

QUICK START GUIDE

Get started in 3 easy steps



1 SYNC YOUR GOOGLE CALENDAR

1) Click "Sync My Calendar"



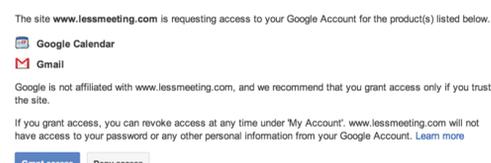
2) Select "Google Apps Sync"



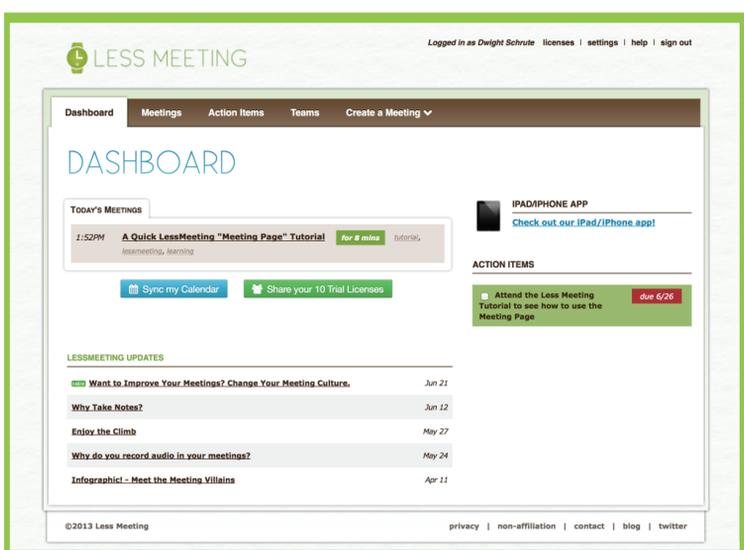
3) Click to 'link' or 'unlink' an account.



4) Click 'Grant Access'

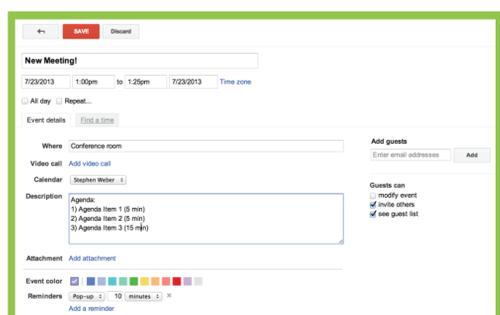


5) Within 30 minutes, you'll start seeing your meetings automatically sync to Less Meeting



2 CREATE A NEW MEETING

...IN GOOGLE CALENDAR



...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.

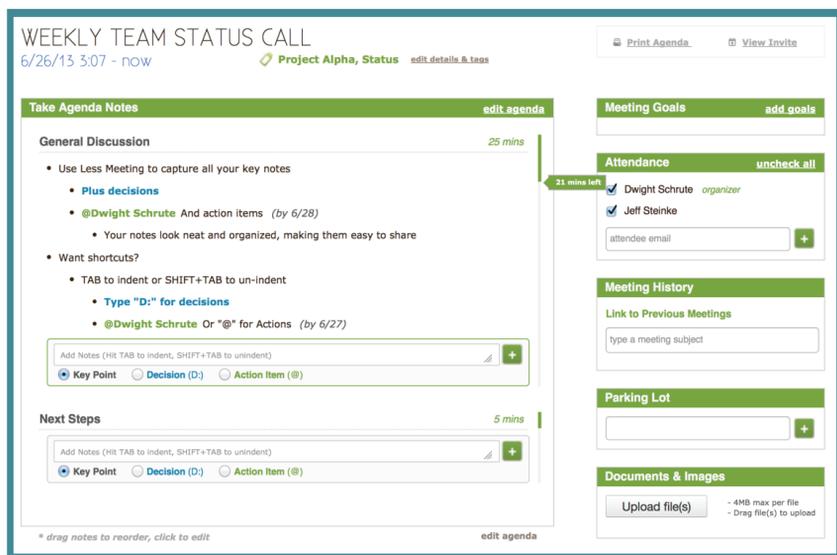


Agenda - Add agenda items to sync with Less Meeting using the following format:

- Agenda:
- 1) Agenda Item 1 (5 min)
 - 2) Agenda Item 2 (3 min)
 - 3) Agenda Item 3 (15 min)

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

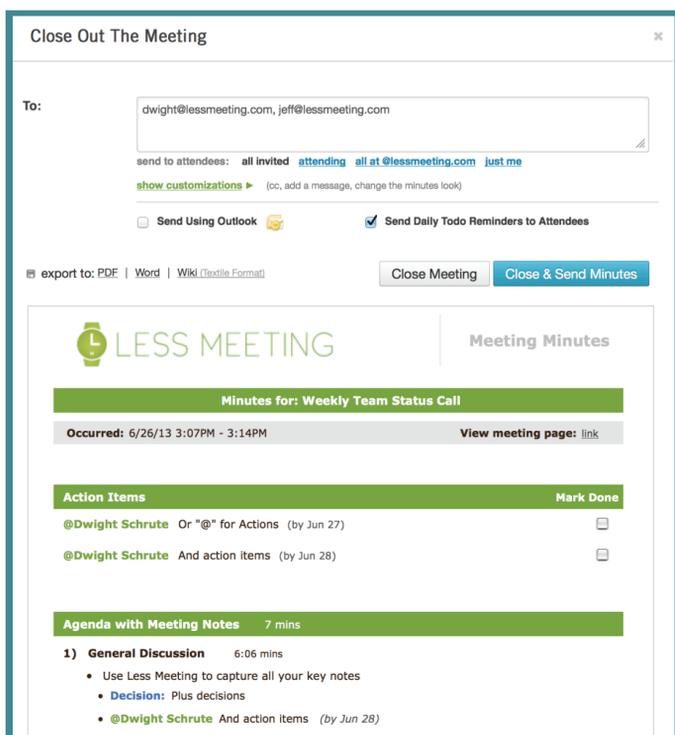
Start Meeting

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