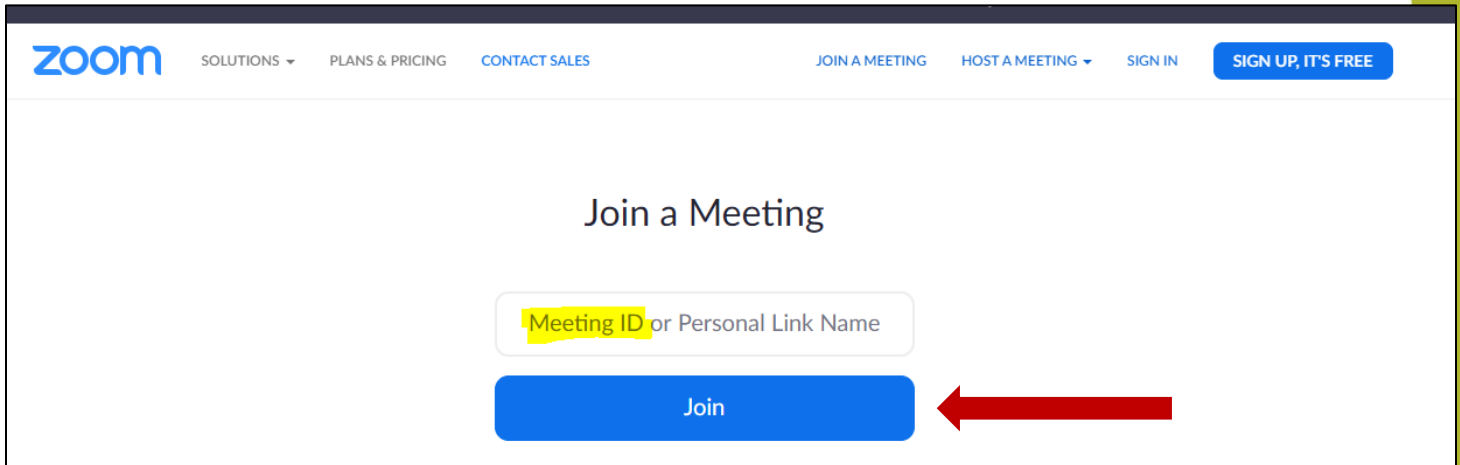
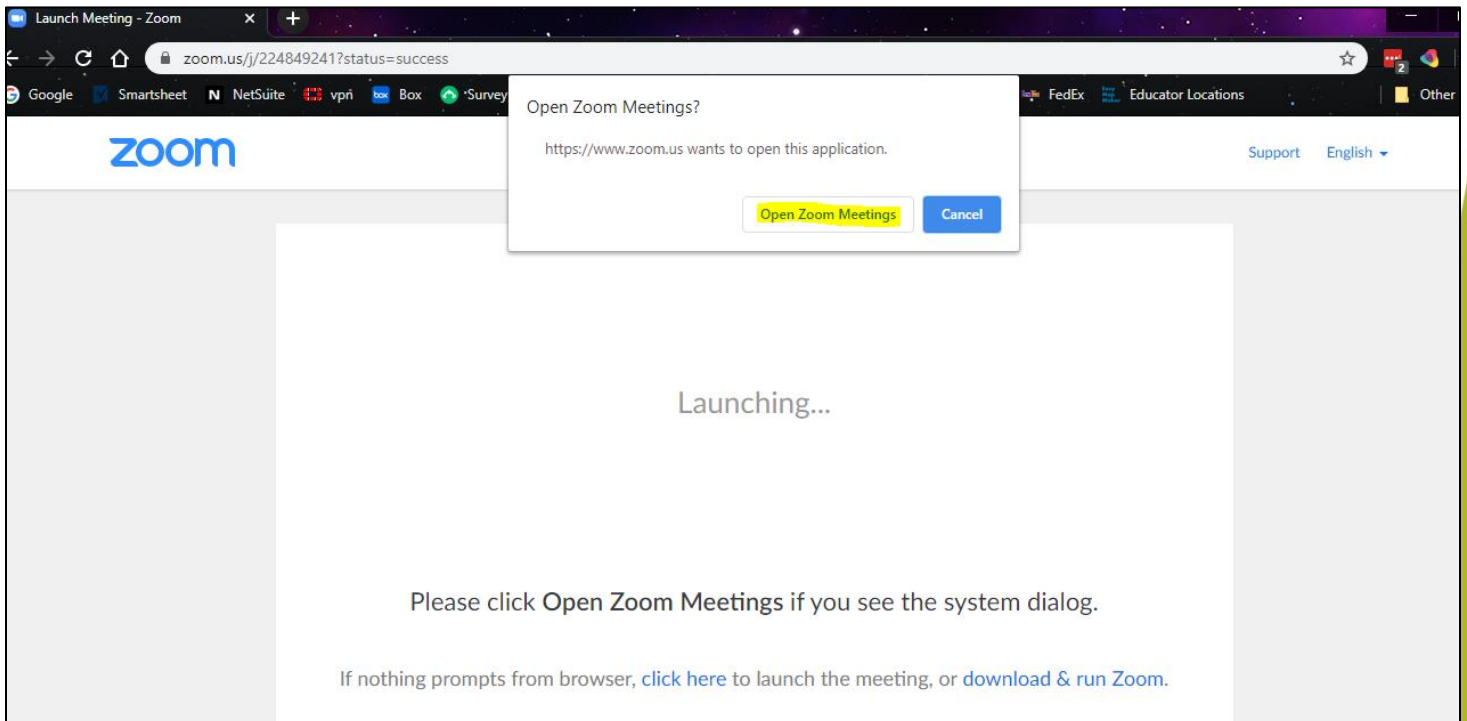


AccuQuilt Virtual Event Sign-in Instructions

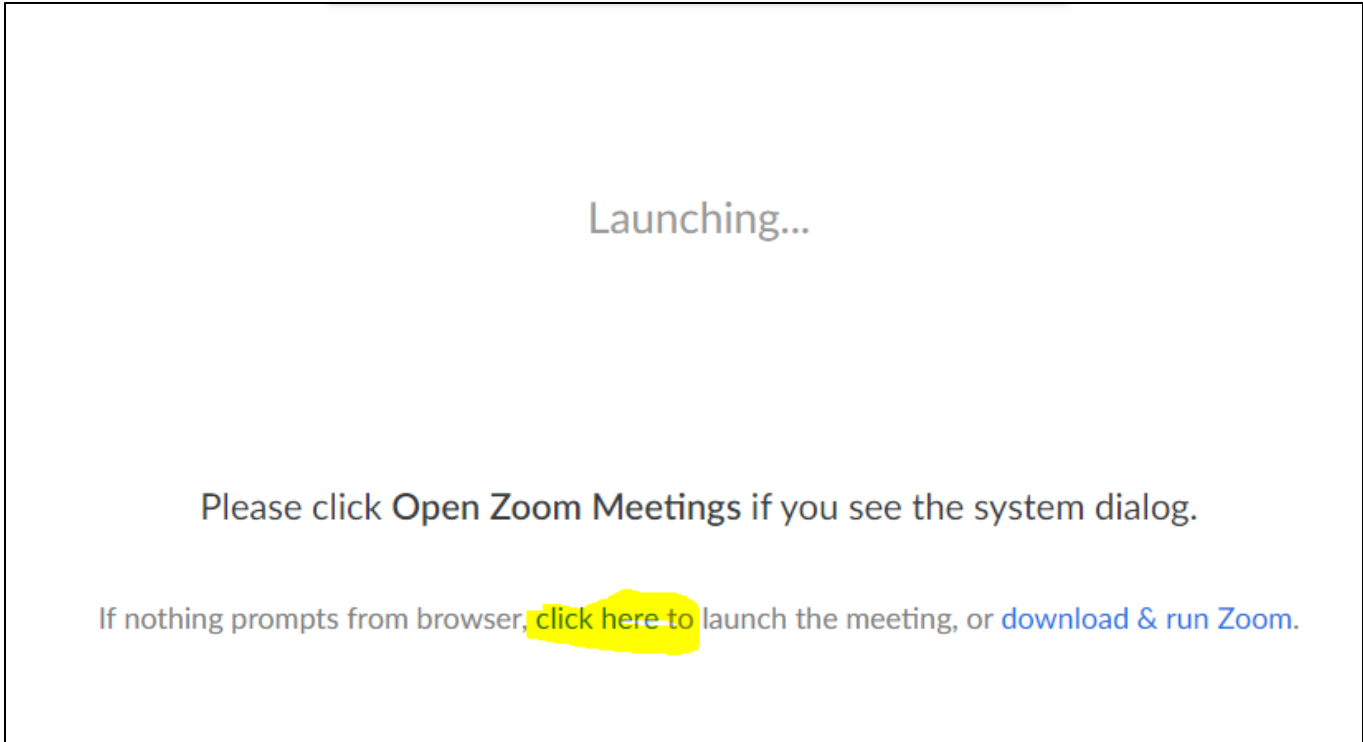
- 1) Open your web browser (Internet Explorer, Google Chrome, Safari etc.) *[Start at page 7 if logging in from a cell phone or tablet]*
- 2) In the web address bar type www.zoom.us/join
- 3) Enter the Meeting ID for the Event provided by your Retailer. This will be a 9-digit number (ex. 111 222 333)



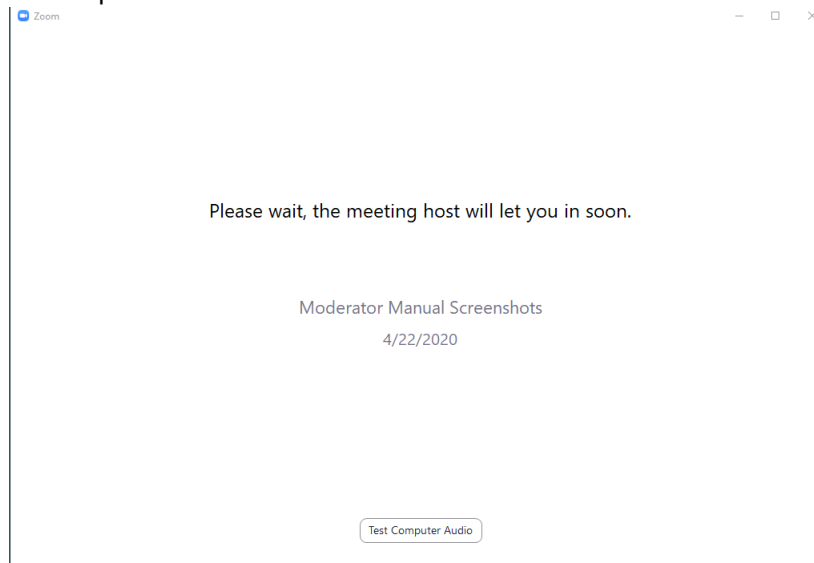
- 4) Click Join (Blue button in image above with red arrow.)
- 5) You should be prompted to Open Zoom Meetings. Click Open Zoom Meetings if prompted. If you do not see this, please proceed to step 6.



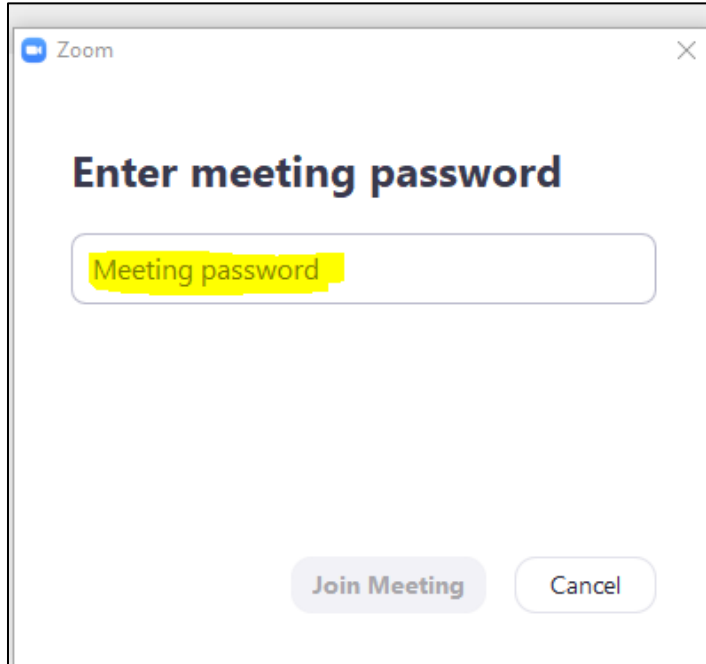
- 6) If you do not get prompted from your browser, please click the “click here” option at the very bottom of the page



- 7) Once you join you will see the below screen letting you know you are in a waiting room. You will be let in about 10 minutes prior to the start of class.



- 8) Once you have clicked “click here” you will be given the option to start zoom through your web browser at the bottom of the screen.
- 9) Enter the password provided by your Retailer.



Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, **start from your browser**.

- 10) Once Password is entered the highlight field the Join Meeting Button will turn Blue to be clicked.

- 11) You will be asked to join with or without video and you may choose to join without video.
- 12) Audio call-in options will also be provided by the retailer if you do not have computer speakers.
- 13) If you are having issues getting logged into your virtual event please e-mail events@accuquilt.com, provide what retailer and class you are trying to attend and what issue you are having. We will do our best to help you troubleshoot the problem and get you signed in.

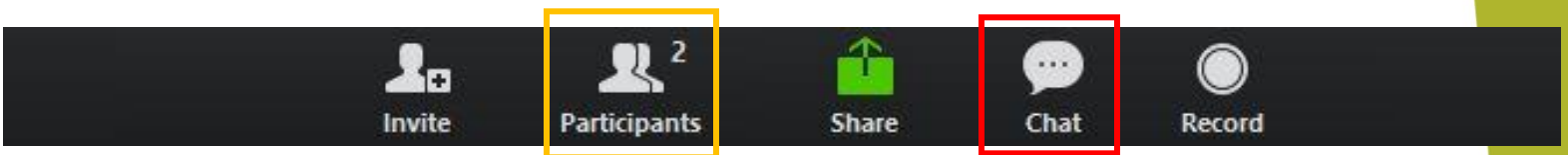
How to Setup Desktop Viewing

- 1) Set your video viewing to presenter only. To do this you will hover over the video window. Within that window you will want to select the large single box in the middle left (shown in red box on below image). Once you have done this you will be able to hover over the bottom corner of the window until you see a double pointed arrow and click and drag to make the window larger.
 - a. After the above step is completed you can switch back and forth between the PowerPoint and the presenter being in large view by clicking on the box within a

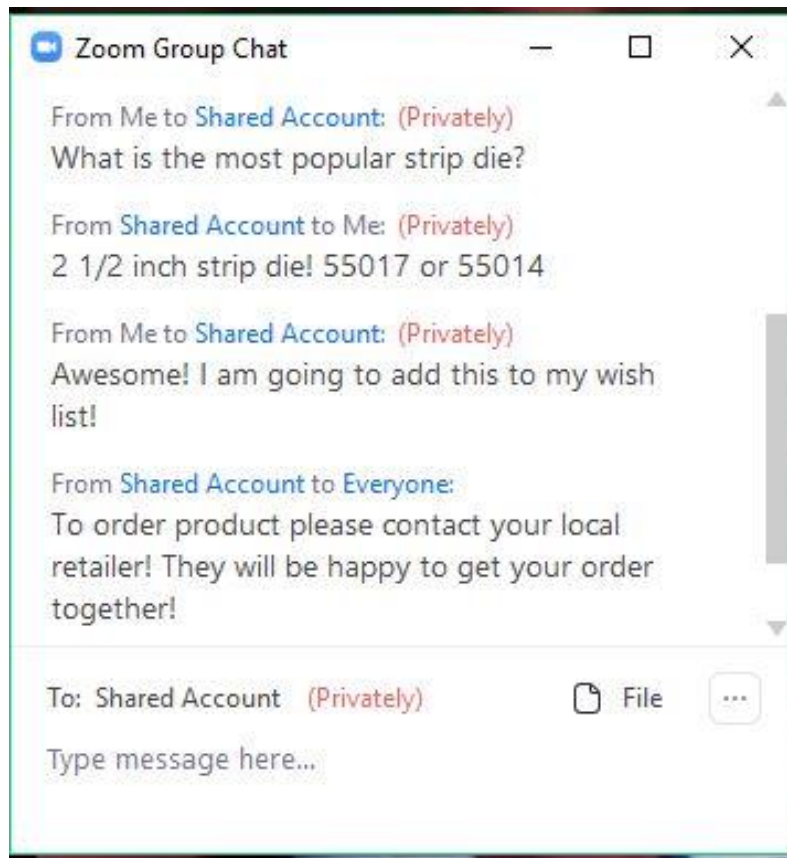


box in the top right corner of the window. (Orange box in below image).

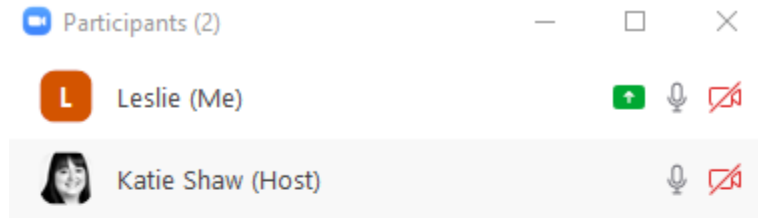
- 2) Open Chat & Participant Features (these do not have to remain open for the duration of the presentation, but you will want to know how to access them should you have a question or need assistance). To open these features, you will hover your cursor along the bottom of the presentation until the below bar appears. To open chat you will click on the speech bubble with 3 dots in it (Red box in below image) and to open participants you will click on the 2 human silhouettes (orange box in below image).



- 3) Once you have clicked on the chat feature you should see the below box appear. This will allow you to chat back and forth with the meeting moderator privately.



4) Once you have clicked on Participants the below window will pop open. This is where you will click on the raise hand button (red box on below image) if you have a question. The moderator will then be able to let the presenter know we have a question and unmute you to ask that question.



Mute Me

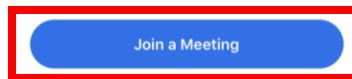
Raise Hand

How to Log-in from a Mobile Device

1. Download the Zoom App from your respective devices App Store
2. Select "Join a meeting" (red box below)

Start a Meeting

Start or join a video meeting on the go



Sign Up

Sign In

3. Once you have selected that it will prompt you to enter the Meeting ID you received from your retailer.

Cancel **Join a Meeting**

Meeting ID ▼

Join with a personal link name

iPhone

Join

If you received an invitation link, tap on the link again to join the meeting

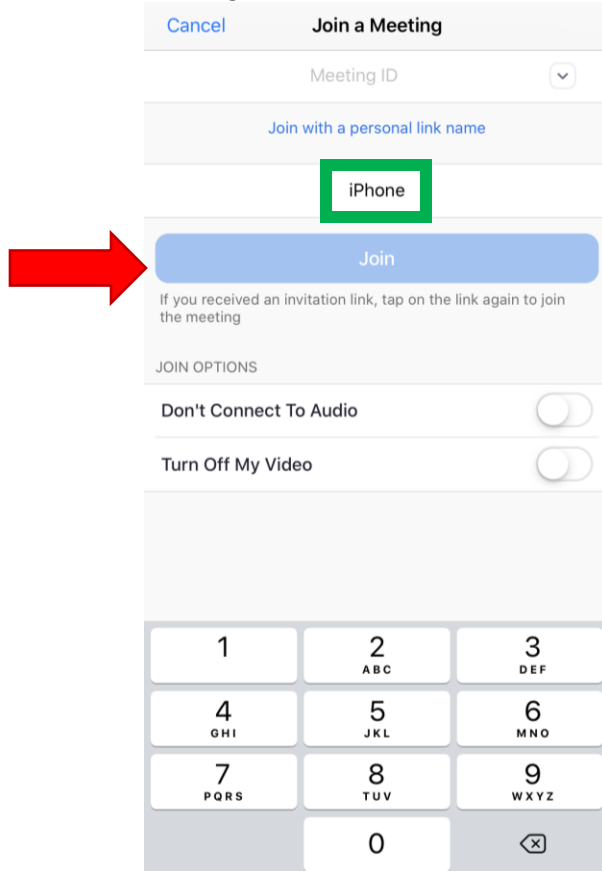
JOIN OPTIONS

Don't Connect To Audio

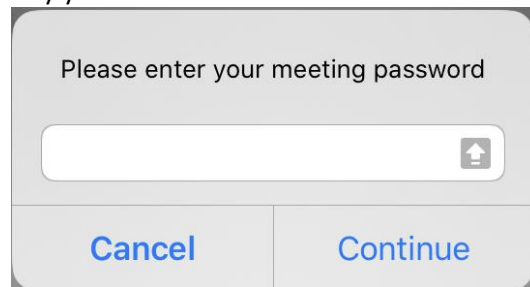
Turn Off My Video

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	

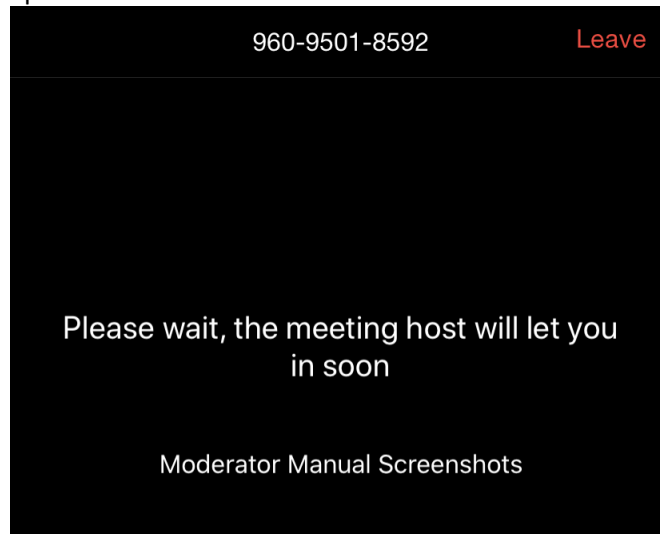
- Once you enter your Meeting ID make sure you update your name on the same screen, so we know who has joined the event. (In the green box below)



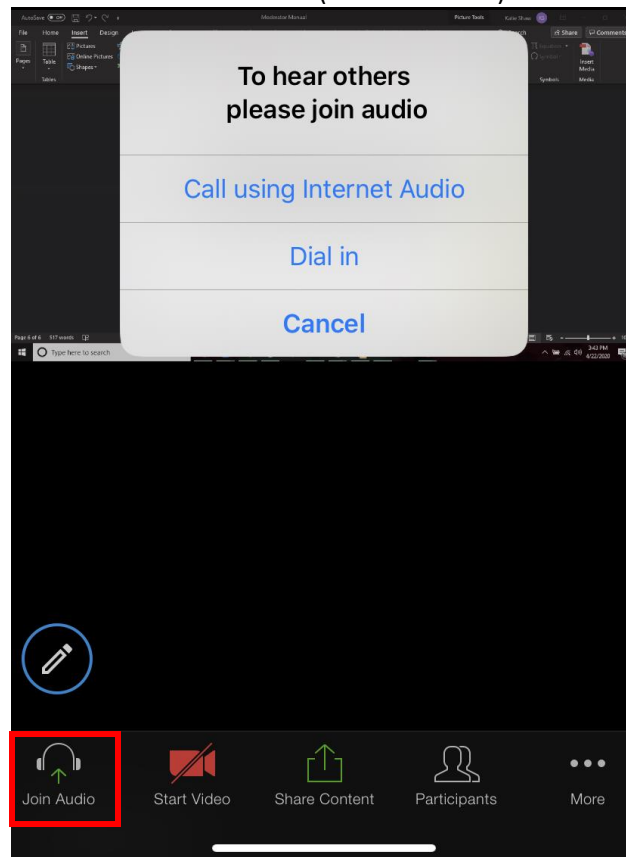
- Once you have updated your name select "Join" (red arrow above)
- Enter the password provided by your retailer



- Once you join you will see the below screen letting you know you are in a waiting room. You will be let in about 10 minutes prior to the start of class.




- Once you are allowed in the below window will appear, select one of the two options. If the window disappears select "Join Audio" bottom left corner (red box below).





9. If you select dial in the below screen will appear, select one of the numbers it does not matter which one. The app will then make the call on your behalf and enter all prompts needed to dial in properly.


TIP: Stay dialed in the app
After connecting to audio via phone, please be sure to return to the Zoom meeting application


SELECT A NUMBER TO DIAL


+1 346 248 7799 

+1 669 900 6833 

+1 253 215 8782 

+1 301 715 8592 

+1 312 626 6799 

+1 929 436 2866 

The meeting ID and participant ID will be dialed automatically.
You can ignore any messages that ask you for these numbers.

If you use another device to dial, you may also need the following information

Meeting ID	960 9501 8592
Participant ID	492243

10. After the call is completed and you are connected to the audio make sure to return to the Zoom App so you can watch the presentation

