

Using MeetingSquared on your iPad or iPhone

Install the MeetingSquared app

- Go to the App Store on your iPad or iPhone and search for **MeetingSquared**.



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

Install MeetingSquared

- Tap **Get**, then tap **Install** to install the app on your device.

Log into MeetingSquared on your iPad or iPhone

- Launch the **MeetingSquared app**.
- Tap **Login** to display the log-in screen.
- 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://3356abdn.sharepoint.com/sites/tes/mj/teslist
Board Meetings https://3356abdn.sharepoint.com/sites/instres/boards
Directors Group Meetings https://3356abdn.sharepoint.com/sites/dg

If your device has a fingerprint reader, you may see a message about using Touch ID to log in. If you have enabled Touch ID on your device and wish to use it, tap **Yes-use Touch ID**; if not, tap **No-don't ask again**.



After you have logged into MeetingSquared online, the system will allow you to access the information **offline** for approximately 80 hours*. This can be useful if you do not have an internet connection but still need to view the agenda and board papers.

When you log in offline, a message will tell you how much time remains for offline access. After the time runs out, you will have to log in online again.

Signed in using cached credentials.
You can continue to use MeetingSquared for 79 hours 57 minutes before revalidating you login using a data connection.

OK

* 80 hours is the default time limit. The meeting administrator may change this setting for your meetings.



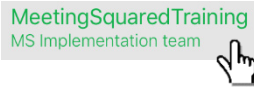
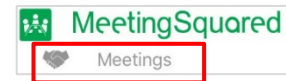
If you see the error message opposite when you try to log into MeetingSquared, follow the instructions in the Appendix on page 5 of this document.

Your MeetingSquared 365 account has not been accessed in the past month. Please contact your Office 365 administrator.

OK

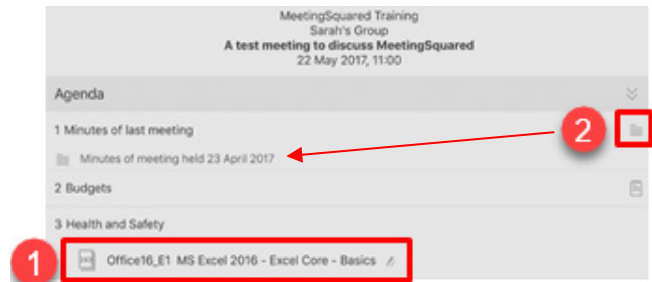
View the Meeting Agenda and Papers

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



Notes: 1. Meeting papers appear below the agenda item, with an icon indicating the number of pages the paper contains.

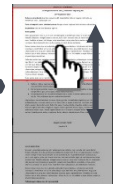
2. If an agenda item includes additional information, an icon will appear at the right of the item-click this icon to view the information.



- Tap a meeting paper to open it.
 - Swipe to the **left** to display the paper in full- screen mode (iPad only).
 - Swipe **up** or **down** to scroll through the pages.



Minutes of Meeting 27 June 2016 15



- Tap the **right margin** of the document to activate the scroll panel on the right of the screen.

Note: to hide the scroll panel again, tap the main body of the paper.

Return to Agenda

- Swipe the document to the right

Note: you will have to swipe to the right **twice** if you have been working in full-screen mode on an iPad.

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 made in Shared mode.



*Private mode is the default setting for meetings. The meeting administrator can 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.

Add Private Annotations

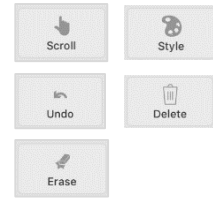
- Scroll to the part of the paper you want to annotate.
- Tap the main body of the meeting paper- the annotation tools appear at the bottom right of the screen.



- **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

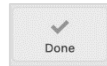


If you want to scroll through the document to add further annotations, make sure you tap the **Scroll** tool first to deactivate the current annotation tool. If you accidentally add an annotation, use the **Undo** tool to remove it. The toolbar also contains Erase and Delete tools to remove annotations.



Note: you can choose the pen or highlight colour using the **Style** button and delete annotations by tapping to select, then tapping the **Delete** button. Confirm the deletion, if prompted.

- When you have finished annotating, tap **Done**.



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 page 2)

- Tap the paper to open then scroll to the page you want to annotate.
- Tap the centre of the paper to activate the annotation tools.
- 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.

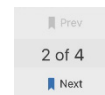
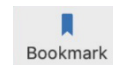
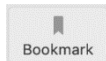


If you cannot see the Shared button, your administrator has disabled this feature.

Add bookmarks to a Meeting Paper

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

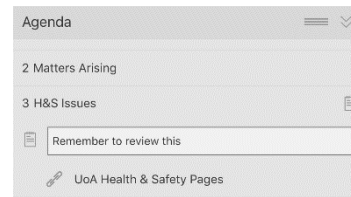
- Navigate to the page you want to mark and tap it to activate the Annotation tools.
- Tap the **Bookmark** tool (top right).
- The Bookmark tool changes to blue and a blue bookmark icon appears at the top right of the page.
- The page indicator icon now shows **Next** and **Previous** bookmark navigator 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 green 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

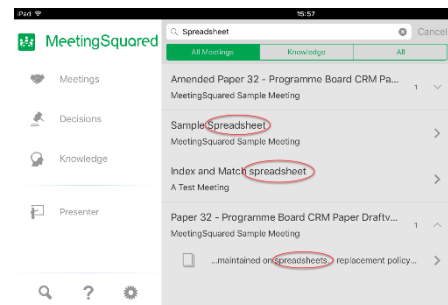
- Tap the item in the agenda and type the note in the text box
- A note icon appears to the right of the agenda item- tap this to open/close the note.



If you want to annotate several agenda items, tap the chevrons at the top right of the agenda to open text boxes for each of the agenda items. When you have finished typing your notes tap the upward-pointing arrow to close the text boxes.

Search for information in a paper

- Tap the **magnifying glass** icon at the bottom of the main MeetingSquared screen.
- Type a search keyword, e.g. *spreadsheet* and tap **Search** on your device's keyboard.
- MeetingSquared will search the titles **and** content of meeting papers and show a list of any items matching your search.
- Note: you can choose to look through **All Meetings**, the **Knowledge** base or both (**All**).

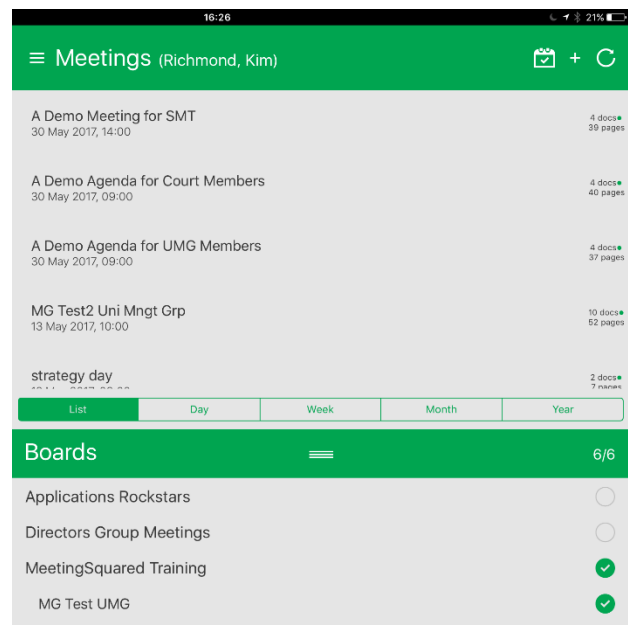


Switch between boards or committees




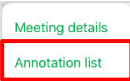
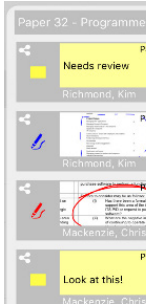


If you are a member of more than one meeting board or committee, you will have access to more than one meeting site. By default, your meeting list shows the meetings for one board at a time, but you can switch between them

- Return to the main MeetingSquared screen.
- The list of sites you can access appears at the bottom of the screen- tap the **name of the site** you want to view so a tick appears opposite. The list of meeting groups from that site appears and the list of meetings appears in the top part of the screen.
- You can filter this list by tapping the board names to select/deselect the relevant board name.

Note: if using an iPhone, you might be returned to the main meeting screen- just tap **Meetings** to open the list for the new board.



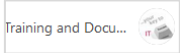
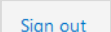
Hints and Tips

- Can't see a meeting in your list?
 - **Refresh** the meeting list using the Refresh button at the top of the list window. 
 - Make sure the relevant meeting group is ticked in the Boards list at the bottom of the screen.
 - Can't see others' shared annotation changes? **Refresh** the meeting:
 - Swipe the paper to the right to close it and return to the Agenda. 
 - Tap the **Refresh** button at the top of the screen.
 - Tap the paper to re-open it, then tap the **Shared** button to view the annotations.
 - Switch between Private and Shared mode
 - Tap the document to activate the tools and tap the **Shared** button at the top of the paper.
 - Can't see a Shared button at the top of the page?
 - The meeting administrator has disabled the Shared Annotation feature.
 - View a list of annotations in all meeting papers:
 - Tap the **Ellipsis** button at the top of the Agenda. 
 - Tap **Annotation List**. 
 - A list of all annotations appears at the right of the screen – tap an item in the list to open the paper and go straight to the annotation. 
-  If an annotation includes this icon  in the list, it is a shared annotation; if there is no icon, it's a private annotation so only you can see it.
- Changes to the agenda or papers added during the meeting? Refresh the meeting (see above).

Appendix

Authenticate your credentials

If you see an error message the first time you try to log into the MeetingSquared app:

- Click the link in your email meeting invitation to open a web browser. The Office 365 log-in screen appears.
- Click your **userID** if it appears (University of Aberdeen users only).
- 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 of Office 365
 - Click **your name** in the top right corner of the screen 
 - Click **Sign out** from the menu. 

Note: you only need to do this once.