

Using MeetingSquared on your Android Device

Install the app

- Go to the Google Play Store on your device and search for **MeetingSquared**



If you are viewing this document on your Android device, tap the link below to find MeetingSquared in the App Store.

[Install MeetingSquared](#)

- Tap **Install**

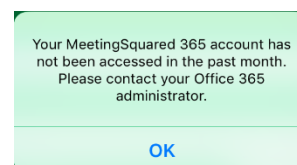
Log into MeetingSquared

- Launch the **MeetingSquared** app
- Type your university **user name** in the format `userID@abdn.ac.uk` and your usual **password**
- Tap **Login**

Note: if you are a member of several meeting groups, you will see a list of the sites you can access. Tap the one you want to use.

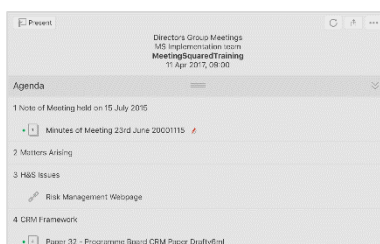
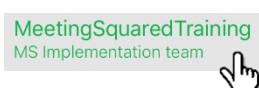
Sites
Your account has access to the following MeetingSquared 365 sites. Please select one.
Applications Rockstars https://365abdn.sharepoint.com/sites/rockstars
Board Meetings https://365abdn.sharepoint.com/sites/rockstars/boards
Directors Group Meetings https://365abdn.sharepoint.com/sites/dg

Important: If you see an error message when you try to log into the app for the first time (see opposite) you will need to authenticate your account by logging into MeetingSquared *using a web browser* - see page 4 for instructions. You will only have to do this once. When you have completed the steps, log into the app as described below.



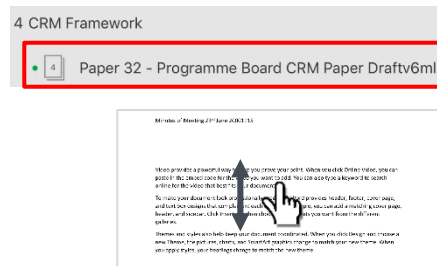
View the Meeting Agenda and Papers

- Tap **Meetings** to open the meeting list
- Tap the name of the meeting to display the agenda and list of papers for the meeting

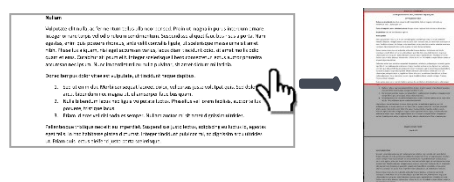


Note: Meeting papers appear below the agenda item, with an icon indicating the number of pages the paper contains.

- Tap a meeting paper to open the Document.
 - Swipe **up** or **down** to scroll through the pages.



- Tap the **right margin** of the document to activate the page preview panel on the right of the screen.
Note: to hide the panel again, tap the main body of the paper.



Return to Agenda

- Swipe the document to the right

Annotate a Meeting Paper

You can add notes, draw on or highlight text within a paper via the Annotation tools. There are two modes for annotation:

Private- only you can see the annotations you make.

Shared*- all members of the group can see all annotations. The meeting administrator can completely disable the Shared Annotations feature, so if there is no Shared button at the top of the screen when you are annotating a paper, the administrator has removed it.

By default, Shared mode is switched **OFF**.

Add Private Annotations

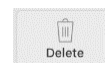
- Scroll to the part of the paper you want to annotate.
- Tap the main body of the meeting paper- the annotation tools appear at the bottom right of the screen.
 - **Note:** tap to add a 'sticky note' to the paper then type the text for the note
 - **Pen:** tap to write/draw on the paper using your finger
 - **Highlight:** tap then drag across the text to highlight it



Note: you can choose the pen or highlight colour using the **Style** button. When you have finished annotating, tap **Done**.



If you accidentally add an annotation, tap it to select it, then tap **Delete**. Confirm the deletion when the prompt appears.



A paper containing annotations will display a pencil icon in the agenda. If the pencil is grey , the annotations are private; a red pencil icon  indicates shared annotations (if this feature is available).

Add Shared Annotations (if available- see above)

- Tap the paper to open then scroll to the page you want to annotate.
- Tap the grey **Shared** button at the top of the screen. The button colour changes to red and red vertical bands appear to either side of the paper to indicate that you are working in shared mode.

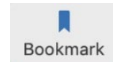
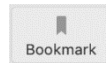


- Add annotations as described above.

Add bookmarks to a Meeting Paper

You can bookmark pages in a meeting paper to make navigation easier.

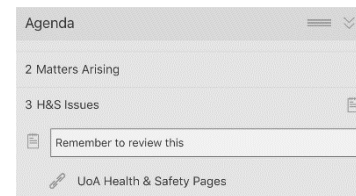
- Navigate to the page you want to mark and tap it to activate the Annotation tools.
- Tap the **Bookmark** tool at the top of the screen.
- The Bookmark tool changes to blue and a blue bookmark icon appears at the top right of the page.
- The page indicator icon now shows **Next** and **Previous** bookmark navigator icons as you scroll. Tap **Next** or **Previous** to navigate through your bookmarks.



- If you add bookmarks to a meeting paper, you will see a blue bookmark indicator after the paper name in the Agenda.
- To remove a bookmark, navigate to the bookmarked page and tap the bookmark tool.

Add a private note to an agenda item

- Tap the item in the agenda and type the note in the text box
- A note icon appears to the right of the agenda item- tap this to open/close the note.



Switch between meeting groups

If you are a member of more than one meeting board or committee, you may need to switch to a different SharePoint site in order to view your meetings. To do this

- **Swipe** any open items from the current meeting (papers, agenda) **to the right** to close them and return to the main MeetingSquared screen.
- Tap the **cog** icon at the bottom of the screen.
- Tap **Account** and tap **LOGOUT NOW**.
- The main log-in screen will appear. Log in as before and tap the site you want to go to when the list appears.



Settings

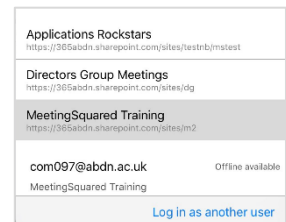
Account

Account

Logged in as: com276@abdn.ac.uk
at https://365abdn.sharepoint.com/sites/m2

LOGOUT NOW

CLOSE BACK



Hints and Tips

- Can't see others' annotation changes? **Refresh** the meeting:
 - Swipe right to the right to close any open items (papers or agenda) and return to the meeting list
 - Note: you may have to do this twice, depending on what is currently open).
 - Tap the **Refresh** button at the top of the meeting list screen.
 - Tap the **Shared** button to view the annotations.
- Switch between Private and Shared mode

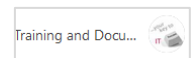


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- Tap the **Shared** button at the top of the paper to switch Shared mode on/off.
 - View a list of annotations in the meeting papers
 - Tap the centre of the paper to activate the annotation tools.
 - Tap **List** from the tools at the bottom of the screen.
 - A list of all annotations pops up at the bottom of the screen – tap an item in the list to open the paper and go straight to the annotation.
 - Changes to the agenda or papers added during the meeting? Refresh the meeting to see them (see above).

Appendix

Authenticate your credentials in a web browser (first-time use only)

- Click the link in your email meeting invitation to open a web browser and go to the Office 365 log-in screen.
- Click your userID if it appears.
- If you cannot see your User ID, type *your* university username (using the format userID@abdn.ac.uk) and usual password.
- Click **Sign in**. The MeetingSquared SharePoint page appears.
- You have now authenticated your credentials and should log out.
 - Click **your name** in the top right corner of the screen.
 - Click **Sign out** from the menu- you can now use the app to log in to MeetingSquared.



Sign out