

# Instructions for Joining Airmeet

Step 1: Click the link sent in the participant instructions and select “Login” in the upper right corner.

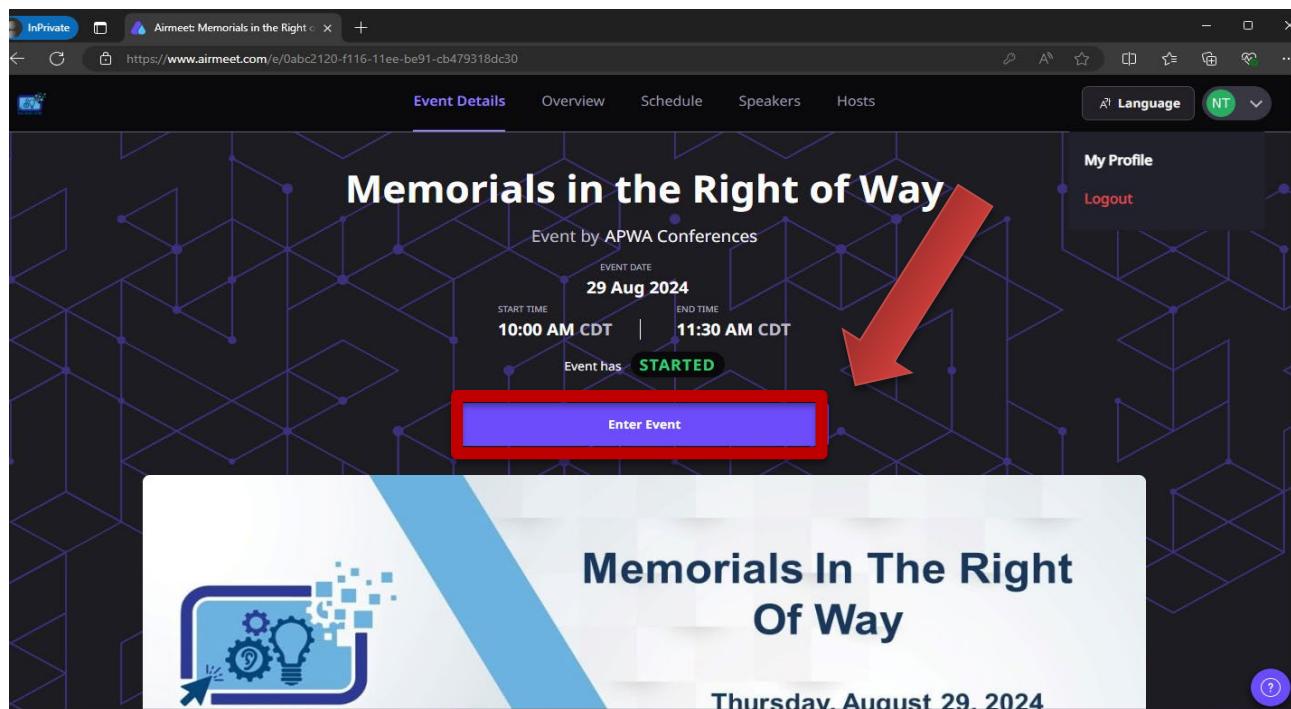


Step 2: Enter your email address and select “Continue”, a one-time verification code will be sent to your email.

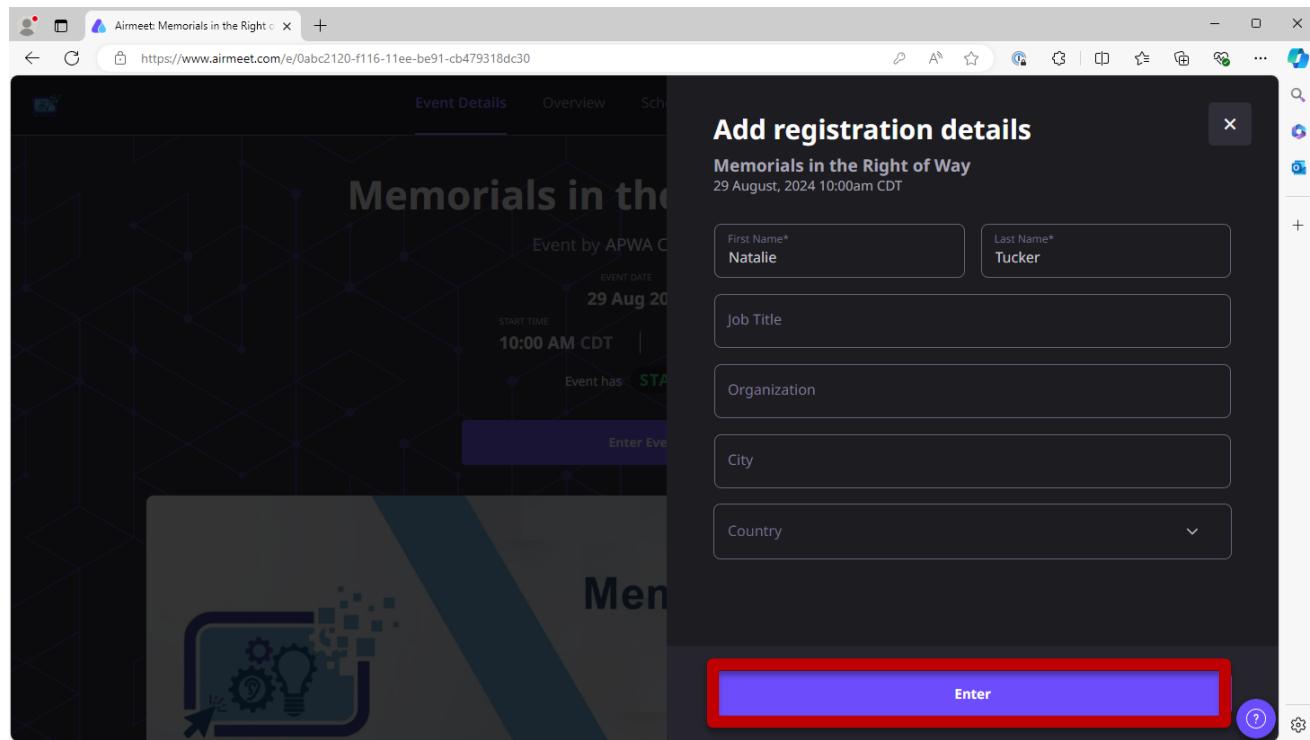
**Note:** If you do not receive your 6-digit verification code, it is most likely being caught in your company's email filter. In this case, please use a personal email account or alternate form of Airmeet sign-up as shown in the instructions.

Step 3: Enter the verification code and then you will be prompted to enter your name and create a password and select “Sign up”.

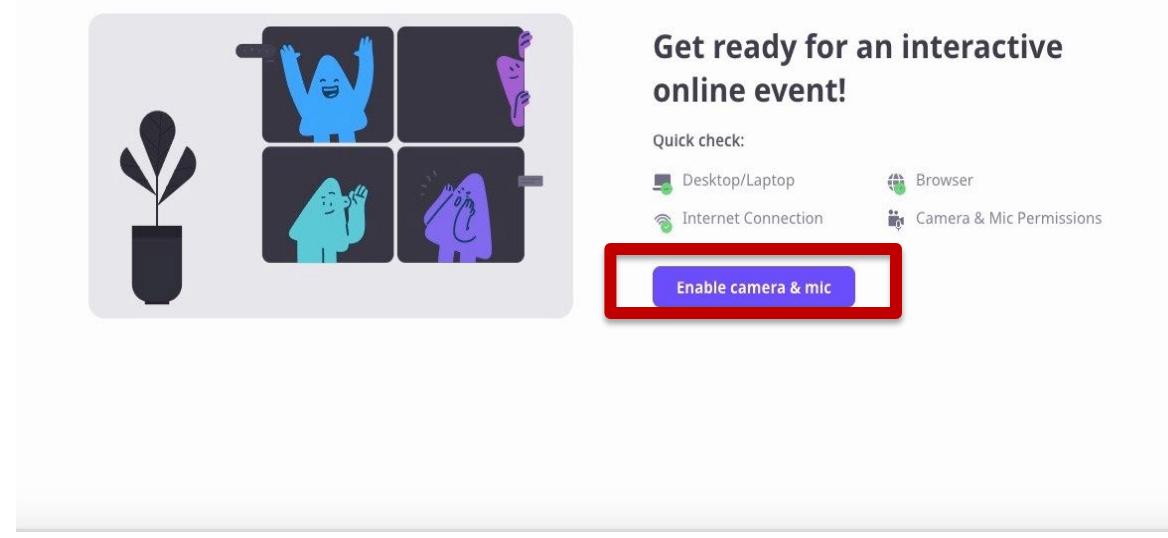
Step 4: Select the enter event button



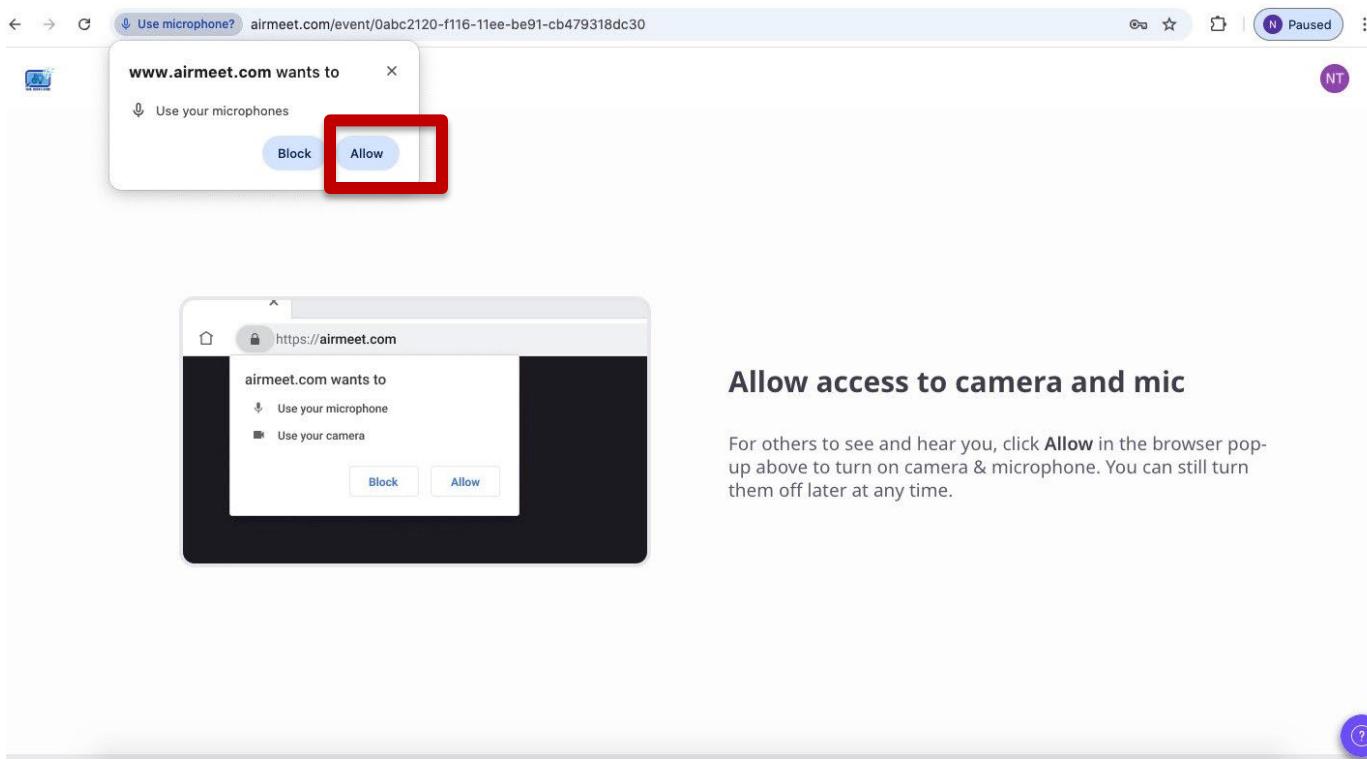
Step 5: Enter your registration details and select “Enter”.



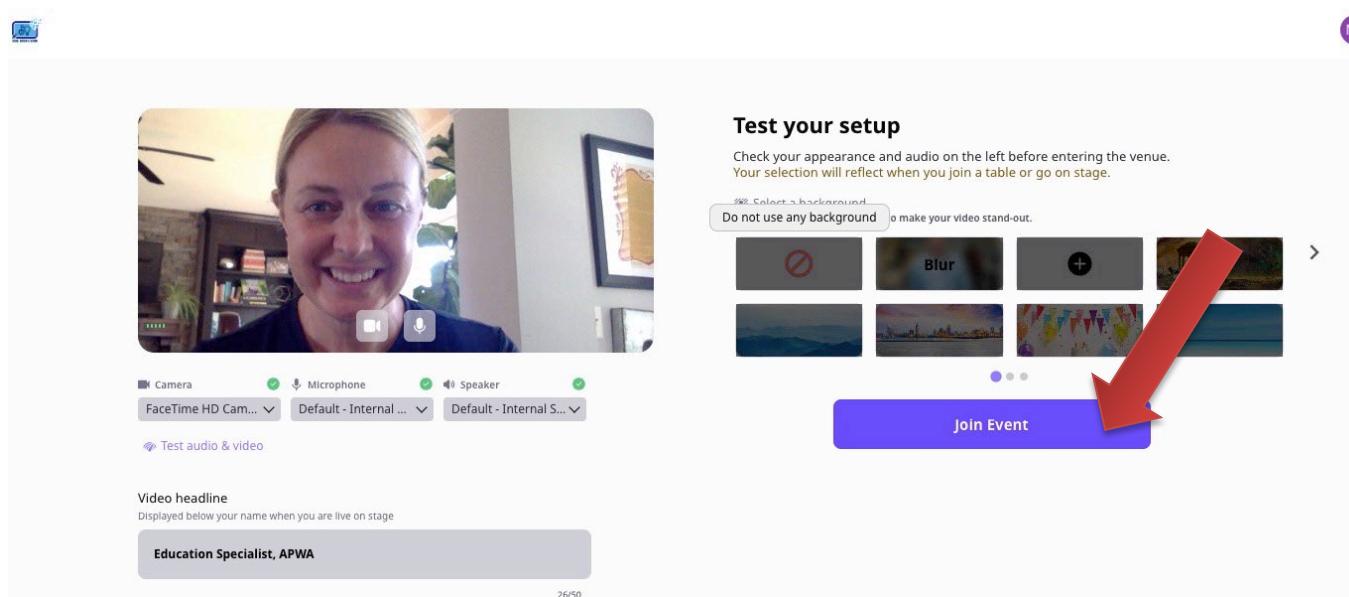
Step 6: If you have not previously used Aimeet on your device, you will be prompted to enable your camera and mic. Select “Enable camera and mic”.



Step 7: You will be prompted to allow your camera and mic. Select “allow” both times.



Step 8: You should see yourself on the screen and you can choose a background if you wish, then select “Join Event”.



Step 9 : If the program has not started you will be taken to the lounge. Join a table, you will be notified when the event begins.



**NOTE: If you experience any difficulties before or during the program, please call the EDUCATION TROUBLESHOOTING TEAM at 1-800-848-2792, option 2, or email at [Education@apwa.org](mailto:Education@apwa.org).**

