

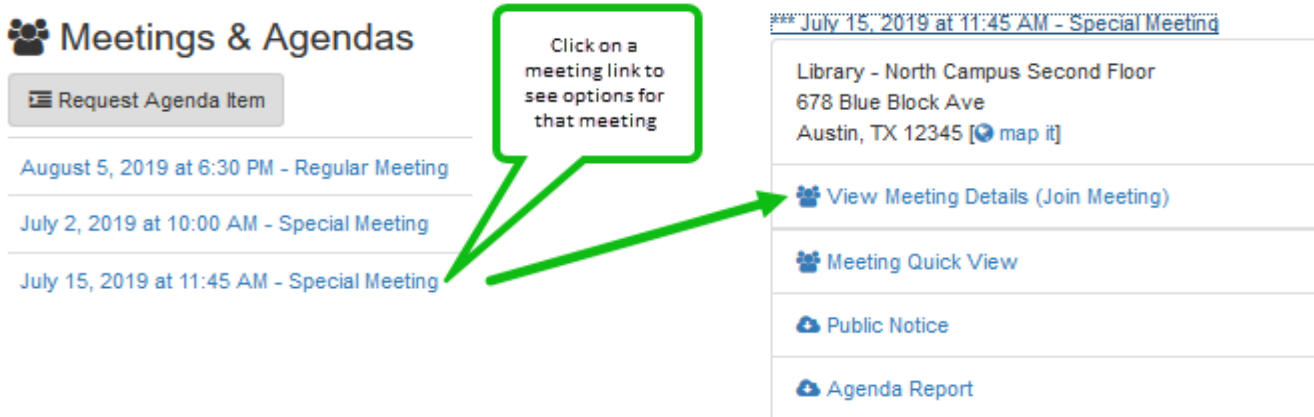
## View or Follow a Meeting

Whether reviewing meeting materials prior to a meeting or signing in during a meeting, viewing meeting materials in BoardBook® Premier is easy.

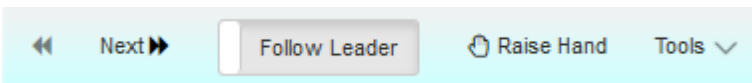
If you've logged into BoardBook Premier and you have a meeting starting soon, you'll see a green Join Your Meeting button on the right side of the gray menu bar. Clicking this is a convenient way to enter an upcoming or active meeting.



If you'd like to review the meeting details prior to the meeting, your Home page has a Meetings & Agendas section that lists meetings to which you have access. Clicking on the date/time/meeting title link will give you options for that meeting, including View Meeting Details (Join Meeting) as shown below.



Regardless of how you got here, this is the Meeting Detail screen. Below the gray menu bar is a blue bar with several options.



Previous arrows and Next: This will sequentially move you through the agenda items.

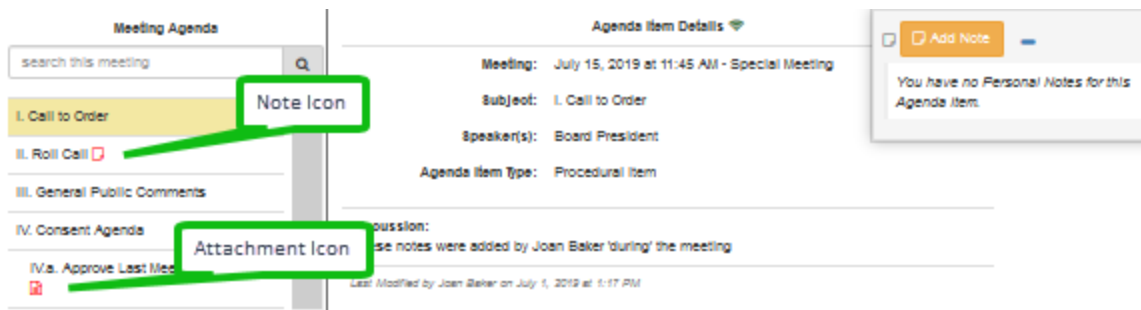
Follow Leader: If someone else is leading the meeting in the program you can follow their screen. As they navigate through different agenda items and attachments, this will be displayed on your screen.

*Note:* Clicking the Following button or taking any action other than taking notes within the meeting will stop the Following. Start following again by clicking the Follow Leader button.

Raise Hand: This feature is not available for all accounts. Clicking Raise Hand displays a notice on the meeting leader's screen.

Tools: This dropdown gives you various options for downloading the Agenda and/or Attachments for the meeting. These options are covered in detail in the handout BoardBook Premium – Download PDF Agendas or Packets.

Below the blue bar, the screen is divided into two general sections: a sidebar and a main display area.



The Sidebar: This window lists the Meeting Agenda as a scrollable list. Items with attachments will show an Attachment icon. Items to which you have posted personal notes will show a Note icon. Clicking on an item will display the item details in the Display Window. The sidebar also has a search window, which can be used to search this meeting's agenda, attachments, and your personal notes.

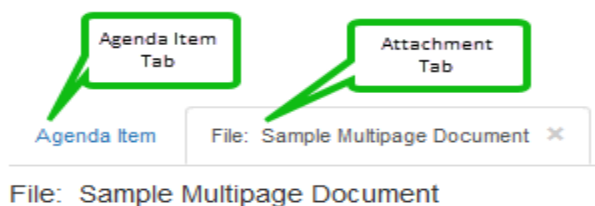
The Display Window: This window shows the details of the item selected in the sidebar. The specific details displayed depend on which details were added for the item and your individual permissions.

Also, in the Display Window, you will see the Add Personal Note tool. You can add personal notes to the agenda item currently displayed. These notes are stored on our servers and are not available to other users. Once saved, your notes are available to you regardless of what device you log in with. Once added, Personal Notes can be edited and deleted and will show up in your search results.

*Note:* If you are Following the Leader and typing a note when the Meeting Leader moves to a different item or attachment, your note will be saved as is and you will be moved to what the leader is displaying.

**Attachments:** Clicking on an attachment will open it in the display area.

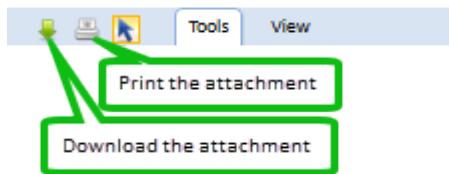
Viewing an attachment:



At the top of the Display Window there will be a tab for the Agenda Item and one tab for each attachment you have open. Attachment tabs display the file name. As needed, you can switch between tabs or close an attachment by clicking the X in that tab. Clicking the Agenda Item tab returns the item view.

Below the tabs are icons for downloading or printing the attachment. Note that downloading may not be allowed for all attachments.

File: Sample Multipage Document



There are also options for Tools and View:

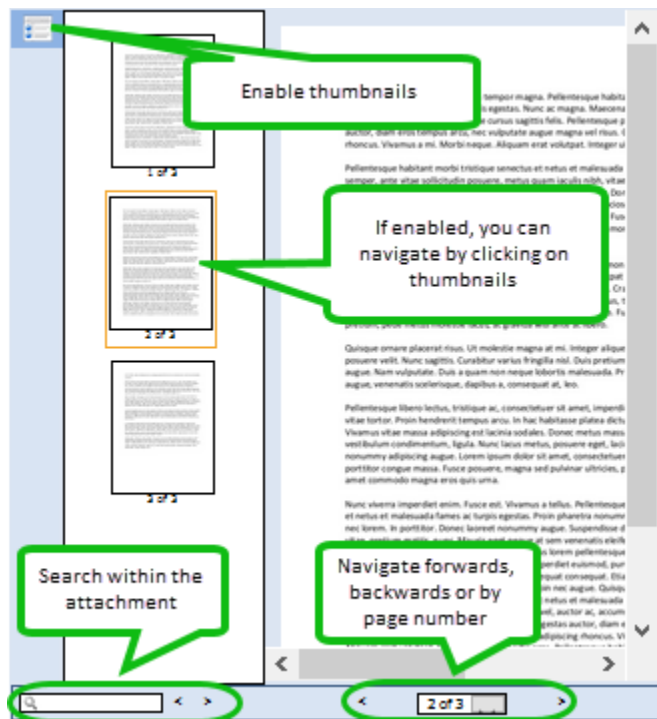
**Tool options** include a sticky note or highlighter.

**View options** allow several options to zoom or fit the view to the screen, as well as to display or hide thumbnails of the pages of the attachment.

File: Sample Multipage Document



Navigating a multipage attachment:



Some organizations' accounts may be configured for electronic voting. If yours is, someone with the Minutes Manager can trigger a vote. The motion and voting options will appear on your screen, where you can cast your vote.