

QUICK START GUIDE

Get started in 3 easy steps



1 SYNC YOUR OUTLOOK CALENDAR

1) Click "Sync My Calendar"



2) Select "Outlook Plugin"



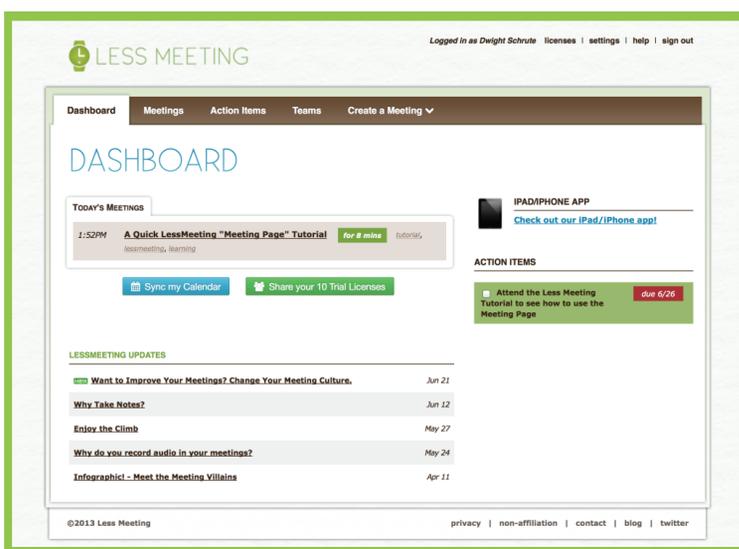
3) Follow instructions on download page



4) Restart Outlook & Login to the plugin with your Less Meeting credentials

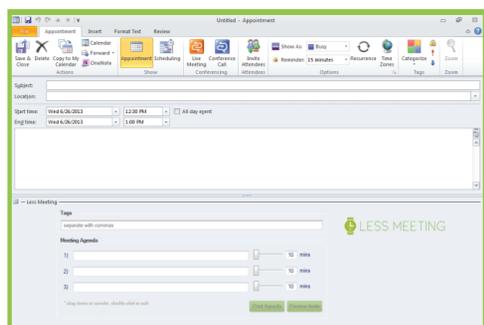


5) Within 30 minutes, you'll start seeing your meetings automatically sync to Less Meeting



2 CREATE A NEW MEETING

...IN OUTLOOK



...IN LESS MEETING



OR

 **Quick Huddle** - Start a meeting with just 1 click

 **Schedule A Meeting** - Create a meeting in the future

NOT BY YOUR COMPUTER?

Download our MOBILE app in Apple's App Store to take meetings wherever they take you.

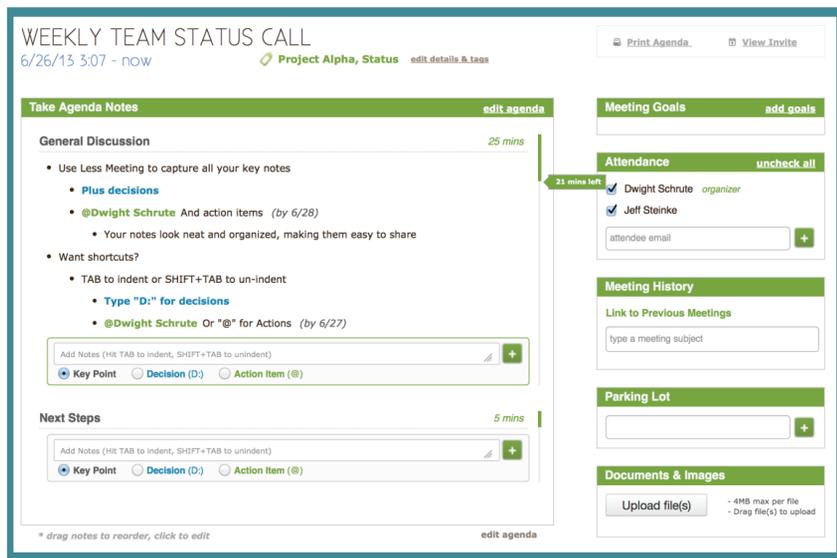


 **Agenda & Tags** - Add agendas, sub-agendas and tags

 **Timing** - Start scheduling your meetings the right way, after you create your agenda

 **Sync** - Automatically syncs to Less Meeting

3 TAKE & SHARE NOTES EFFICIENTLY



1) Click the green "Start Meeting" button to keep your meeting on time & on track

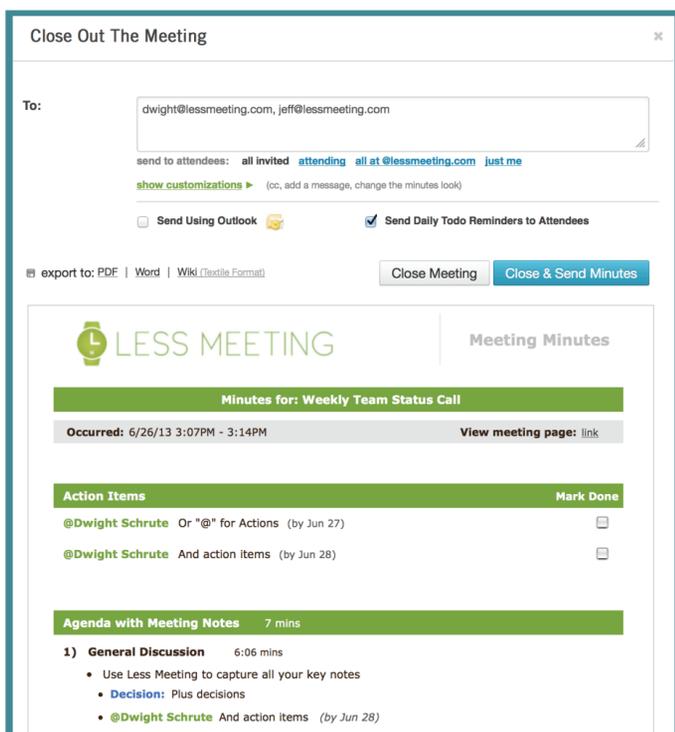
Start Meeting

2) Start adding notes - Key Points, Decisions and Action Items to make sure you don't miss a thing

3) Take advantage of quick keyboard shortcuts

*** BONUS ***

- **Parking Lot** - Getting off topic? Send the discussion to the parking lot to take care of it in the next meeting.
- **Meeting Quality Score** - Learn how your team can improve meeting performance.



4) Click the red "End Meeting" button when you're done

End Meeting

5) Preview your notes, customize what they look like

6) Click "Close & Send Minutes" and receive your meeting minutes email INSTANTLY

Close & Send Minutes