

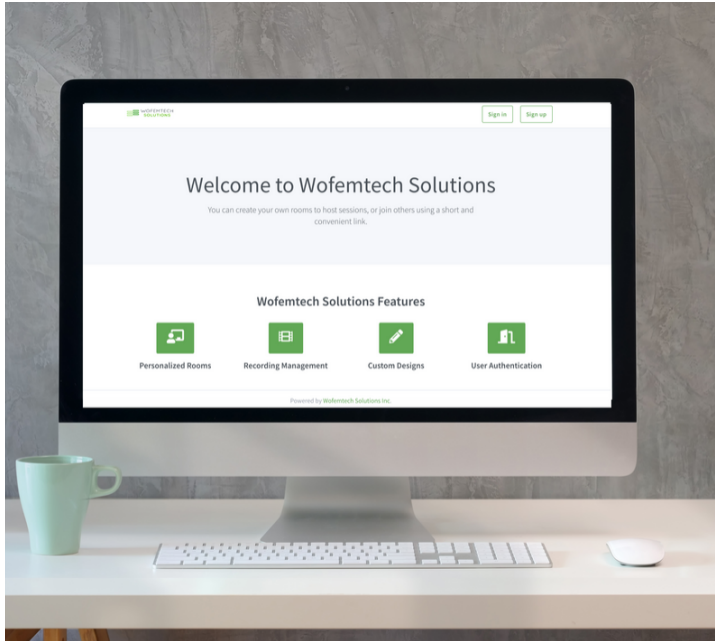
A NEW WAY TO MEETING VIRTUALLY - WOFEMTECH



CREATE A VIRTUAL MEETING USING

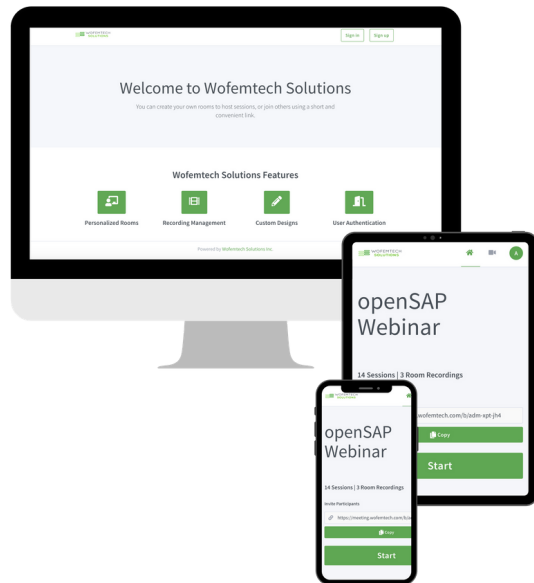
**WOFEMTECH
SOLUTIONS**

MEETING.WOFEMTECH.COM/B | CREATE, CONNECT, BUILD



BEFORE YOUR JOIN A MEETING **CHECK THE FOLLOWING**

1. Ensure your internet connection is strong.
2. Ensure that your audio/headset mic work.
3. Enable browser access to webcam and audio connection on your mobile, tablet or computer.
4. Ensure you are in a quiet room and a room with good light for video meetings.
5. Test audio prior to the start of the meeting or virtual event.



HOW TO CREATE A MEETING AS A HOST/ SPEAKER

1. Sign-in to your account.
2. Select "Create A Room" on Home page.
3. Enter name of meeting.
4. Select access code as desired.
5. Select meeting room settings as required.
6. Select "Create Room" to generate meeting room link.
7. Copy and paste meeting room link into email or communication messaging as desired to share with attendees.
8. Start virtual meeting.

SIGN INTO YOUR ACCOUNT - WOFEMTECH



Sign in

Sign up

Sign in to your account

@ admin@example.com

••••••••

Sign in

Powered by Wofemtech.



MEETING.WOFEMTECH.COM/B | CREATE. CONNECT. BUILD

CREATE A ROOM - WOFEMTECH

The screenshot shows the WOFEMTECH interface. At the top left is the logo. At the top right are navigation links: Home, All Recordings, and a user profile for Administrator. The main heading is 'Home Room' with a house icon, followed by '69 Sessions | 2 Room Recordings'. Below this is an 'Invite Participants' section with a URL input field containing 'https://meeting.wofemtech.com/b/adm-6px-9ap', a 'Copy' button, and a large green 'Start' button. A grid of nine room cards is displayed below. Each card has a green icon, a title, and a subtitle. The rooms are: Home Room, ForUsGirls Foundation, FourBrownGirls Series, Board of Directors Meeting, A NEW REALITY: Virtual Summit, ForUsGirls - HTML/CSS Workshop, openSAP Webinar, The Innovation Continues, and Snap Coding Series. At the bottom left of the grid is a button with a green plus icon and the text 'Create a Room'. This button is circled with a thick black line, and a black arrow points to it from the right.

WOFEMTECH SOLUTIONS

Home All Recordings Administrator

Home Room

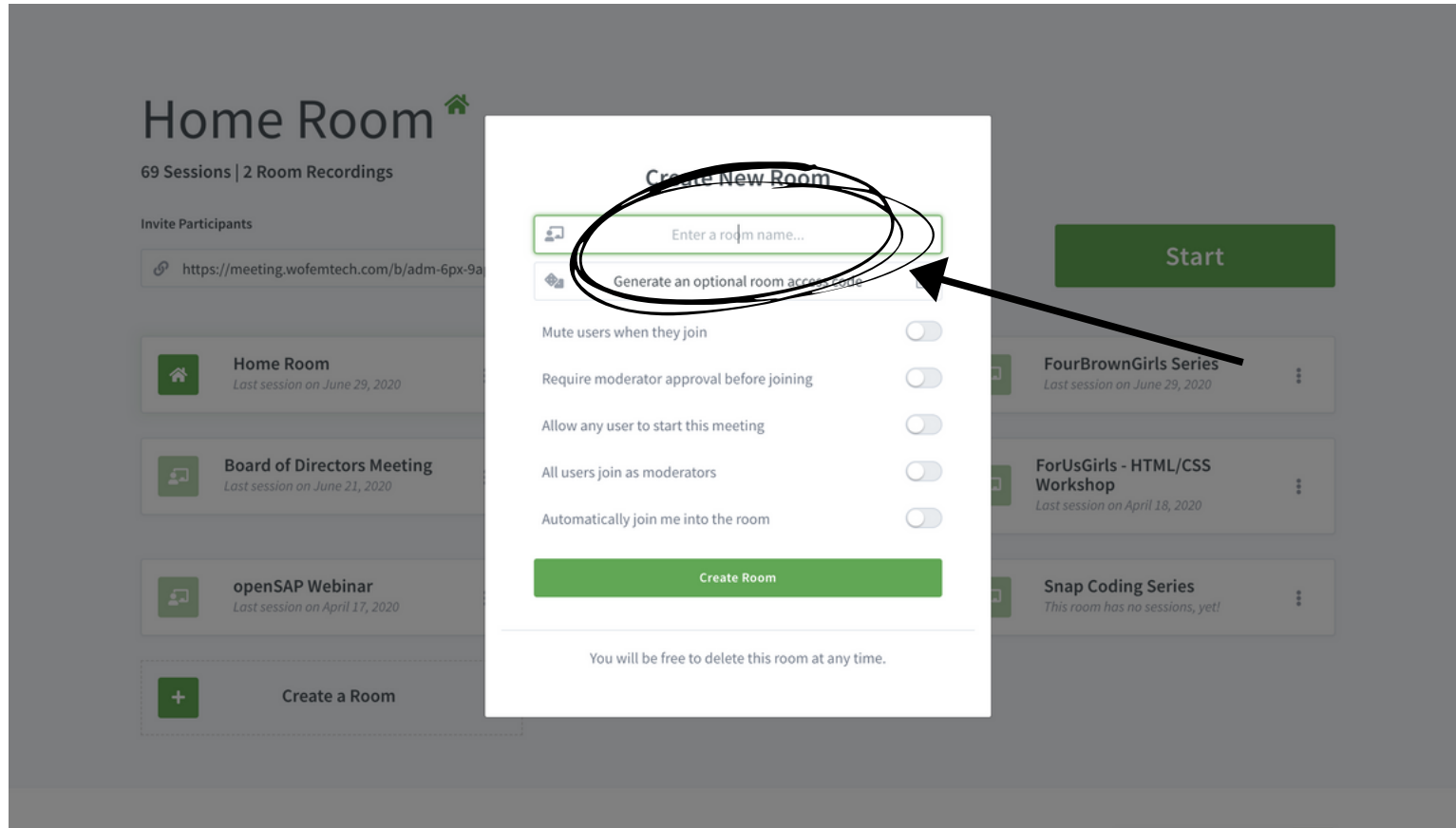
69 Sessions | 2 Room Recordings

Invite Participants

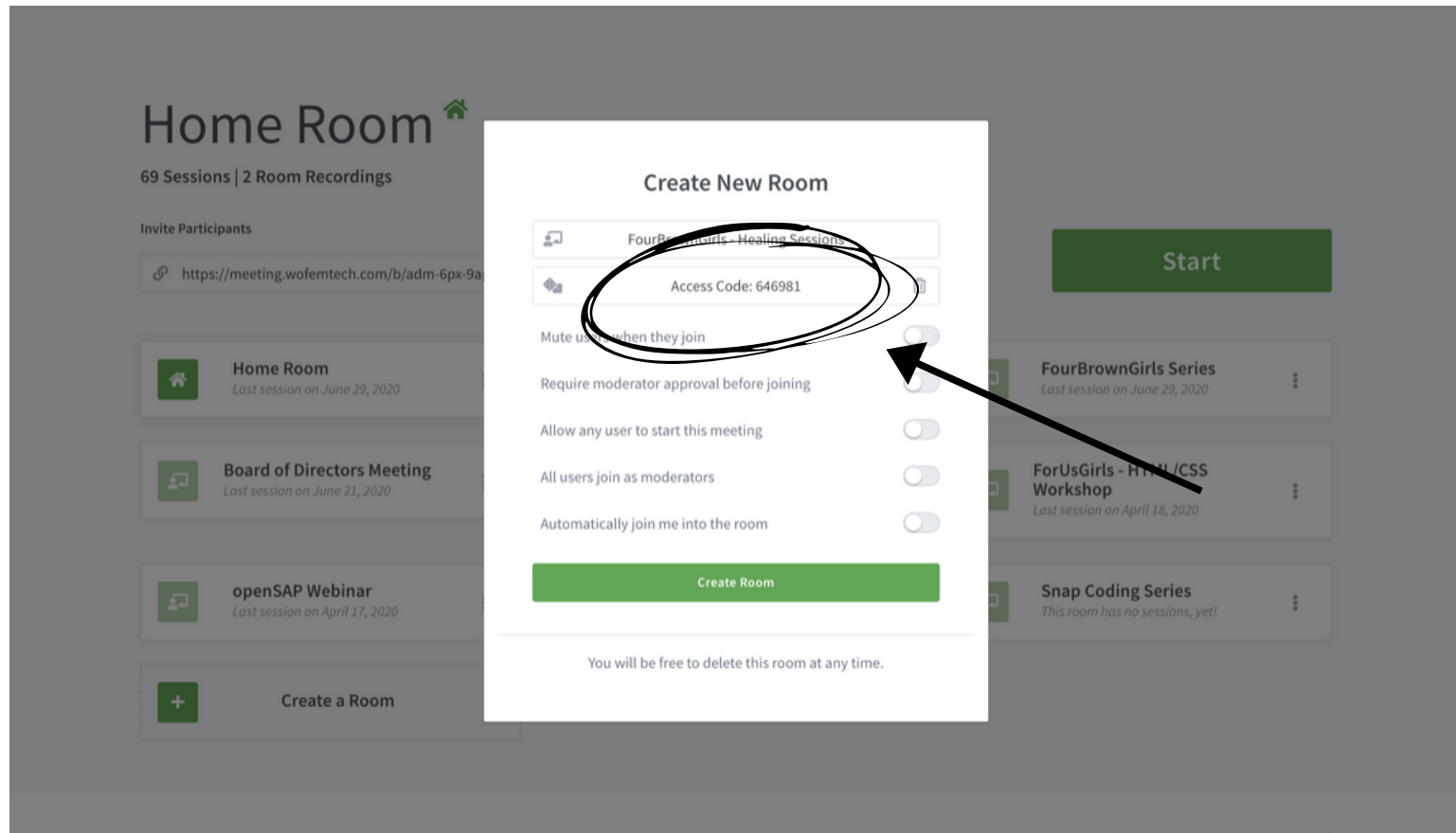
<https://meeting.wofemtech.com/b/adm-6px-9ap> Copy Start

Home Room Last session on June 29, 2020	ForUsGirls Foundation Last session on June 30, 2020	FourBrownGirls Series Last session on June 29, 2020
Board of Directors Meeting Last session on June 21, 2020	A NEW REALITY: Virtual Summit Last session on May 29, 2020	ForUsGirls - HTML/CSS Workshop Last session on April 18, 2020
openSAP Webinar Last session on April 17, 2020	The Innovation Continues This room has no sessions, yet!	Snap Coding Series This room has no sessions, yet!
Create a Room		

ENTER ROOM NAME - WOFEMTECH



GENERATE ACCESS CODE (IF DESIRED) - WOFEMTECH



SET MEETING ROOM SETTINGS - WOFEMTECH

Home Room

69 Sessions | 2 Room Recordings

Invite Participants

<https://meeting.wofemtech.com/b/adm-6px-9a>

Home Room
Last session on June 29, 2020

Board of Directors Meeting
Last session on June 21, 2020

openSAP Webinar
Last session on April 17, 2020

FourBrownGirls - Healing Sessions

FourBrownGirls Series
Last session on June 29, 2020

Women Girls - HTML/CSS Workshop
Last session on April 18, 2020

Snap Coding Series
This room has no sessions, yet!

Create New Room

FourBrownGirls - Healing Sessions

Generate an optional room access code

Invite users when they join ☒

Require moderator approval before joining ☒

Allow any user to start this meeting ☐

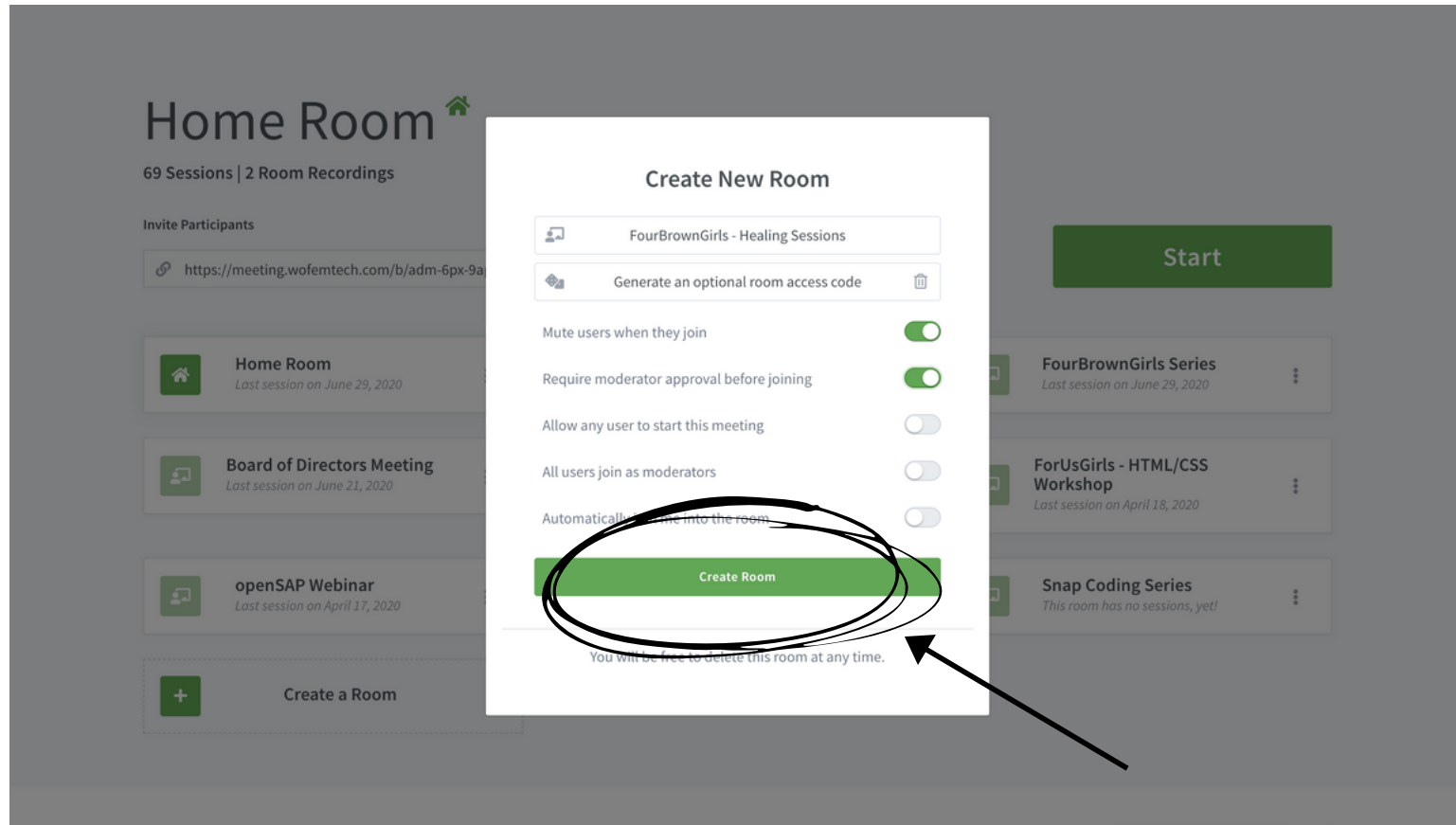
All users join as moderators ☐

Automatically join me into the room ☐

Create Room

You will be free to delete this room at any time.

SELECT CREATE ROOM BUTTON - WOFEMTECH



CREATE AND COPY MEETING ROOM LINK - WOFEMTECH

Room created successfully

FourBrownGirls - Healing Sessions










0 Sessions | Room Recordings

Invite Participants

<https://meeting.wofemtech.com/b/adm-pxl-w4u>

Copy

Start

 Home Room <i>Last session on June 29, 2020</i>	 ForUsGirls Foundation <i>Last session on June 30, 2020</i>	 FourBrownGirls Series <i>Last session on June 29, 2020</i>
 Board of Directors Meeting <i>Last session on June 21, 2020</i>	 A NEW REALITY: Virtual Summit <i>Last session on May 29, 2020</i>	 ForUsGirls - HTML/CSS Workshop <i>Last session on April 18, 2020</i>
 openSAP Webinar <i>Last session on April 17, 2020</i>	 Snap Coding Series <i>This room has no sessions, yet!</i>	 The Innovation Continues <i>This room has no sessions, yet!</i>



START MEETING ROOM - WOFEMTECH


Room created successfully


FourBrownGirls - Healing Sessions


0 Sessions | 0 Room Recordings


Invite Participants


<https://meeting.wofemtech.com/b/adm-pxl-w4u> Copy


**Home Room**
Last session on June 29, 2020


**ForUsGirls Foundation**
Last session on June 30, 2020


**FourBrownGirls Series**
Last session on June 29, 2020


**Board of Directors Meeting**
Last session on June 21, 2020

**A NEW REALITY: Virtual Summit**
Last session on May 29, 2020

**ForUsGirls - HTML/CSS Workshop**
Last session on April 18, 2020

**openSAP Webinar**
Last session on April 17, 2020

**Snap Coding Series**
This room has no sessions, yet!

**The Innovation Continues**
This room has no sessions, yet!

Start



A NEW WAY TO MEETING VIRTUALLY.

ENJOY YOUR VIRTUAL MEETING

HELLO@WOFMTECH.COM

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