is open, showing a poll titled "ทดสอบ ครั้งที่ 5" (Test 5). The poll options are "ยอมรับ" (Accept), "ไม่ยอมรับ" (Do not accept), and "งดออกเสียง" (Abstain). A "Submit Vote" button is visible. The poll shows 55% (2) votes and 6 responses. Below the poll, it indicates "Updated" and "5 responses". The chat panel also shows a "Chat is turned off for this meeting" message at the bottom.

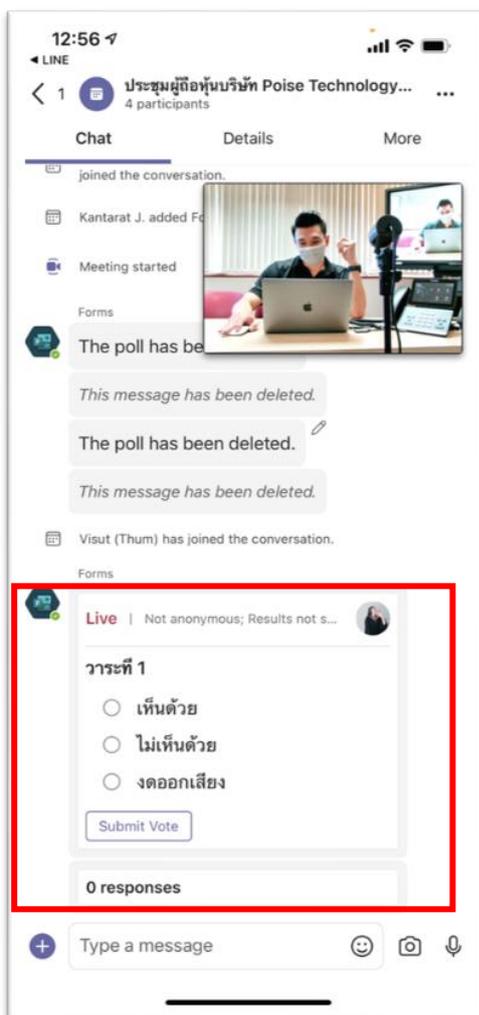
➤ Voting via Application Desktop



➤ Voting via Smart Phone



3. To vote click > Submit vote



For a troubleshooting related to the system , please click **'Raise Hand'** to ask for Technical support or contact Poise Technology, the provider of the company's E-AGM conferencing system, according to this below contact information :

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Miss Kantarat Jungtanapond (Pre-sale Engineer)

Mobile : +66 92-670-3232

E-mail : kantararat@poisetechonology.com