



How to Use the Meeting Guide App

This overview is designed to help you get the maximum benefit from the Meeting Guide App with minimal effort.

Start by downloading the “Meeting Guide” app from the [Apple App Store](#) or from [Google Play](#)

After opening the app go to the search bar at the top of the screen and tap the search box. Use the top search box if you have an idea of a specific meeting or type of meeting you are looking for (i.e. “Big Book” or “Womens”) or leave the section blank to see all meetings near your location.

In the location box you can either leave the option set to current location to see what is nearest to your current location or you can type in specific details such as the zip code, or neighborhood (i.e. “North Park” or “Mira Mesa”).

After you click Submit a list will populate and show the meeting names, times and location as well as the distance from your current location. Meetings with the video camera logo have zoom meeting access, meetings that are crossed out with an X logo are currently not meeting, and meetings that show the distance as well as the video camera logo are meeting both on zoom as well as in person.

If you want to narrow down the search result you can click the filter button at top left to pull up some options to help narrow down your search. From the filters menu you can specify a day of the week, time of day and even choose a type of meeting or feature that you are looking for (i.e. closed, big book, speaker meeting...etc).

Once you find a meeting you are interested in click it to expand on the details of the meeting. There you will find specific details about the selected meeting. The app will tell you how far from your current location the meeting is and also provide a link to directions to the meeting that will launch your preferred navigation app. If you find a meeting you love make sure to click the favorite button to add it to a short list of favorite meetings that you can easily access later. You can even add the event to your calendar through the app.

If you want to join a meeting via Zoom, you can click the “Join with Zoom” button and it will automatically launch the Zoom app and log you into the meeting. In the event that the zoom link does not automatically connect you to the meeting and it requires a password go back to the meeting guide app and click the View Web Page button to launch the meetings website which will have more info on how to obtain the login password.