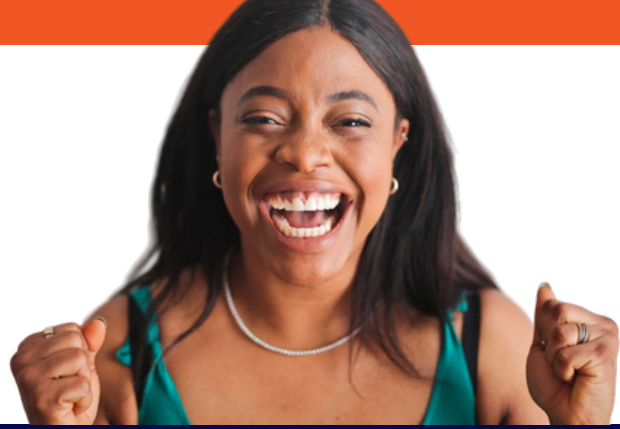


QUICK GUIDE 4

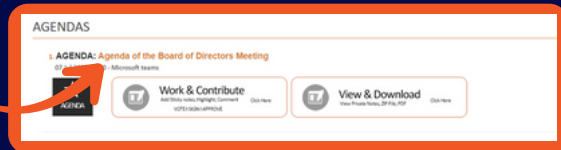
HOW TO USE THE ELECTRONIC AGENDA

Your online agenda packs a real punch – you'll chat, vote, and connect seamlessly with everyone at your meeting, making teamwork smoother and more effective.

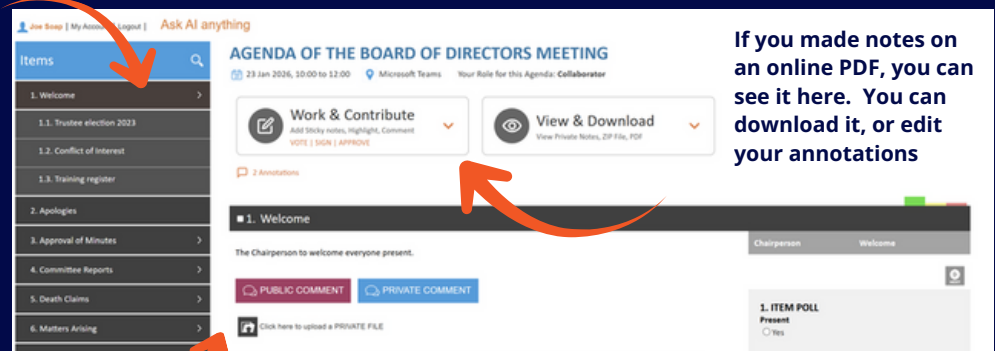


1 LET'S ACCESS THE ELECTRONIC AGENDA

1 **Access your agenda:** Simply click on the agenda name to open your electronic agenda.



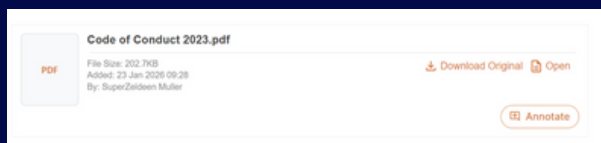
2 Your main items are on the left and the content is in the middle



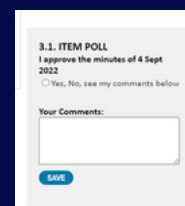
If you made notes on an online PDF, you can see it here. You can download it, or edit your annotations

3 Add **public comments** on **agenda items** to chat with others, or keep **private comments** for your own notes.

4 All your **documents** will be right there at your agenda items. You can **open**, **download** or make **private notes (Annotate)** on the documents.



5 You can **vote** quickly and easily, right at your **agenda items**.



EVERYTHING IS IN ONE SAFE PLACE. EASY. YOU WILL NEVER GET LOST.

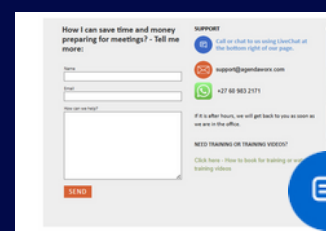
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