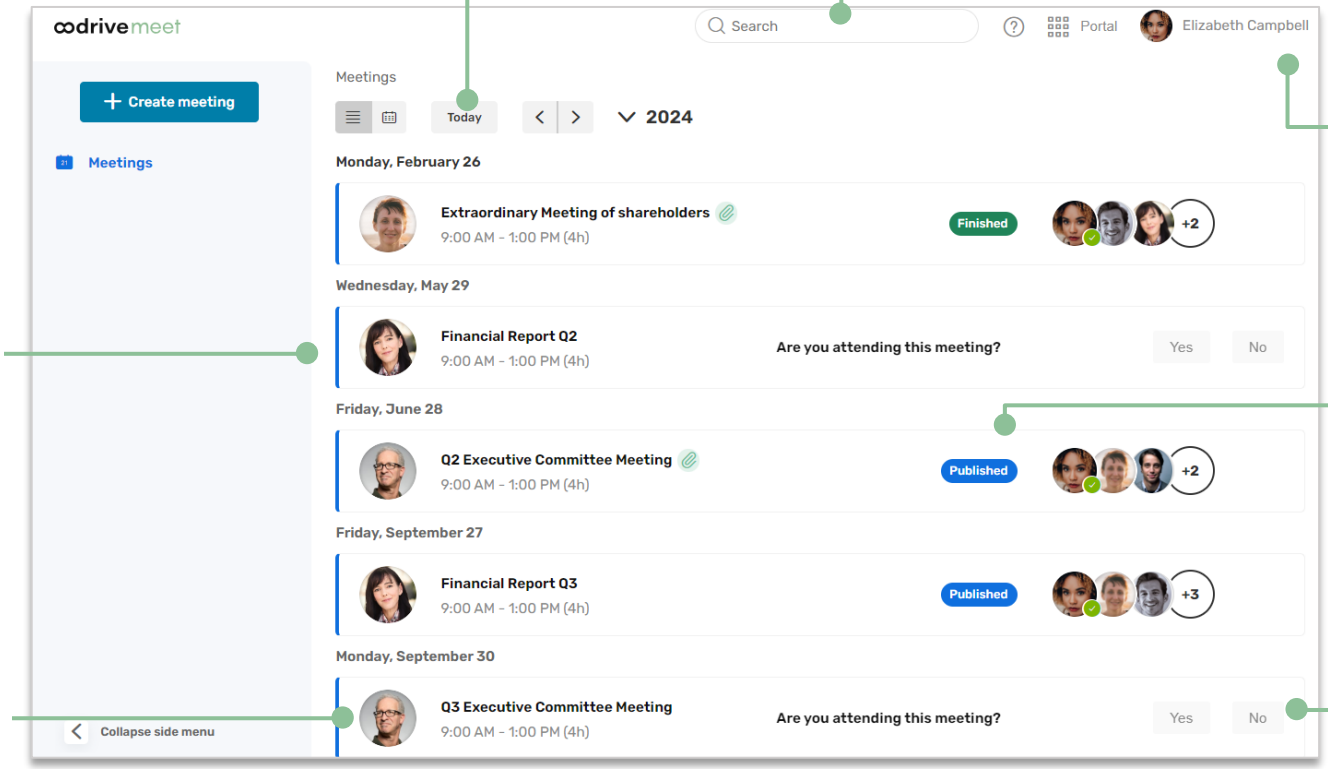
Quick Start Guide

Attending a meeting

Access today's meetings
Go directly to the current date and view scheduled meetings.

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

View meeting details
You can click on a meeting to view its details. Check the general information of each meeting such as the organizer, participants, status, date, time, and location of the meeting.



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

Access your account
You can view and modify your personal information and preferences, manage your delegations and log out of your session.

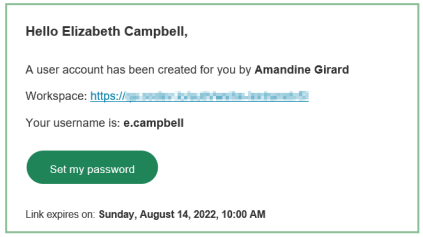
Check meeting status
The meeting status, defined by the organizer, informs you about the state of progress of a meeting: Published (all meeting elements are available) or Finished (there will be no more changes).

Reply to an invitation
Accept or decline a meeting invitation. The organizer and other participants will be able to view your reply.

1 Log in to your workspace

First login

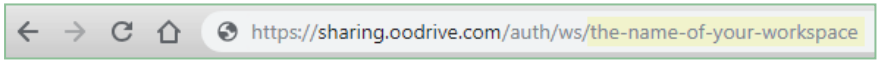
1. Retrieve the username emailed to you when your account was created.
2. Click **Set my password**.



3. You will be redirected to a browser page asking you to set a password and confirm before clicking **Validate**.
4. Click **Log in** to access the login page.
5. Enter your username and password, then click **Log in**.
6. From the Portal, click on the **Oodrive Meet** or **Meeting** service.

After the first login

1. Retrieve the username emailed to you when your account was created.
2. In your web browser, go to the login page for your workspace:



3. Enter your username and password, then click **Log in**.

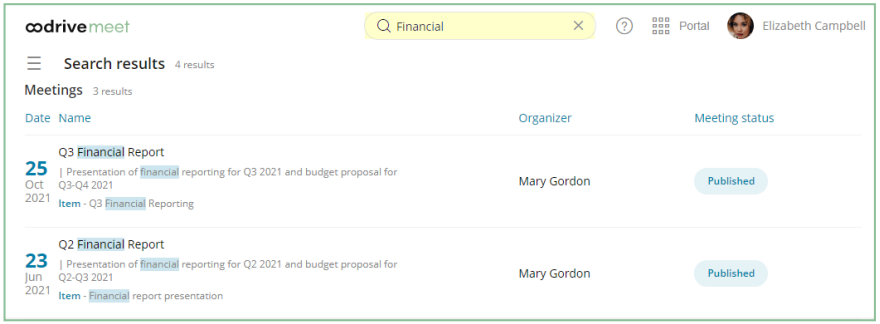
   If you have forgotten your password, click **Forgot your password?**

4. From the Portal, click on the **Oodrive Meet** or **Meeting** service.

2 Find a meeting or a document

1. Click the search bar in the upper-right corner of the application.

2. Enter words or key phrases appearing in your meeting invitations, then press the **Enter** key.

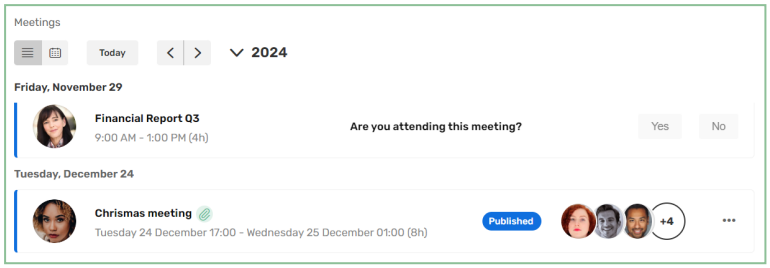


   The search covers all content for meetings in your calendar, including documents attached to meetings.

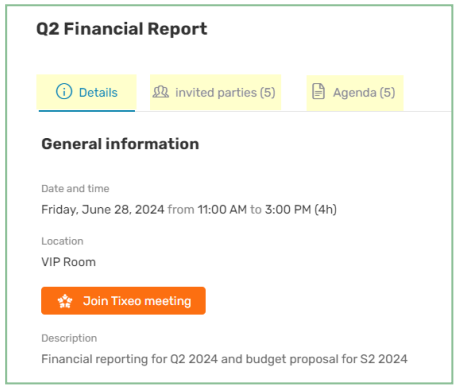
3. Access the meeting or document matching your search by clicking on it.

3 View a meeting invitation

1. In the **Meetings** section, all the meetings to which you have been invited or which you are organizing are displayed in chronological order.



2. From the meetings list, you can click on an invitation to open its detailed view.



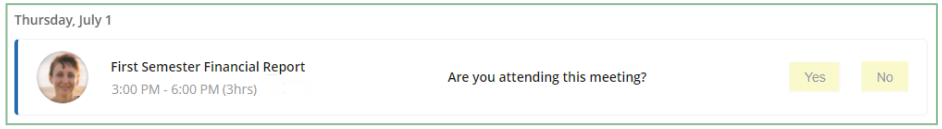
Browse the **Details**, **Invited parties** and **Agenda** tabs to view :

- **General information** about the meeting (description, video conferencing link, related documents, voting questions)
- The **Invited parties and their attendance status** (present/absent/pending reply)
- The detailed **agenda**

3. When you have finished viewing the meeting details, click on the cross in the upper-right corner of the window to return to the meetings list.

4 Reply to a meeting invitation

1. In the **Meetings** section, locate the invitation to which you want to reply.
2. Next to **Are you attending this meeting**, select **Yes** or **No**.



You can change your answer at any time from the meeting's detailed view.

Tip: You can access a meeting's detailed view directly from the invitation email sent to your inbox.

Change your reply to an invitation

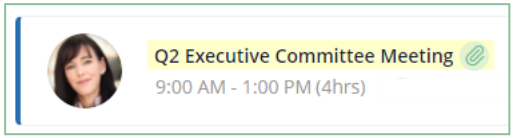
1. In the **Meetings** section, select the invitation for which you want to change your reply.
2. Click the **Invited parties** tab.
3. Next to **Are you attending this meeting**, select **Yes** or **No**.

   Your attendance status is automatically updated in the list of participants.

5 Annotate a meeting document

1. In the **Meetings** section, click the meeting containing the file you want to annotate.

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

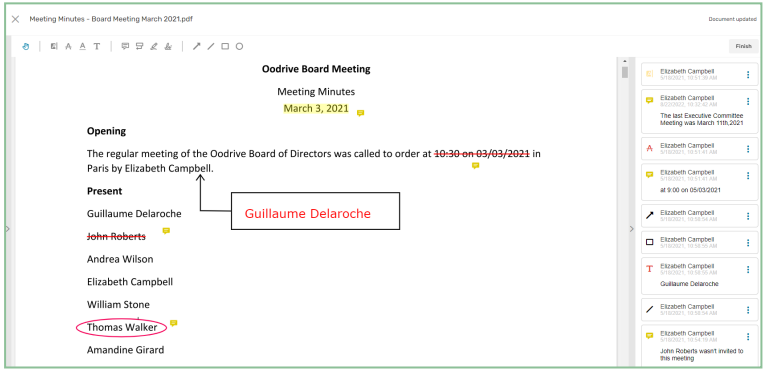


2. In the **Details** or **Agenda** tab, click the document you want to annotate.

3. Click the annotations icon in the upper-right corner of the file viewer.

4. Use the toolbar above the document to create annotations.

5. When you have finished annotating, click **Finish** to exit the editing mode. Then, click on the cross in the upper-left corner of the application to exit the document.



Once added, annotations are automatically saved and are immediately available to you across all Oodrive Meet applications (web and mobile).

6 Share an annotation

By default, your annotations are private, but you can share them with other meeting participants who have access to the document.

1. In the **Meetings** section, click the meeting containing the file you want to annotate.

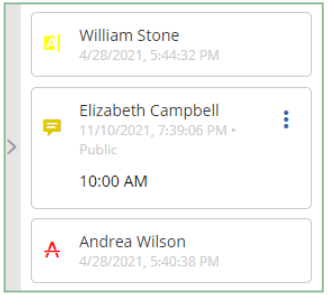
2. Select the annotated document to view it.

3. Select the annotation you want to share, then enable the toggle switch to make your annotation **Public**:

   Once made public, the annotation can be viewed by all users with access to this document.

Please note: If other participants have already shared their annotations with you, these will also appear on your version of the document, alongside your own annotations.

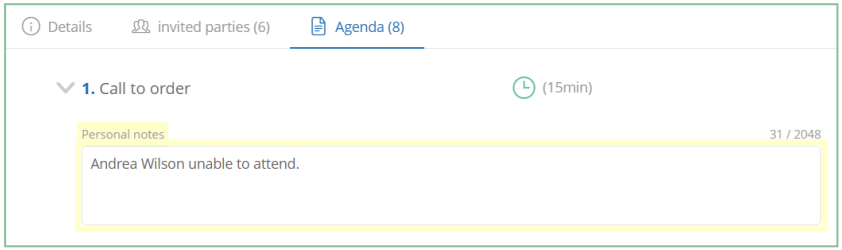
Double-click an annotation to view its details in the panel on the right.



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 **Meetings** section, select the meeting you are attending.
2. In the meeting's detailed view, click the **Agenda** tab.
3. Expand the item or sub-item to which you want to add notes.
4. Write your notes in the dedicated field.



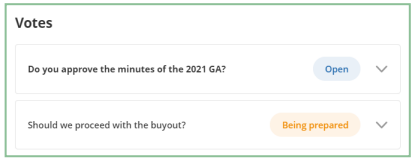
Once added, personal notes are automatically saved and are immediately available to you across all Oodrive Meet (web and mobile).

Please note: If you are the organizer for a meeting, you will only be able to take and view notes from your mobile application.

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 **Meetings** section, select a meeting to access the detailed view.
2. View the voting questions related to the meeting from the **Information** or **Agenda** tab.

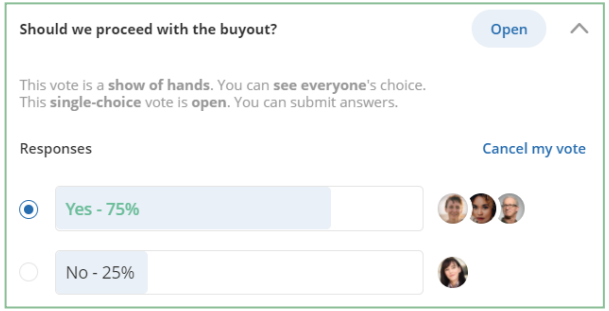


Only questions with the **Open** status are open for voting. You cannot respond to a vote if it is **Being prepared** or **Closed**.

3. Click 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 clicking **Vote**.



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

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