

HOW TO ACCESS SCHEDULE & JOIN LINKS

STEP 1

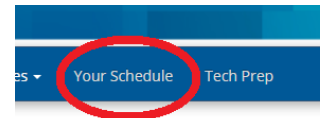
Log in to MeetMax using your company's primary contact user-generated log-in credentials.

[Vendors Click Here](#)

[Distributors Click Here](#)

STEP 2

Navigate to the "Your Schedule" tab. Schedule will be displayed below.



STEP 3

For virtual meeting links, look to the "Access" column of the schedule and click on the BlueJeans ID number hyperlink (*available by Nov. 9*)

Time	Meeting With	Access
TUESDAY, NOVEMBER 17		
11:00-11:40 AM	<ul style="list-style-type: none"> Test Distributor Company M2 Company Delegates Leah Jones leah.jones@autocare.org 	949 113 360

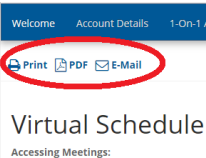
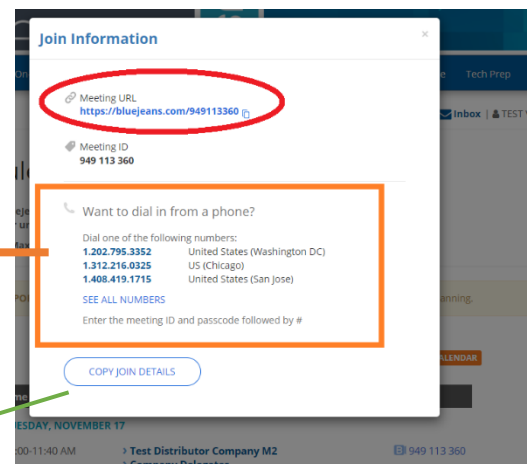
STEP 4

Click the meeting URL

Call-in option is also available. Dial in using the phone number of the closest major city to your location. It may be necessary to click "SEE ALL NUMBERS" for additional phone numbers.

Click "Copy Join Details" to also share the date/time, meeting URL and dial-in information.

Note: The name of the company you are meeting with not copied, just the access information, so be sure to share that separately.



In the top left of "Your Schedule" tab, schedules may also be printed, saved as pdf and emailed from MeetMax.