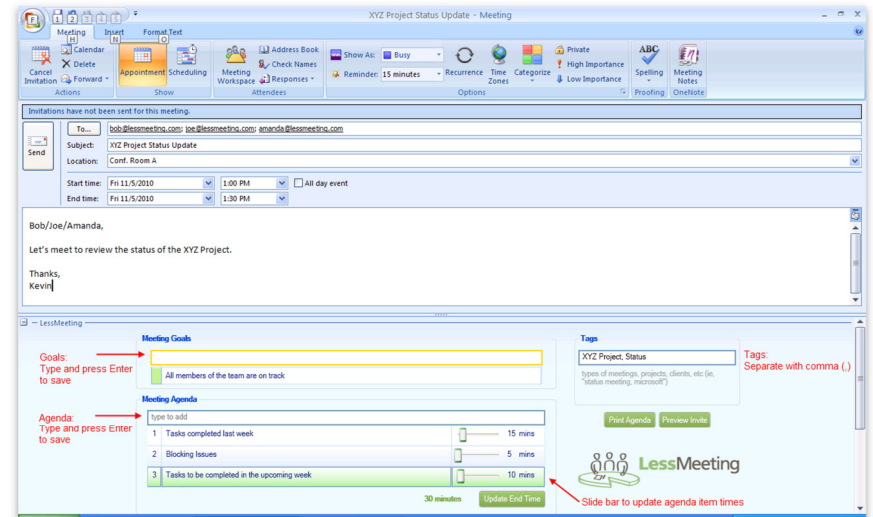




LessMeeting Quick Start Guide

Create a Meeting

1. Create meeting in Outlook as usual with subject, time, location, and attendees
2. Add agenda items, goals, and tags on bottom of screen in LessMeeting area
 - Type in each goal into the textbox and press Enter to save
 - Type in each agenda item into the textbox and press Enter to save, then set time using slide bar
 - Goals and agenda items can be reordered by dragging and dropping
 - Goals and agenda items can be deleted by selecting them and clicking the Delete key or by right-clicking and selecting delete
 - Multiple tags can be typed into the textbox separated by commas (i.e. XYZ Project, Status)
3. Send meeting and it will automatically synchronize with LessMeeting website



Taking Meeting Notes

- Open meeting in Outlook and click on the Take Meeting Notes Online link under the LessMeeting logo
- Click the Start Meeting button on the bottom of the page to start the meeting
- Use checkboxes next to names to take attendance
- Type meeting notes under each Agenda item
- Save notes by pressing the Enter button or clicking the  icon
- Use Tab and Shift-Tab to indent and outdent
- Move notes by dragging/dropping
- Create action items typing @[person's name] [task]
 - Type @, then start typing the person's name and press Enter to save the name
 - Type the task content
 - Set the due date
 - Save by clicking the  icon or press Enter
- Create decisions by typing D:[decision text]
- Click the Stop Meeting button on the bottom of the page to stop the meeting

Action Items

- Action items assigned during meeting are tracked on the LessMeeting website
- Action items synchronize with Outlook tasks for any registered LessMeeting user
- Daily digest email reminders sent to each person (both registered and not) that has any open action items
- When action items owed to you are closed you will be alerted in the daily digest

