



BERNINA SEW N QUILT STUDIO ZOOM INSTRUCTIONS

DATES HERE

Abstract

Of class

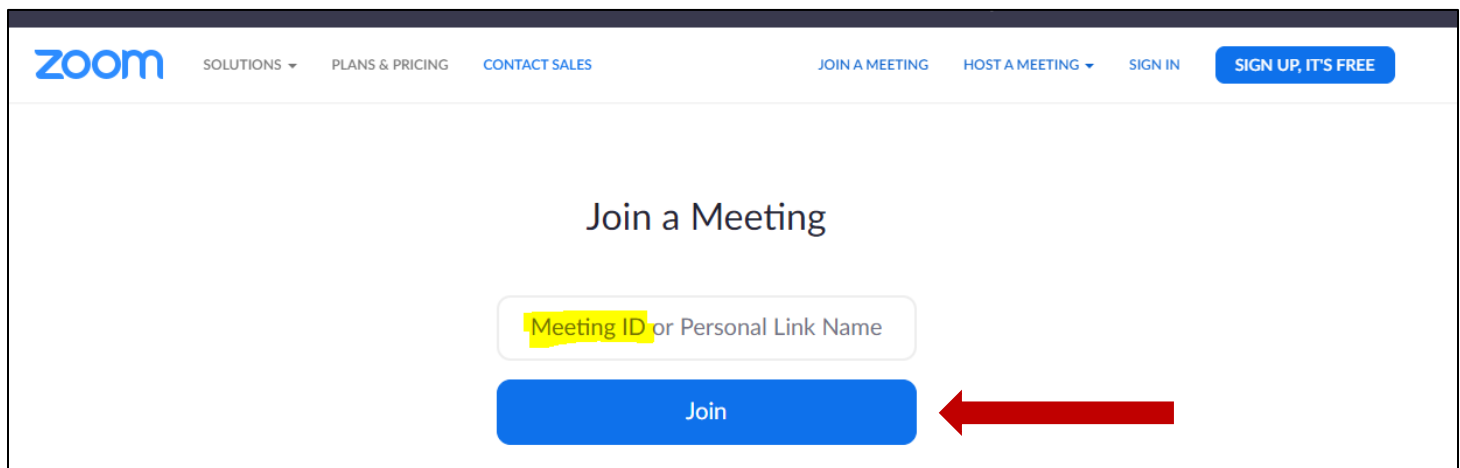
Bernina Sew N Quilt Studio
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We recommend that attendees login 30 min. prior to ensure they can get in. If they have issues getting in we ask that you e-mail tlyocom1952@gmail.com provide your store name, the class you are trying to gain access to and where you are getting stuck. If you have any additional questions please feel free to reach out.

AccuQuilt Virtual Event Sign-in Instructions

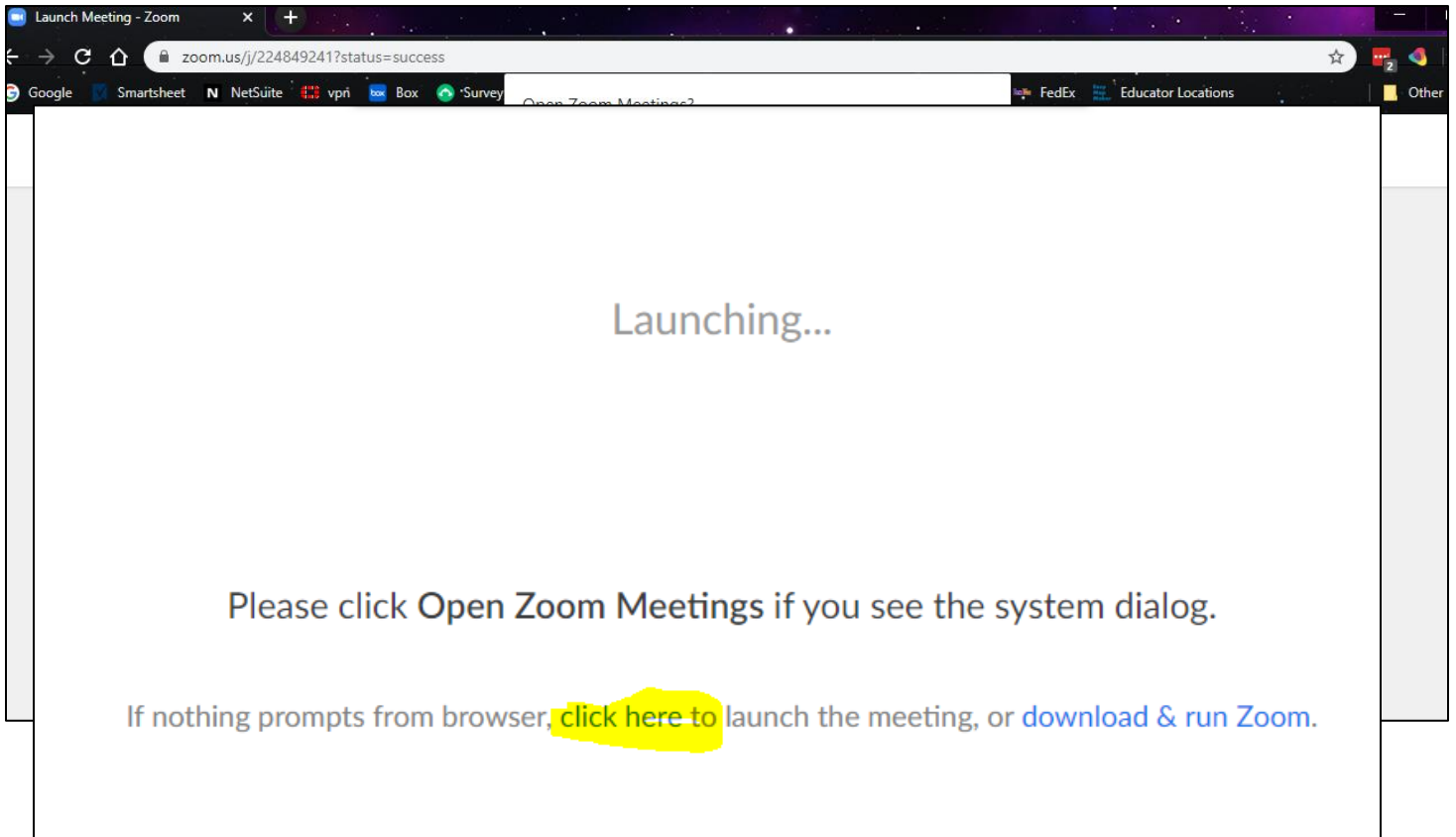
- 1) Open your web browser (Internet Explorer, Google Chrome, Safari etc.)
 - a. If you are going to join from your cell phone, you will have to download the Zoom App.
- 2) In the web address bar type www.zoom.us/join
- 3) Enter the Meeting ID for the Event provided by your Retailer. This will be a 9-digit number (ex. 111 222 333)



- 4) Click Join (Blue button in image above with red arrow.)

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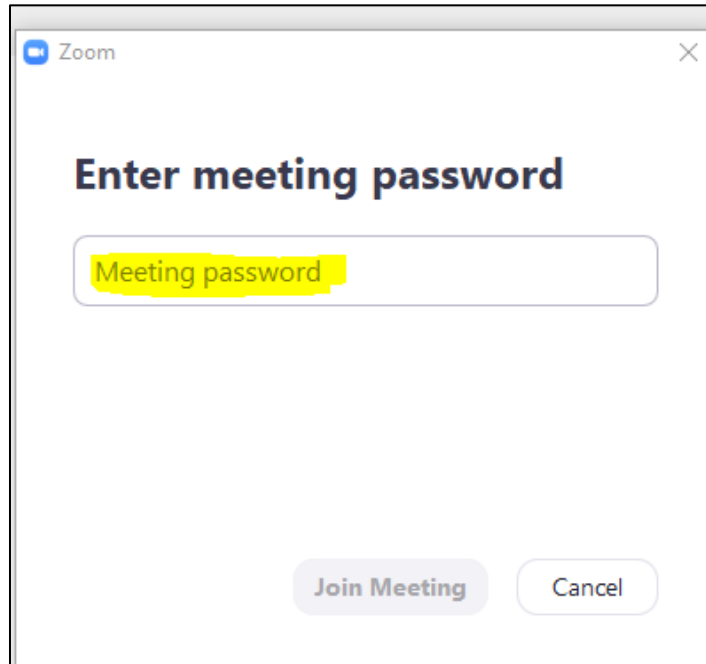
- 5) You should be prompted to Open Zoom Meetings. Click Open Zoom Meetings if prompted. If you do not see this, please proceed to step 6.



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

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- 7) 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.
- 8) 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](#)

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

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- 10) You will be asked to join with or without video and you may choose to join without video.
- 11) Audio call-in options will also be provided by the retailer if you do not have computer speakers.
- 12) If you are having issues getting logged into your virtual event please e-mail tlyocom1952@gmail.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



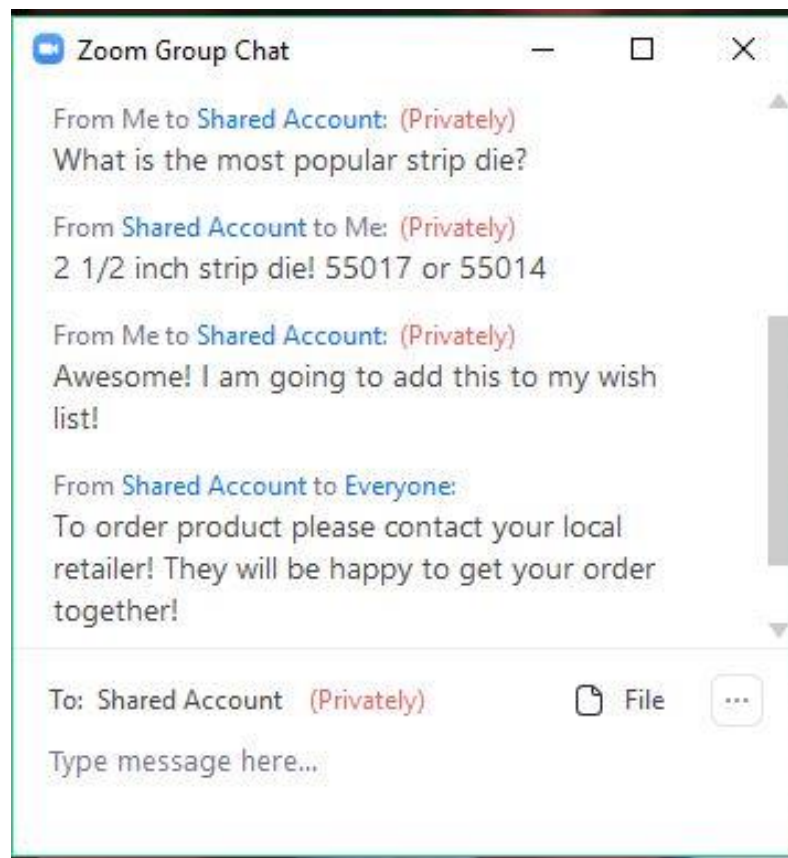
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box in the top right corner of the window. (Orange box in below image).

- 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).

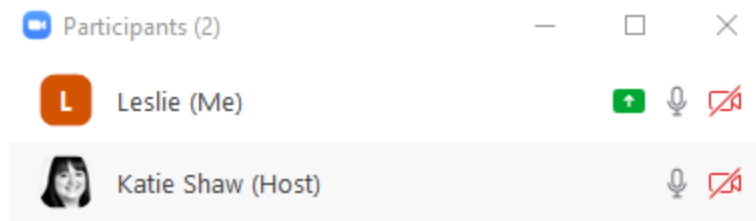


- 3) Once you have clicked on the chat feature you should see the below box appear. This will allow you to chat back and forth with the meeting moderator privately.



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- 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

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How to set up viewing on Mobile Device:

- For best viewing purposes have your phone horizontal to see a larger view.
- To swap between the PowerPoint presentation and the speaker all you need to do is tap the window in red shown below. (On Android the active speaker will be on the bottom of the screen)



- To see the meeting options for Chat and the Participant list tap on the screen and the bar shown below in blue box will appear,
 - here you can raise your hand (in the "more" option) as well as chat which is found in the "Participant" option

