

## QUICK START GUIDE



Get started in 3 easy steps

### SYNC YOUR GOOGLE CALENDAR

1) Click "Sync My Calendar" Sync my Calendar 2) Select "Google Apps Sync" ettings | help | sign ou LESS MEETING Google Google Apps Sync » DASHBOARD 3) Click to 'link' or 'unlink' an account. IPAD/IPHONE APP TODAY'S MEETINGS Check out our iPad/iPhone app A Quick LessMeeting "Meeting Page" Tutorial for 8 mins tutorial, 1:52PM **Un-Link** ACTION ITEMS endar 🛛 😤 Share your 10 Trial Licenses Link LESSMEETING UPDATES 4) Click 'Grant Access' Jun 21 Jun 12 ting.com is requesting access to your Google Account for the product(s) listed be May 27 Enjoy the Climb Google Calendar May 24 Why do you record audio in your meetings? M Gmail raphic! - Meet the Meeting Villains Apr 11 Google is not affiliated with www.lessmeeting.com, and we recommend that you grant access only if you trust If you grant access, you can revoke access at any time under 'My Account'. www.lessmeeting.com will not have access to your password or any other personal information from your Google Account. Learn more ©2013 Less Meeting privacy | non-affiliation | contact | blog | twitte Grant access Deny access

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

# TE A NEW MEETING

## ...IN GOOGLE CALENDAR



<b>+</b>	SAVE	Discard						
New Meetir	ng!							
7/23/2013	1:00pm	to 1:25pm	7/23/2013	Time zone				
All day 🔲 F	Repeat							
Event details	Find a tim	0						
Where	Conference ro	oom				Add guests		
Video call	Add video call					Enter email addresses	Add	
Calendar	Stephen Web	er 🗘				uests can		
Description	Agenda: 1) Agenda Ite	m 1 (5 min)				invite others		

<b>Ç</b> LES	SS MEE	TING	Logged in as Dwight Schrute		
Dashboard	Meetings	Action Items	Teams	Create a Meeting >	
DASł	HBOA	RD	Quick Huddle » Schedule a Meeting »		

	3) Agenda Item 3 (15 ml/n)		
ttachment	Add attachment		
Event color			
Reminders	Pop-up  10 minutes  ×		
	Add a reminder		

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

Agenda:

Nev 7/23 AI

Des

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

Sync - Automatically syncs to Less Meeting

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.

Available on the App Store

WEEKLY TEAM STATUS CALL 6/26/13 3:07 - now <b>Project Alpha, Status</b> edit det	Print Agenda Ö View Invite				
Take Agenda Notes	edit agenda	Meeting Goals add goals			
General Discussion	25 mins				
Use Less Meeting to capture all your key notes		Attendance <u>uncheck all</u>			
• Plus decisions	21 m	ins left Juight Schrute organizer			
@Dwight Schrute And action items (by 6/28)		Jeff Steinke			
<ul> <li>Your notes look neat and organized, making them easy to share</li> </ul>		attendee email +			
Want shortcuts?					
TAB to indent or SHIFT+TAB to un-indent		Meeting History			
Type "D:" for decisions     @Dwight Schrute Or "@" for Actions (by 6/27)		Link to Previous Meetings			
Add Notes (Hit TAB to Indent, SHIFT+TAB to unindent)	// +	type a meeting subject			
Key Point      Decision (D:)      Action Item (@)					
	_	Parking Lot			
Next Steps	5 mins	+			
Add Notes (Hit TAB to indent, SHIFT+TAB to unindent)	// +				
Key Point      Decision (D:)      Action Item (@)		Documents & Images			
		Upload file(s) - 4MB max per file - Drag file(s) to upload			
* drag notes to reorder, click to edit	edit agenda				

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

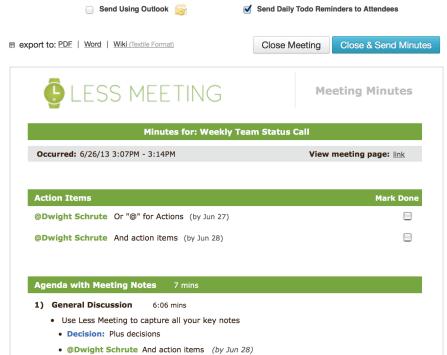
3) Take advantage of quick keyboard shortcuts

### \*\* 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.

Close Out The	e Meeting	ж		
То:	dwight@lessmeeting.com, jeff@lessmeeting.com			
	send to attendees: all invited attending all at @lessmeeting.com just me show customizations ► (cc, add a message, change the minutes look)			

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** 

THANKS FOR USING LESS MEETING Please email us at staff@lessmeeting.com if you have any questions at all!