

∞drive meet

Quick Sheet

Signing the minutes

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Your meeting is about to start

Meeting scheduled

11:00 - 12:30

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11:00 - 12:30

Quick Sheet

Signing the minutes

1 Go to the minutes

- 1 In your inbox, go to the email entitled **Minutes of the meeting 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 minutes you have received.

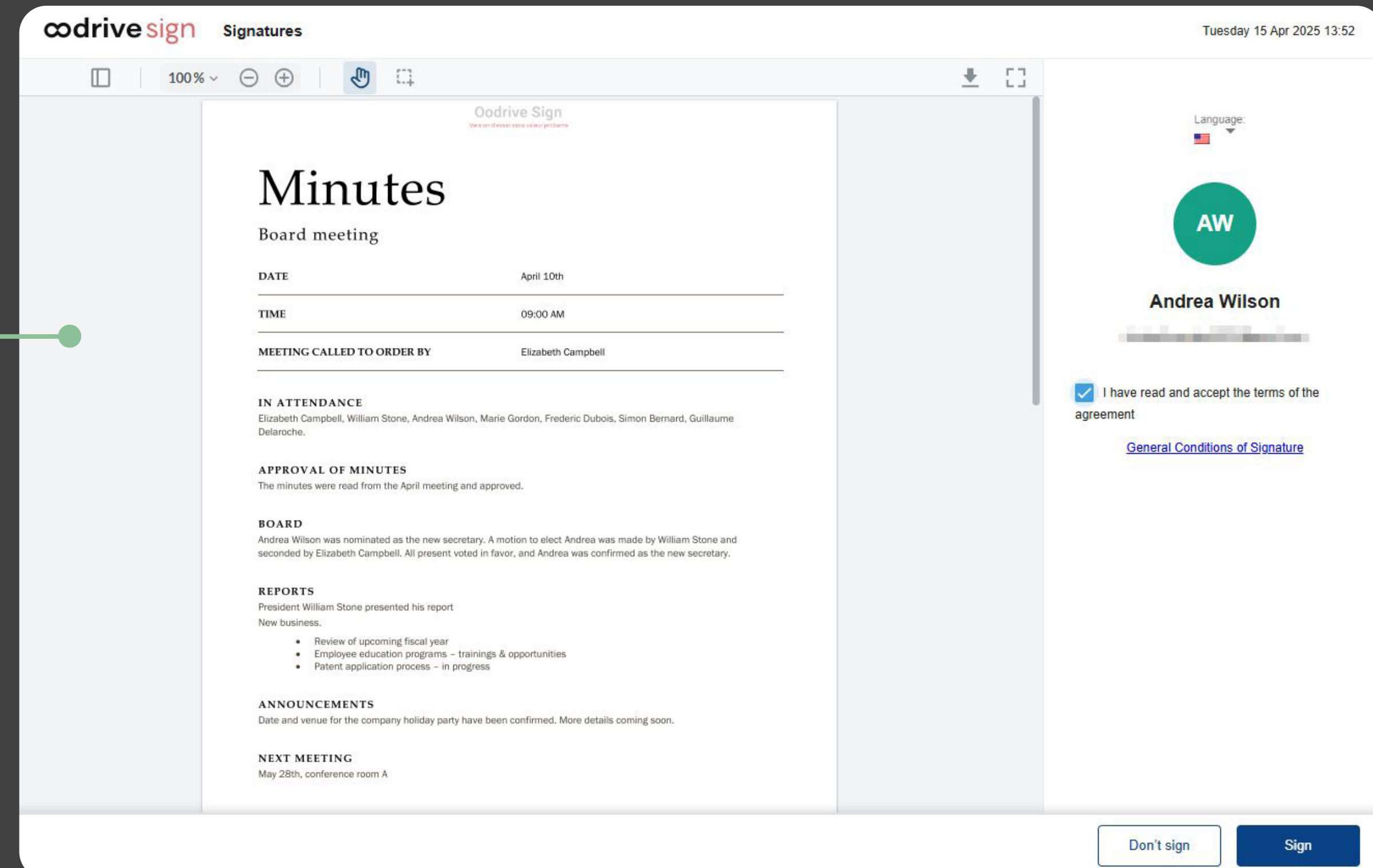
2 Sign the minutes

- 1 View the minutes 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 minutes has been signed by all participants, you will receive an email enabling you to download its final version.



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.

