

QUICK GUIDE 6

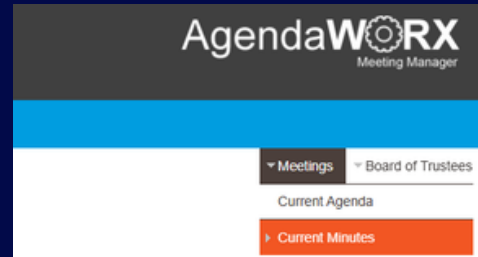
HOW TO CHECK YOUR MINUTES USING PUBLIC COMMENTS ON AGENDAWORX



1 CHECKING MINUTES IS QUICK AND EASY

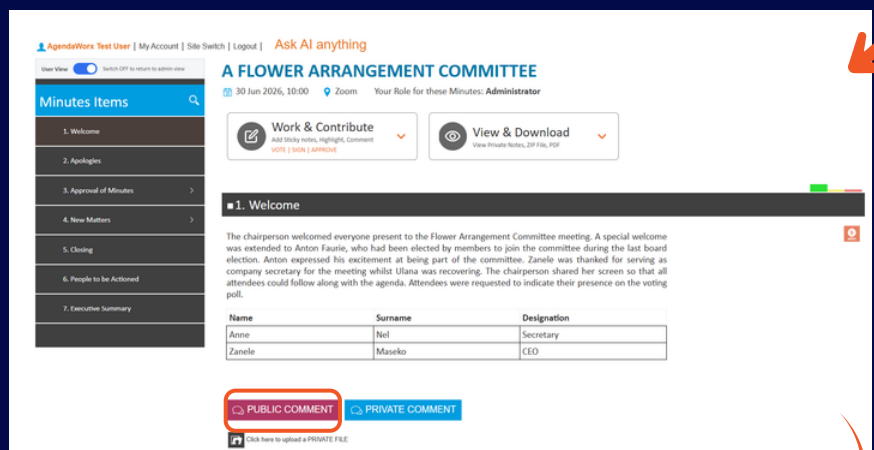
CLICK ON THE LINK THAT WAS EMAILED TO YOU, OR CLICK ON MEETINGS > **CURRENT MINUTES**

CLICK ON **YOUR MEETING LINK**



1 Click **PUBLIC COMMENTS** next to any minutes item you want to comment on.

Easily jump between items by clicking them on the left or click on



2 Add your comment and click on **SAVE**

ADD PUBLIC COMMENT TO THIS MINUTES ITEM: **WELCOME** [CLOSE]

YOUR PUBLIC COMMENT

Check the spelling of Tholoana

SAVE

3 Voila, done!



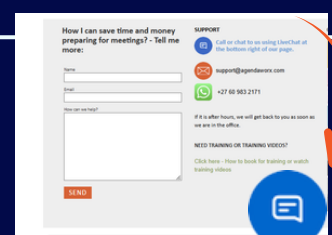
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Free hand-held sessions we'll walk you through as many times as you need.

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