

Back To Business Virtual Events: How to Join Your Virtual Meetings

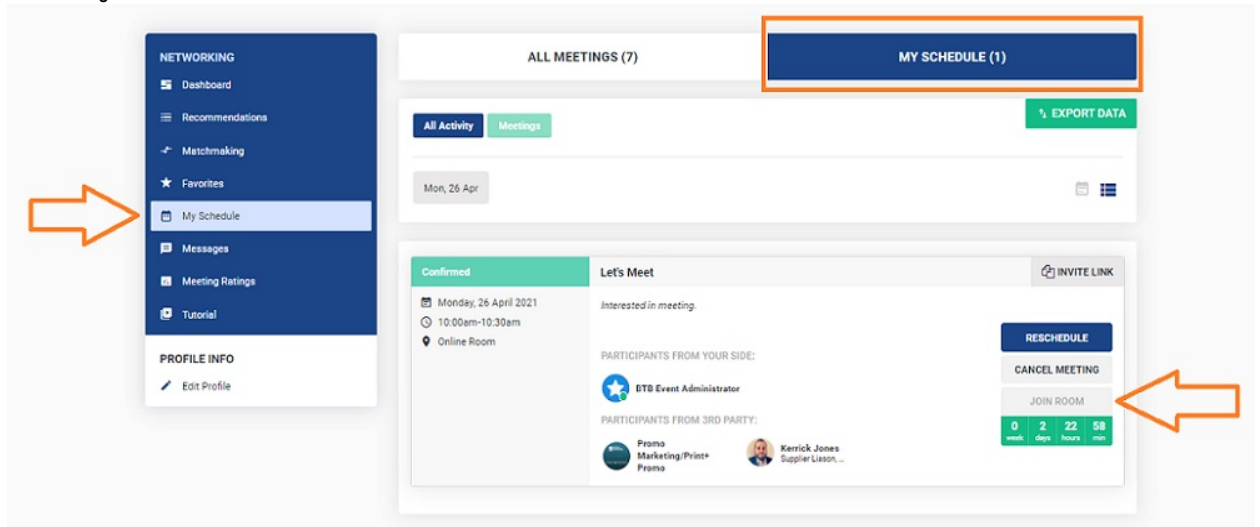
VIRTUAL EVENT PREP:

*Be sure you are using the Google Chrome browser for this event. Please disable any pop-up blockers (click for [Help Disabling Pop-Up Blockers](#)).

*Test out your computer's microphone and camera to make sure everything is ready for the live video meetings by clicking here: <https://app.chime.aws/check>. If you need to make any adjustments to your setup, this test will alert you.

STEP-BY-STEP VIRTUAL MEETING ACCESS:

- 1) Access the event website here: <https://backtobusinessspring.pmpowermeetings.com/> (login if you are prompted to do so).
- 2) Click on the "My Schedule" button on your Dashboard to view your meetings schedule for the day. Find your next scheduled meeting. 10 minutes prior to the meeting's start time the "Join Room" button will light up green. Click the Join Room button to enter the meeting.

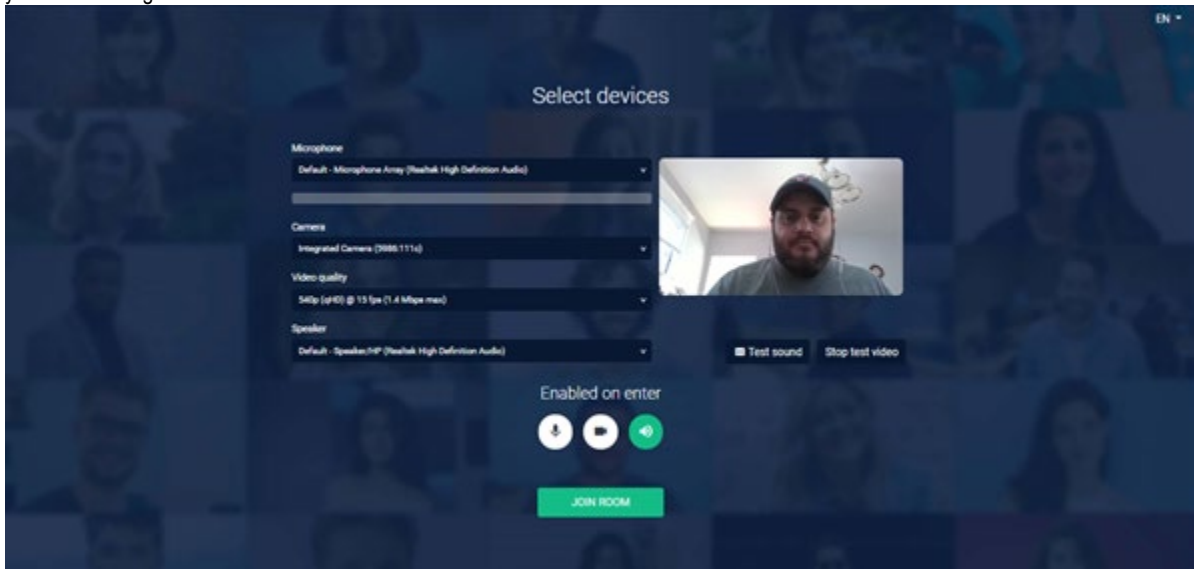


- 3) Once you click the Join Room button to enter your meeting, a new tab in your browser will open where the live meeting will take place. You will see the below page with your meeting's information. Click the "Continue" button to proceed.



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- 4) Next you will select the microphone and camera devices from your computer that you'll be using for the live meeting. **When your browser asks permission to use your camera and microphone choose "Allow"**. You can test your sound and video on this page prior to entering the meeting room. When you have made your audio/video selections click the "Join Room" button to begin your live meeting.



- 5) Below is what the live meeting room looks like when you enter. The live video screens will appear in the middle, while meeting controls and buttons are available on the right.

