

INSTRUCTIONS FOR ATTENDING VIRTUAL TELECONFERENCE BOD MEETING

To attend the Virtual Conference you will need to dial into the teleconference service we are using.

Residents of Quail Forest can access the Teleconference phone number and conference code information after first logging into the secure Caliber Portal website provided by Management & Associates, our Homeowners Association Management Company.

The Caliber Portal is accessible via: https://mail-exchange.mgmt-assoc.com/CaliberWeb2_MAA#/

After you have logged into your Caliber account:

- Go to the **Documents** icon listed at the top of the Caliber home page
- Select the **Meeting Teleconference** Folder that will display on the left side of the web page
- A document will display on the right with the meeting date and “Dial-in Instructions.” Click on the red PDF Download button on the right.

The document will open and the teleconference phone number and conference code will display.

You can print the document or write down the phone number and conference code on a separate piece of paper.