Refresh your calendar
Tap the arrow to refresh your calendar and see the latest changes made on your meetings.

View your calendar
Dates with one or more meetings are indicated by a dot.

Check meeting status
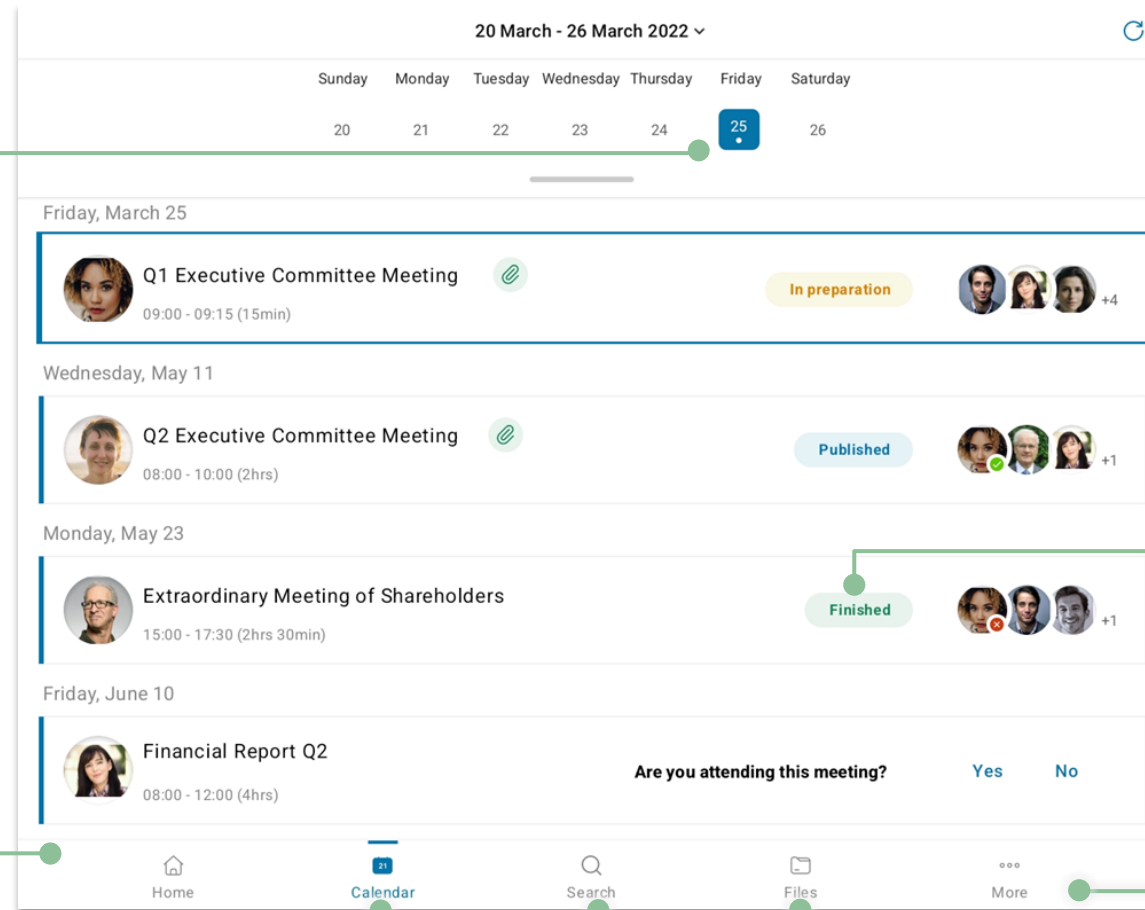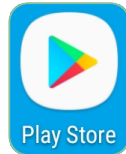The meeting status informs your participants about the state of progress of a meeting: In preparation, Published (all meeting elements are available) or Finished (there will be no more changes). Only you can see the meetings still In preparation.

Browse the app
View your meetings, meeting materials, and documents you have uploaded from the menu along the bottom of the app.

Browse your meetings
View all the meetings you have been invited to, regardless of your reply (pending, accepted, declined).

Access more options
Edit your account information, manage your delegations and access all additional options.

Find meetings
Search results include meeting names, descriptions, agenda items and attached documents.

Access your documents
Access the files you have uploaded to your workspace.

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20 March - 26 March 2022 ⌄

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	21	22	23	24	25	26

Friday, March 25

Q1 Executive Committee Meeting
09:00 - 09:15 (15min)
In preparation   +4

Wednesday, May 11

Q2 Executive Committee Meeting
08:00 - 10:00 (2hrs)
Published   +1

Monday, May 23

Extraordinary Meeting of Shareholders
15:00 - 17:30 (2hrs 30min)
Finished   +1

Friday, June 10

Financial Report Q2
08:00 - 12:00 (4hrs)
Are you attending this meeting?   Yes   No

Home   Calendar   Search   Files   More

❶ Download Oodrive Meet for Android

1. Go to the **Play Store**:

2. In the search bar, enter "Oodrive Meet".

3. Select the **Oodrive Meet** app in the search results.

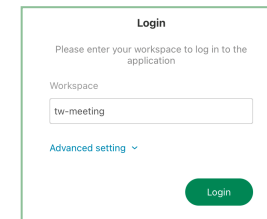4. To begin downloading the app, tap **Install**.
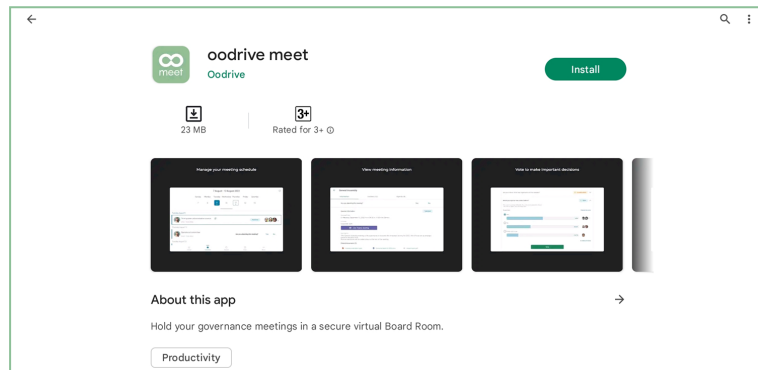
5. Once the download is complete, tap **Open**.
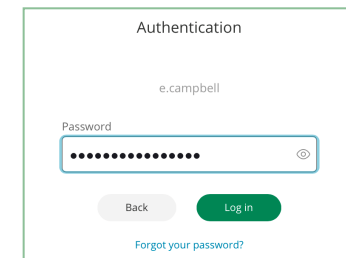
❷ Log in to your workspace

1. Tap the icon for the Oodrive Meet application icon on the home screen :

2. Enter the name of your workspace, then tap **Log in**.

3. Log in to your account by entering your username and password. If you have forgotten your password, select **Forgot your password?**


Please note: After 5 failed login attempts, a security code will automatically be sent to your email address. This code will be required in addition to your password. Moreover, a high number of failed login attempts can result in the deletion of the user data on your mobile device.

③ Launch your Teams meeting

1. In the menu along the bottom of the screen, tap the **Calendar** icon and select the meeting you are conducting.
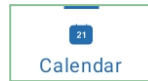
2. In the meeting's detailed view, tap **Join Teams meeting** and log in to your Microsoft account.
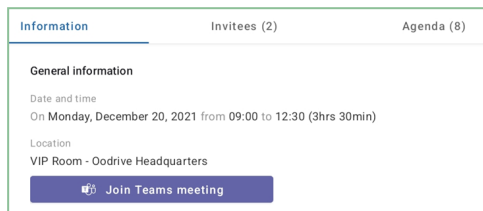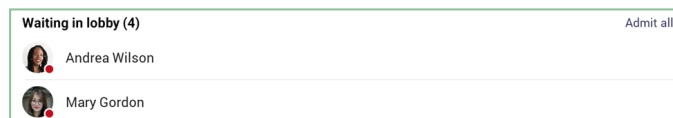

3. Once you are logged in, you'll be redirected to the meeting in your Microsoft Teams application.

   if prompted, authorize Microsoft Teams to access your microphone and camera.

4. Tap **Join now** to join the virtual meeting.

   As a security measure, participants will wait in the lobby until you admit them into the meeting:

5. Tap **View lobby** to view the list of participants that are waiting in the lobby.

6. Admit each participant into the meeting by tapping them and selecting **Admit**.

④ Have the attendance sheet signed

As the meeting organizer, the signed attendance sheet allows you to account for those in attendance and to certify that the quorum is present.

1. Access the detailed view of the meeting you are conducting and tap the **Agenda** tab.

2. When the meeting starts, tap the **Send Attendance Sheet** button.

3. Select the folder in which you want to save the attendance sheet and, if needed, modify the document title.

   When you have finished, tap **Add**.

4. Select the participants who will be required to electronically sign the attendance sheet.
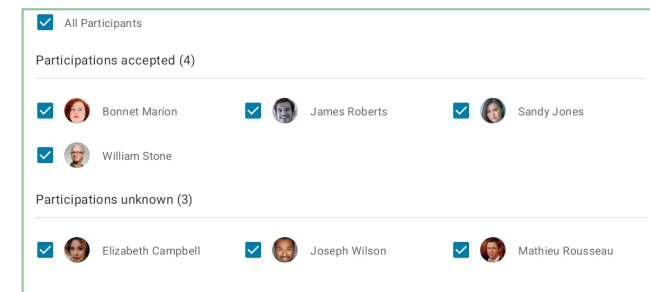
   By default, participants who have confirmed their presence and those who have not yet responded are pre-selected.

5. When you have finished, tap **Send** to send them the attendance sheet to sign.

   Please note: You can track the progress of signing the attendance sheet from the **Agenda** tab.
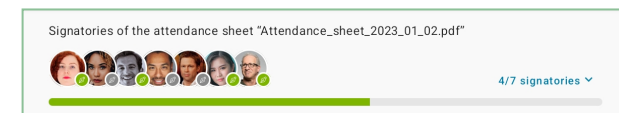

6. Once the attendance sheet has been signed by all participants, you can view and download it.
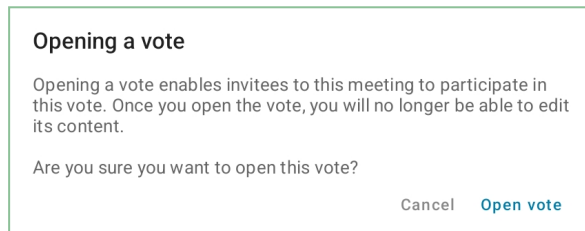
⑤ Open and close a vote

As a meeting organizer, you have the possibility to gather feedback from meeting participants on a variety of topics via voting. Once created on the web app, votes can be opened or closed directly from your mobile app.

Opening a vote

1. In the **Calendar** section, select the meeting you are conducting to access its detailed view.

Calendar
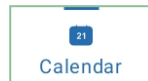
2. View the voting questions in the **Information** or **Agenda** tab.

3. To open a vote **In preparation**, tap **Open vote** twice to confirm the opening of the vote.

Opening a vote

Opening a vote enables invitees to this meeting to participate in this vote. Once you open the vote, you will no longer be able to edit its content.

Are you sure you want to open this vote?

Cancel   **Open vote**

Once voting is open, meeting participants will be able to cast their vote. As the organizer, you also have the possibility to take part in the vote.

Closing a vote

1. In the **Calendar** section, select the meeting you are conducting to access its detailed view.

2. View the voting questions in the **Information** or **Agenda** tab.

3. Select the **Open** vote you'd like to close, and tap **Close vote** twice to confirm the closing of the vote.

Once the voting session has been closed, results are frozen and participants may no longer participate in the vote. You will then be able to view the final results.
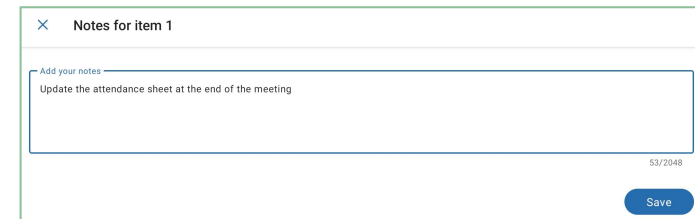
⑥ Take personal notes

When you are attending a meeting, you may take notes on each item or sub-item of the agenda. These notes are strictly personal and are visible only to you.

1. In the **Calendar** section, select the meeting you are conducting.

Calendar
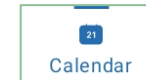
2. In the meeting's detailed view, tap the **Agenda** tab.

3. Tap the item or sub-item to which you want to add notes.

4. Tap the **Personal notes** field and write your notes in the dedicated window.

✕   Notes for item 1

Add your notes
Update the attendance sheet at the end of the meeting

53/2048

Save

5. When you have finished, tap **Save**.

Once saved, personal notes are displayed in the agenda and become available to you across all Oodrive Meet apps (web and mobile).

← Q2 Executive Committee Meeting

Information   Invitees (6)   Agenda (8)

⌄ 1. Call to order   ⏱ 15min

Personal notes
Update the attendance sheet at the end of the meeting