

## GUIDELINE ON HOW TO ACCESS ONE GROUP

- You will receive an email from Brentview Baptist Church with the subject "**You've been added to a group**".
- There is a button, about halfway down the email that says, "**view group**". Click on that button and it will take you to a web page that asks for your email address (use the one that you signed up for the group with) and click next.
- It will send you an email with a 6-digit number to enter in the next web page that pops up.
- At this point, leave the web page you are on open and go back to your email to find this new message. (The number is only good for an hour or two, so if you have an old number from a few days ago, you will need to find your newest email for the new number).
- Enter the 6-digit number and hit next.
- It will pull up a profile with your name.
- When you click on your name, it will take you to the web page for the one group that you have signed up for.
- To get to the resources from that page, click on the button that says "**view group**" approximately halfway down the page on the right-hand side.
- That will bring you to another web page.
- If you click on the resources button on the left-hand menu on the page, you will get to the links for all the weekly guides that you can download or print from your computer.
- If you lose any emails with the zoom link for that week's meeting, they are also on this website.

- Once you have found the resources page, you can click on the events button on the left-hand side menu.
- If you click on the date for the day you are meeting, it will take you to a page with the zoom link for that meeting.