

Using the MeetingSquared Windows 10 App

Install the app

Click the link below to find MeetingSquared in the Windows Store or launch the Store via the Start menu then search for **MeetingSquared**.



[Install MeetingSquared](#)

- Click **Get** to download the app and follow the on-screen instructions, then click **Launch** to open the app once it has installed.
- **Note:** if you have never used the Windows store you will have to log in using your Office 365 credentials, e.g. *com097@abdn.ac.uk* and your usual password.
 - Click **Microsoft Account** when the prompt appears and type your university user ID (in the format *userID@abdn.ac.uk*) followed by your usual university password.
 - Click **Sign in**.

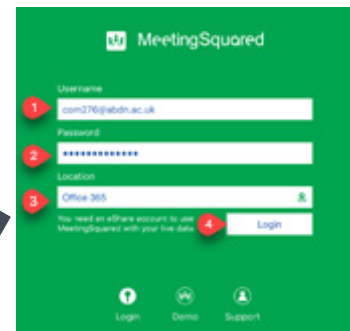
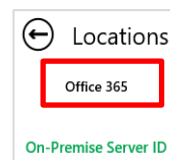


If you are not familiar with the Windows Store, click the link below for more information

[Getting Started with the Windows Store](#)

Log into MeetingSquared

- Launch the MeetingSquared app.
1. Type your university **user name** in the format *userID@abdn.ac.uk*
 2. Type your usual **password**.
 3. Click inside the **Location** field and click **Office 365**.
 4. Click **Login**.

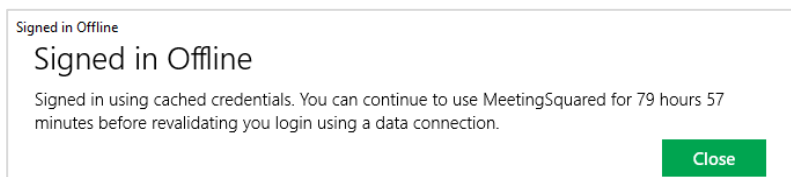


Note: if you are a member of several meeting groups, you will see a list of the sites you can access. Click the one you want to use.



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.

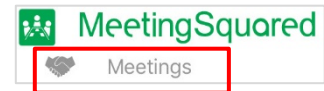


* 80 hours is the default time limit. The meeting administrator may change this setting for your meetings.

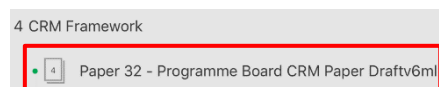
View the Meeting Agenda and Papers

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

MeetingSquaredTraining
MS Implementation team




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



A green list icon at the right of an agenda item indicates that further details are available. Click the icon to view the details.



- Click a meeting paper to open it.
 - Click the **Full-Screen icon**  at the top of the window to display the paper in full- screen mode.
 - Click the **right margin** of the document to activate the scroll panel on the right of the screen.
 - Click and drag the scroll bar to move through the pages- a page indicator appears in the middle of the screen and the scroll panel highlights the current page.

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

Close a paper and return to agenda

- Click the Back button at the top left of the window.



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 (this is the default mode).

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 feature has been disabled.

Add Private Annotations

- Scroll to the part of the paper you want to annotate.
- The annotation tools appear at the top right of the screen.



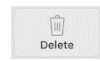
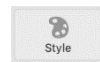
Share: click to switch Shared mode on/off.	Bookmark: click to set a bookmark on the current page.
Note: click to add a 'sticky note' to the paper then type the text for the note.	Pen: click to write/draw on the paper using your mouse.

Highlight: click highlighter tool then drag across the text to highlight it.

- When you have finished annotating, click the Tick icon in the top right of the window.



If you want to scroll through the document to add further annotations, make sure you click 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.



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 the feature is available).



Add Shared Annotations (* if available- see page 2)

- Click 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.



Tips for working with Shared mode



If your meeting administrator has disabled the Shared Annotations feature **you will not see the Shared button.**


- Can't see others' changes? **Refresh** the meeting:
 - Click the **Refresh** button at the top of the screen.
- Switch between Private and Shared mode:
 - Tap the **Shared** button to toggle between modes.
- View a list of annotations in a meeting paper
 - Click the **list** button at the top of the Agenda.
 - The annotations appear as thumbnails along the bottom of the screen.



Note: If you are working in Private mode, the thumbnails will show your private annotations by default; if in Shared mode, the thumbnails will show the annotations made by all users. You can switch between the two modes by clicking the **Private** or **Shared** headings above the thumbnails.




Clicking a thumbnail takes you straight to the annotation.

- Click the **list** icon  at the top of the window to close the thumbnail panel.

Add bookmarks to a Meeting Paper

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

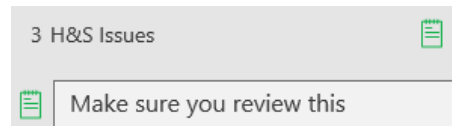
- Navigate to the page you want to mark and click the **Bookmark** tool (top right). 
- The Bookmark tool changes to blue and a blue bookmark icon appears at the top right of the page.
- The page indicator icon now shows **Next** and **Previous** bookmark navigator icons as you scroll. Click **Next** or **Prev** to navigate through your bookmarks.



- If you add bookmarks to a meeting paper, you will see a bookmark indicator after the paper name in the Agenda.

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.

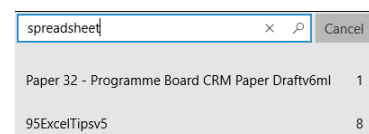


Note: Click the chevrons at the right of the Agenda heading to display all private agenda notes.



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 press [Enter] or click the magnifying glass icon at the end of the Search box.
- MeetingSquared will search the content of meeting papers and show a list of any items matching your search.



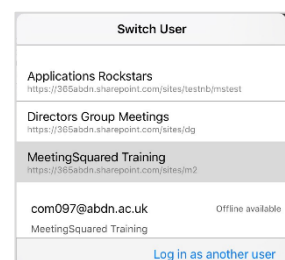
Switch between meeting sites

If you are a member of more than one meeting board or committee, you may have access to several meeting sites. You can only log into one site at a time, so in order to view your meetings on a different site you will need to switch to it. To do this

- Return to the main MeetingSquared screen by clicking the **Back** button at the top left of the app window. If you are currently viewing a meeting agenda or paper, you may need to click the Back button several times.
- Tap the **cog** icon at the bottom of the screen.
- Click **Switch User**- the list of sites appears.
- Click the site you require.
- Click **Meetings** from the main MeetingSquared screen.



Switch User



Note: If you don't see your meetings, click the refresh button at the top left of the app window.

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