

# BPW/NC VIRTUAL MEETING INSTRUCTIONS

## 1. Register for the Meeting or Event

Click on the Meeting invitation link in the email or on the website. Fill in your name and email address, click the Submit button. You will receive a page that looks similar to this:

**BPW/NC** Business and Professional Women/NC

Registration Complete!  
BPW/NC login instructions  
Sun, Oct 19th, 2014 at 8:30 pm EDT

[Add to Outlook](#) [Add to iCal](#) [Add to Google Calendar](#)

Your own personal link to the meeting is here.

Instructions for attending the meeting

Presentation instructions

At the time listed above, click the following link to join:  
<http://virginiaadamson.enterthemeeting.com/m/KKB6FQBA/UEIT2FOV>

Options for Audio are listed here.

Audio instructions

Option 1  
Dial-in to the following conference line:  
Number: (949) 229-4400  
Audio Pin: 3402548#

Option 2  
You may join the conference bridge with your computer's microphone/speakers or headset.

The System Requirements are listed here.

System requirements:  
Flash Version 11.  
[Download here.](#)

Your personal information is used by the presentation organizer to communicate with you about this event, future events and related information. You may opt out at any time. To do so, please contact the organizer directly.

The presentation organizer may choose to record this meeting, including any participation by you. By joining the meeting, you are agreeing to any such recording.

Protecting your personal information is taken very seriously at MeetingBurner. MeetingBurner will never sell, share or rent your information to a third party.

You will receive an email with the same information as above. It will also include a calendar attachment.

## 2. Joining the Meeting or Event

Virtual meetings and events need to start at the time scheduled. Please plan to join the meeting 5-15 minutes prior to the scheduled start time.

### Presentation instructions

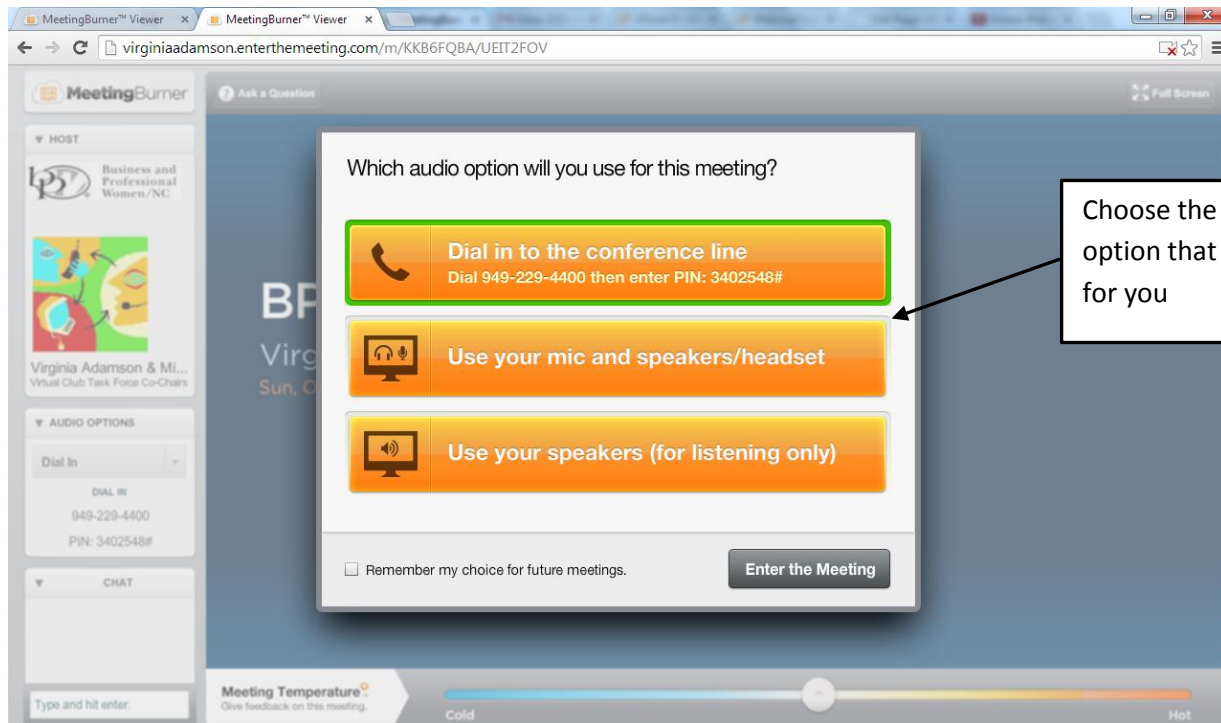
A few minutes before the meeting, click on your unique link to the meeting. This link should not be shared. It is only valid for one attendee.

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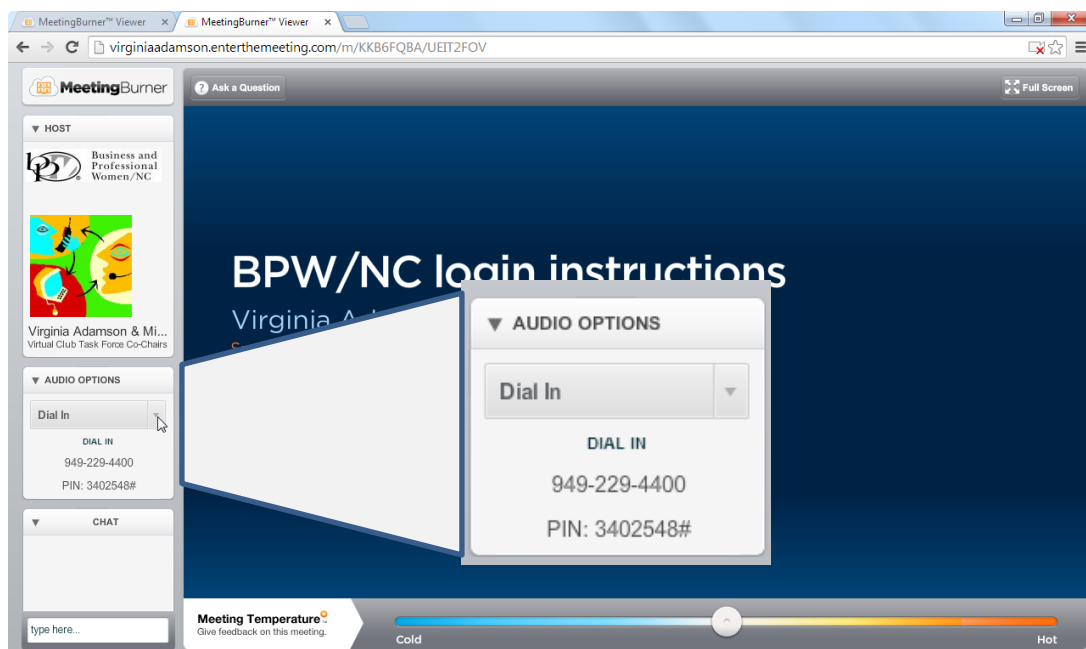
## Audio instructions

There are two options for joining the meeting. The conference line is the most stable. Using your mic and speakers/headset are an option if you have a high speed internet connection. You also have the option of using your speakers only which will allow you to listen but not to speak.

Follow the instructions on the screen, click on your chosen option, then on the Enter the Meeting button.

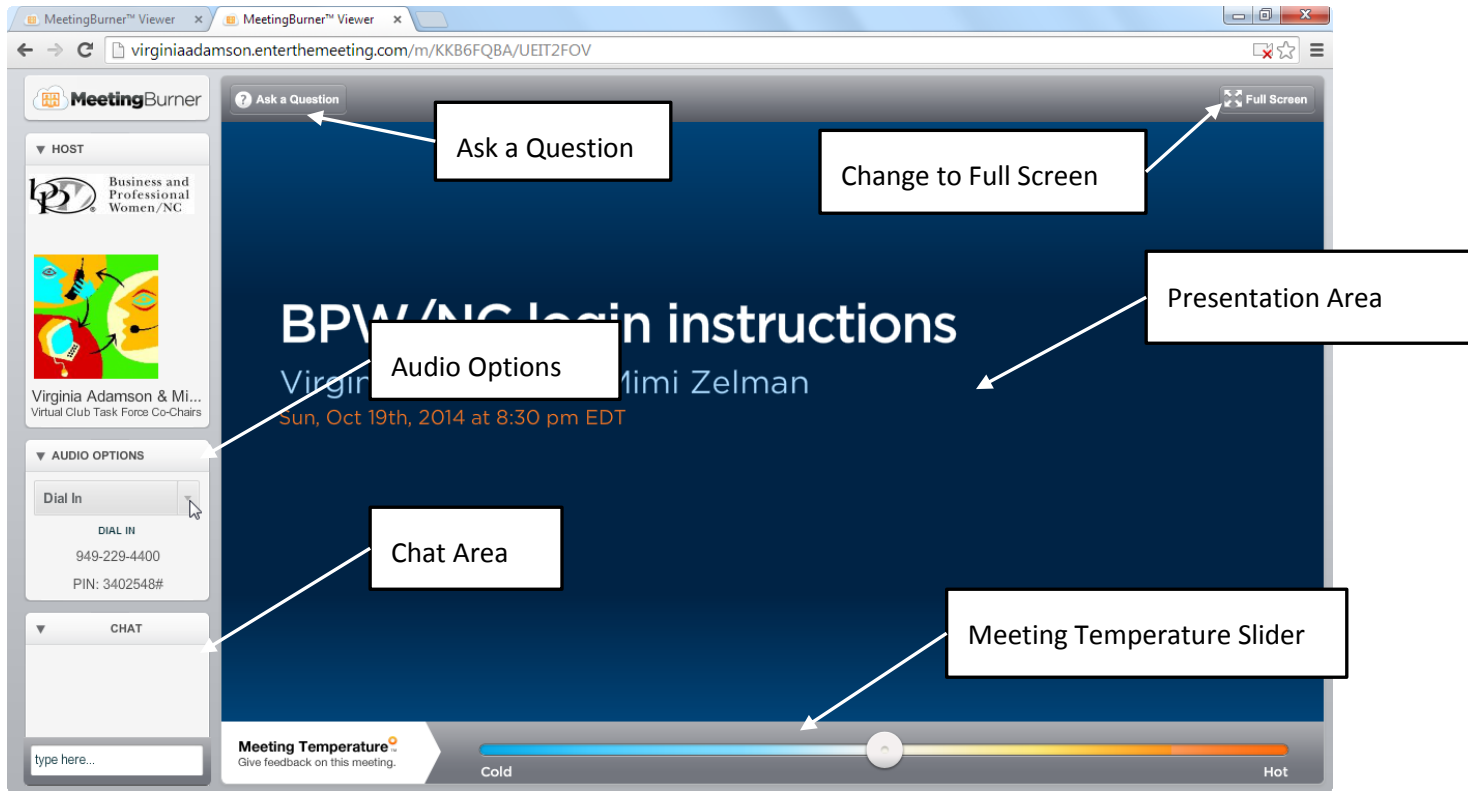


Should the Audio Options box disappear, you can choose your Audio Options from the left side menu.



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## 3. Participating in the Meeting or Event

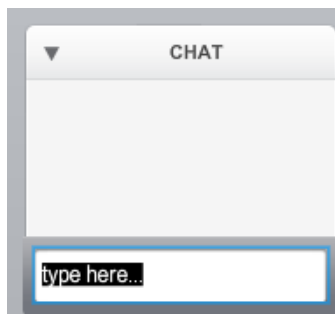


Once you have joined the meeting you should be able to see the information that is being shared. Depending on the meeting content, all attendees audio may be muted.

To show the shared presentation in full screen, click on the Full Screen button in the top right hand corner of your screen. To exit Full Screen view, click on the Exit Full Screen button in the top right hand corner of your screen.



If you have technical difficulties you are welcome to communicate with the moderators by typing in the chat window which is at the bottom on the left side of the screen.



# BPW/NC VIRTUAL MEETING INSTRUCTIONS

You can ask Questions of the presenters by clicking on the Ask a Question button at the top of your screen to expand the question box. Then type your question and press Send. Press the Ask a Question button each time you wish to ask a question.



The image shows a dialog box titled "Ask a Question" with a question mark icon. Inside the dialog, there is a text input field with the placeholder text "Enter your question or comment for the host." Below the input field are two buttons: "Cancel" on the left and "Send" on the right.

You can provide instant feedback on the meeting by moving the Meeting Temperature slider at the bottom of the screen.

