Quick Start Guide
Attending a meeting with Oodrive Meet iOS

oodrive meet

Welcome,
Elizabeth

Tuesday 17 January 2023

oodrive meet

| All | Meetings | Files |

Meetings   Display all

17 Jan 2023   Roadmap presentation 2023

3 Mar 2023   Q1 2023 Executive Committee Meeting

15 Dec 2022   Q4 Executive Committee Meeting

Files   Display all

W Budget Q1 2022.docx   ⋮

PDF Guidelines.pdf   ⋮

Home   Calendar   Search   Files   More

Access files & meetings
Track the latest documents made available to you or access your meetings from the home page. Tap a document to view it directly.

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).
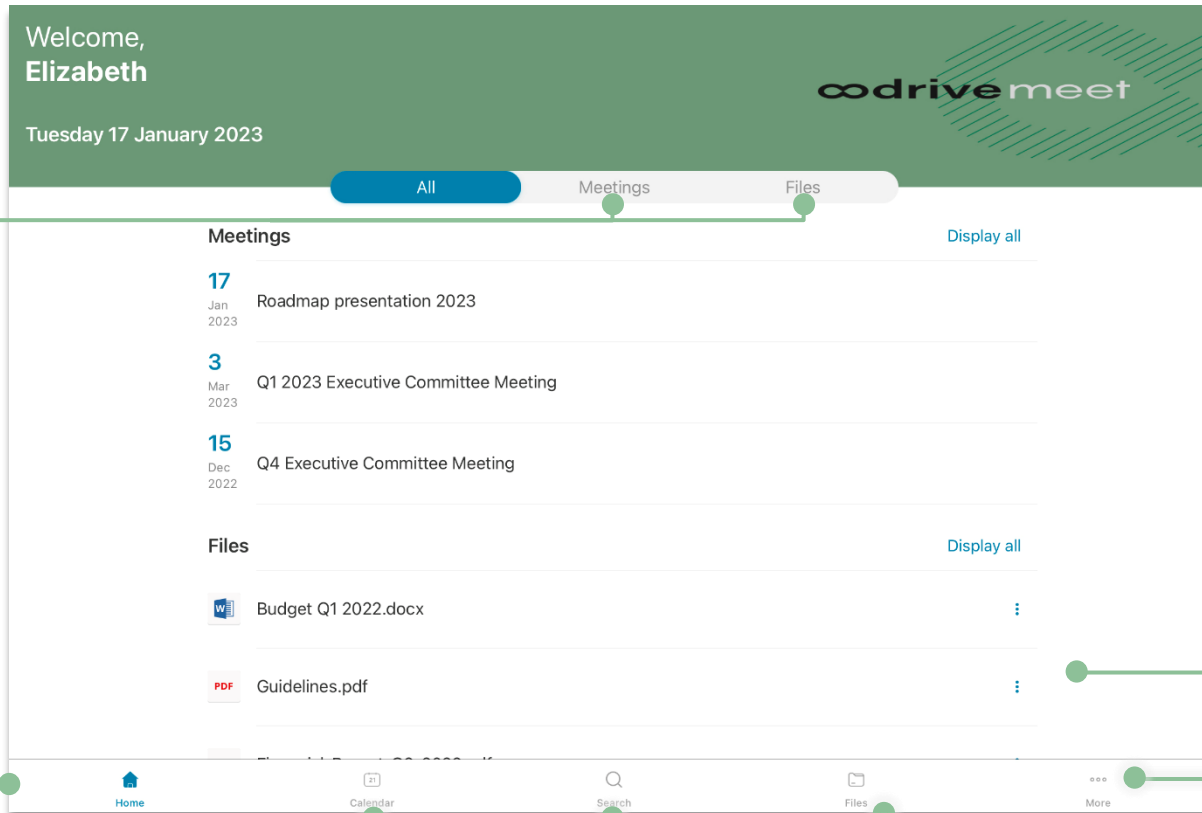
Go to the parent folder
Click the three dots to view, download, print or display the document in its meeting.

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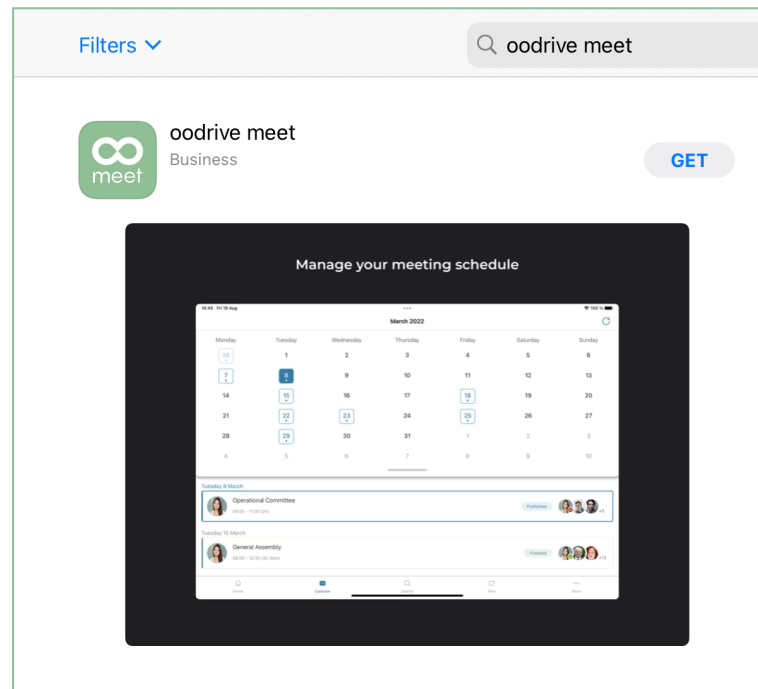
Access your documents
Access the files you have uploaded to your workspace.

❶ Download Oodrive Meet for iOS

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

2. Tap **Search** in the lower-right corner of the screen, then enter "oodrive_share" in the search bar.

3. Select the **oodrive_share** app in the search results.

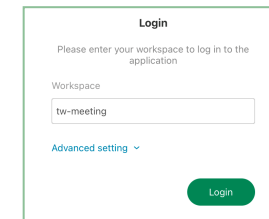**4.** To begin downloading the app, tap **Get** .

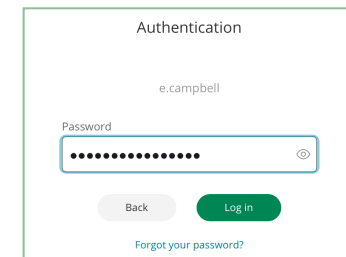**5.** Once the download is complete, tap **Open**.

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 View meeting invitations

1. In the menu along the bottom of the screen, tap the **Calendar** icon.
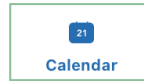
2. You can now view all of the meetings to which you have been invited, including meetings that you have accepted, declined and without reply.
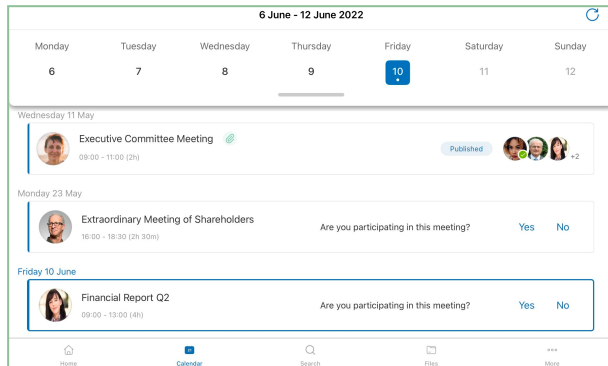
Tip: Use the calendar along the top of the screen to browse your meetings, and tap a date to view the meetings scheduled for that day.

3. Tap a meeting to access its detailed view. From there, you can browse the **General Information**, **Invitees** and **Agenda** tabs to view the meeting information.

Tip: If the organizer has created a Microsoft Teams video conferencing link, you can join the meeting remotely from the **General Information** tab by clicking **Join Teams Meeting**.
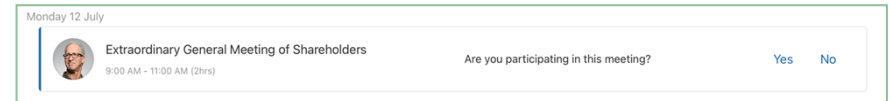
④ Reply to a meeting invitation

1. Access your meeting invitations from the **Calendar** section.
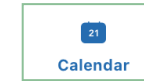
Please note: You can also reply to your invitation directly from the invitation email sent to your inbox.

2. Go to **Are you attending this meeting?** located to the right of the invitation and select **Yes** or **No**.

To change your response at any time, tap on the relevant meeting and make the necessary change from the meeting's detailed view.
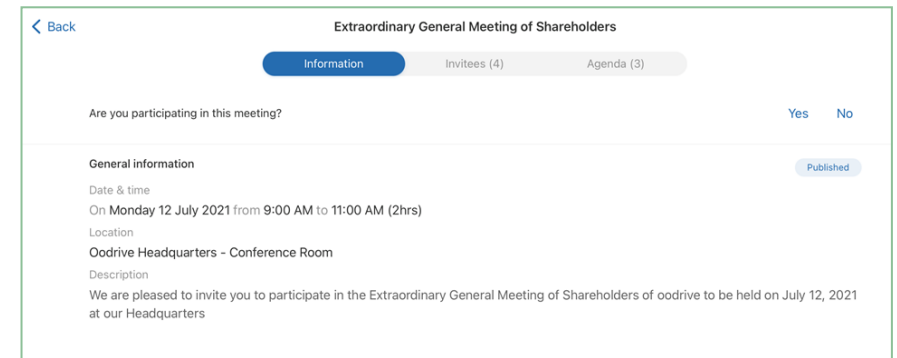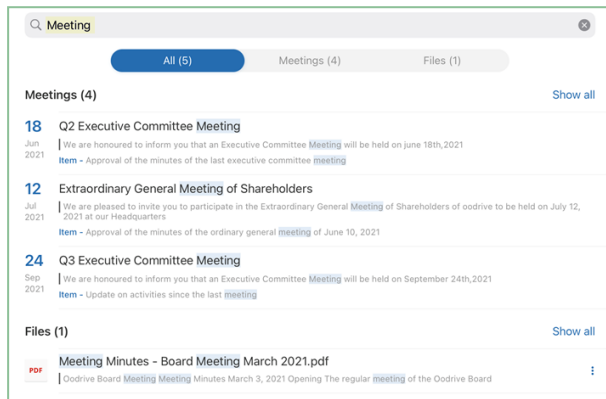
⑤ Find a meeting or document

1. Tap the search icon along the bottom of the screen of the app.

Search

2. Tap the search bar to begin entering key words that appear in your meeting invitations or documents, then tap **Enter** on the keyboard.

3. View all meeting search results and corresponding documents on the **All** tab.
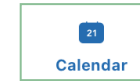

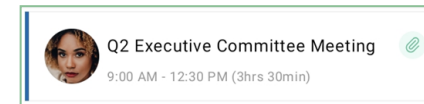**Tip:** You can filter search results by type by selecting the **Meetings** or **Files** tab.
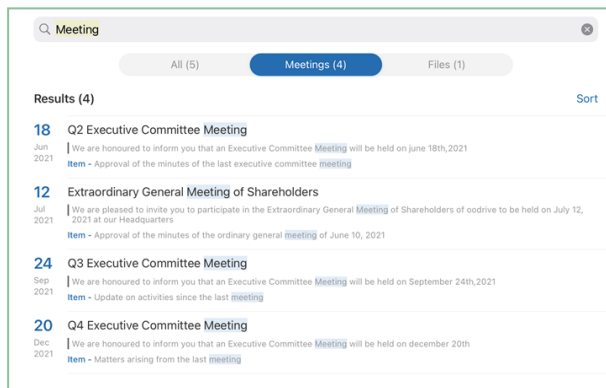

⑥ Annotate a meeting document

1. In the **Calendar** section, tap the meeting containing the file you want to annotate.

Calendar

Please note: When related documents have been attached to a meeting, a paper clip icon appears to its right.

2. In the **Details** or **Agenda** tab, tap the document you want to annotate.

3. Tap the annotate icon in the upper-right corner of the file viewer: ✎

4. Use the tool bar along the top of the document to begin annotating.
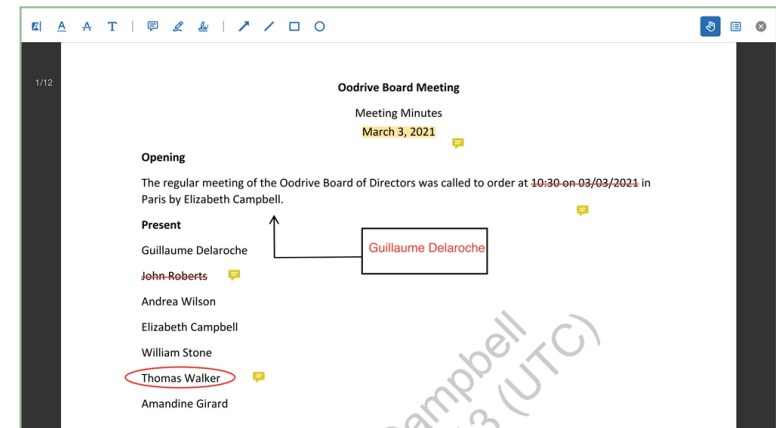

5. Your annotations are automatically synchronized for viewing on the Oodrive Meet web app and will only be accessible to you.

   To return to the file viewer, tap the **X** in the upper-right corner of the app.
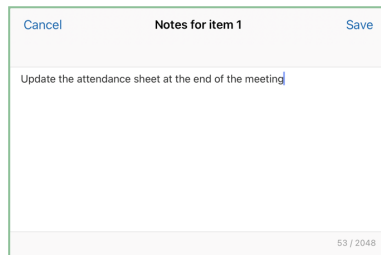
7 Take personal notes

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 attending.
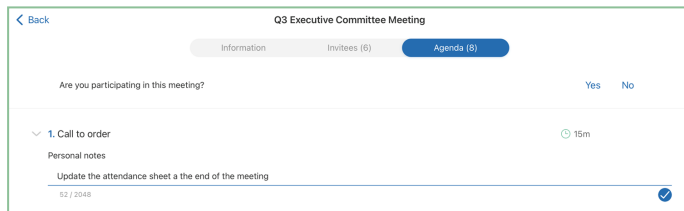
> 21
> **Calendar**
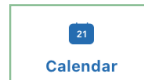
2. In the meeting's detailed view, tap the **Agenda** tab.

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.

> Cancel   Notes for item 1   Save
>
> Update the attendance sheet at the end of the meeting
>
> 53 / 2048

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).

> ‹ Back   Q3 Executive Committee Meeting
>
> Information   Invitees (6)   **Agenda (8)**
>
> Are you participating in this meeting?   Yes   No
>
> ⌄ 1. Call to order   ⏱ 15m
> Personal notes
> Update the attendance sheet a the end of the meeting
> 52 / 2048   ✔

8 Reply to a vote

A meeting can include questions prepared by the meeting organizer to learn your opinion about various subjects.

1. In the **Calendar** section, select a meeting to access the detailed view.
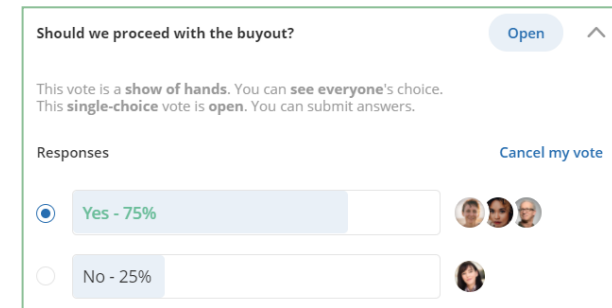
> 21
> **Calendar**
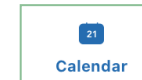
2. View the voting questions related to the meeting from the **Information** or **Agenda** tab.

   Only questions with the **Open** status are open for voting. You cannot respond to a vote if it is **In preparation** or **Closed**.

3. Tap the question to which you want to reply to display possible answers.

   Please note: The voting method is indicated below the question. This way, you can know whether your response will be public or private (**show of hands** vs **secret ballot**).

4. Select your response, then confirm your choice by tapping **Vote**.

> Should we proceed with the buyout?   Open   ⌃
>
> This vote is a **show of hands**. You can **see everyone**'s choice.
> This **single-choice** vote is **open**. You can submit answers.
>
> Responses   Cancel my vote
>
> ⦿   Yes - 75%
>
> ○   No - 25%

Tip: As long as the vote is open, you have the possibility to modify your rosponse by tapping **Cancel my vote**.

Once the voting session has been closed, you will be able to view the results.