



# Using eMeeting

User Guide (v1.0 – March 2008)

M. Bampton (mbampton@sd6.bc.ca)

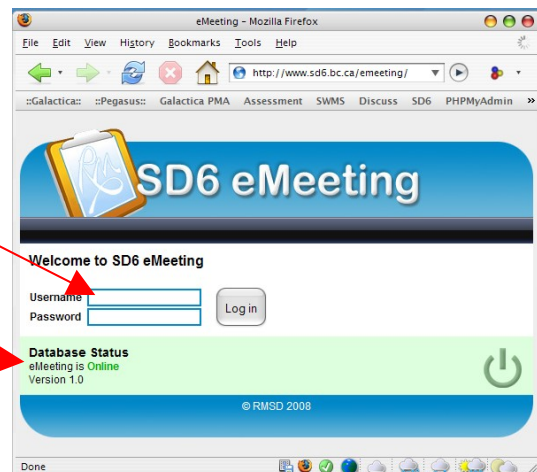
## Introduction

This guide will show you how use the electronic agenda system.

## Logging on

Go to [www.sd6.bc.ca/emeeting](http://www.sd6.bc.ca/emeeting) and log in with your username and password.

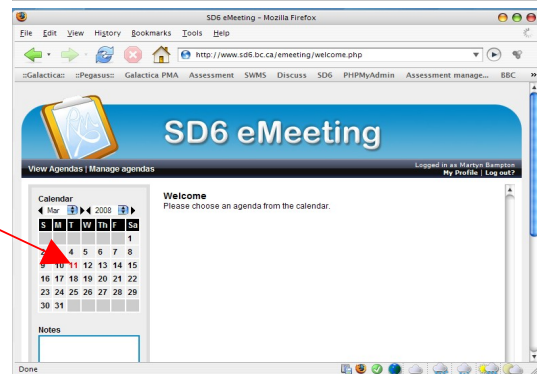
The **Log In** page will let you know if the system is online or not.



## Choosing an Agenda

Use the calendar on the left to choose an agenda. Agenda dates are highlighted in **red**.

You can use the month and year drop down menus to change the current calendar view.

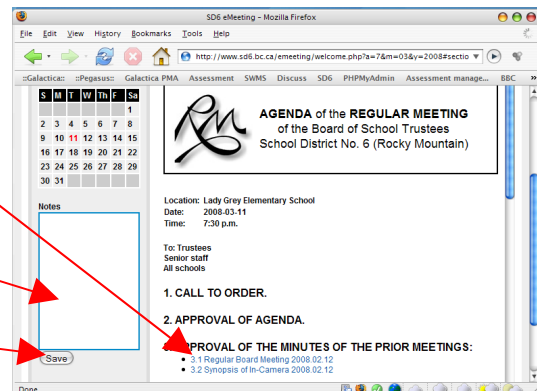


## Viewing Agenda Items

To view an agenda item simply click on the item title. This will take you to the Item Review page.

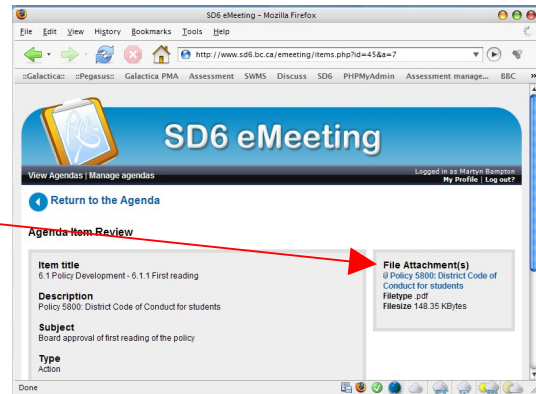
You can also make notes on an agenda using the notes sidebar.

*Remember to save your notes before clicking on item links.*



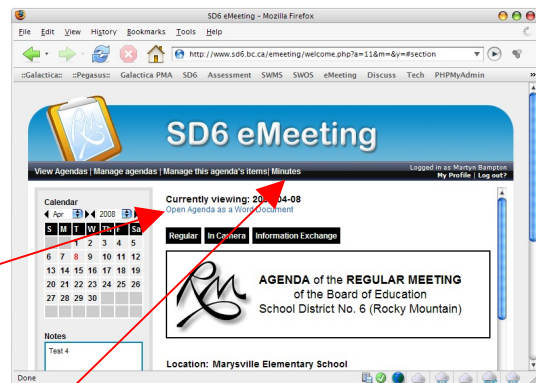
## Item Review page

Item details can be accessed via the Item Review page. If an item has a document attachment it will be available in the **File Attachment** box on the right hand side. You can also see how big the file is (and estimate how long it will take to download) before you choose to open it. You can also save notes on agenda items.



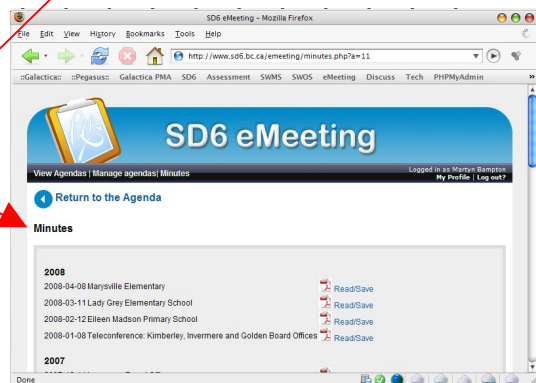
## Saving as a Word document

You can open an agenda as a Word document by clicking on the link at the top of the page.



## Minutes Archive

Clicking on the Minutes menu bar item will take you to the Minutes Archive.



## Hints and Tips

- Save your notes every time you make a change.
- Items with a paper-clip have a document attachment
- Use the My Profile link in the top right to change your password.