

**∞drive**meet

# Quick Sheet

Signing the attendance sheet

∞drive

Your meeting is about to start

Meeting scheduled  
11:00 - 12:30

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11:00 - 12:30

# Quick Sheet

## Signing the attendance sheet

### 1 Go to the attendance sheet

- 1 In your inbox, go to the email entitled **Attendance sheet to be signed**.
- 2 Click **Read and sign the document**.

Read and sign the document

- 3 Your web browser opens and you are redirected to the digital signature platform where you can view and sign the attendance sheet you have received.

### 2 Sign the attendance sheet

- 1 View the attendance sheet awaiting signature.
- 2 Check **I have read and accept the terms of the agreement**, then click **Sign**.
- 2 If your mobile phone number is known, you will automatically receive a one-time code on your phone.


Otherwise, select a method to retrieve your one-time code (SMS or e-mail) and if necessary, enter your mobile phone number, then click **Approve**.

- 3 Enter the one-time code that you have received, then click **Sign** again.

Once the attendance sheet has been signed by all participants, you will receive an email enabling you to download its final version.

oodrive sign Signatures

Monday 27 Nov 2023 16:52

Language: 

**AW**

**Andrea Wilson**  
amandinegirard95@gmail.com

I have read and accept the terms of the agreement

[General Conditions of Signature](#)

Don't sign Sign

**Feuille de présence**

Nom de la réunion : Assemblée Générale Exceptionnelle  
Du : 27/11/2023

Administrateurs	Signatures
Anne Legrand.....	
Andrea Wilson.....	
James Roberts.....	

Fait le 27 novembre 2023  
Amandine Girard

### 3 Download the signed document

- 1 In your inbox, go to the email entitled **Oodrive Meet: your finalized document**.
- 2 Click **Download your validated document** to obtain the signed version of the attendance sheet.

oodrive sign

Hello Andrea Wilson,

Oodrive Meet just validated the digital signature of your document.

Below you will find the link to download the validated document.

[Download your validated document](#)