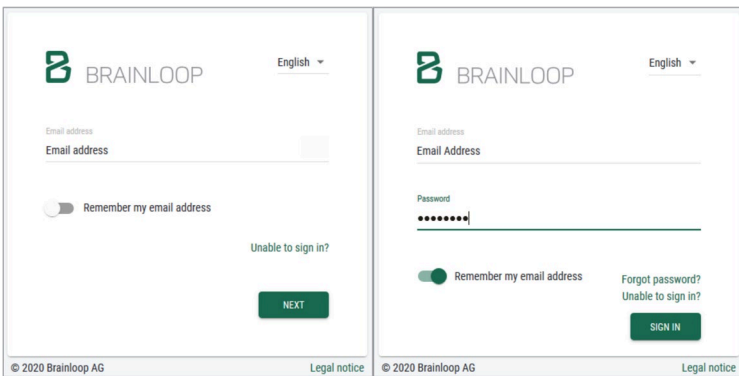


User Quick Start Guide

Step 1: Register your account

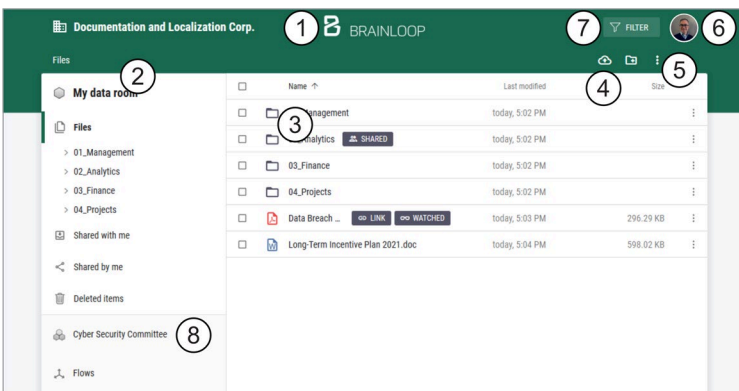
1. In the invitation email received from your administrator, select the **Register** button.
This opens a web page containing the registration screen.
2. Enter your details and select **Next**.
3. Create a password and select **Create account**.
4. Select **I agree** if you agree with the Terms of Use.
5. Select **Continue to sign-in page**.

Step 2: Sign in to your MeetingSuite account



1. Open your web browser and enter **https://services.brainloop.net** in the address field.
2. Enter your email address.
3. Select **Next**.
4. Enter your password.
5. Select **Sign in** to access your account.
You may be asked to provide a PIN authentication for signing in. This PIN may be sent to your mobile phone if you have registered one, or to your email address if you have not.

Brainloop MeetingSuite interface:



- 1 Select the logo to return to the homepage.
- 2 Access your personal file storage.
- 3 Select folders to access files.
- 4 Upload files or create new folders.
- 5 More options: sort and select files.
- 6 Manage your profile.
- 7 Filter the view of files or folders.
- 8 Access team data rooms.

Step 3: Upload content

Drag files from your file explorer to the browser window, or use one of the action buttons (4) to upload content. You can also drag files within the application to move them into another folder.

Step 4: Share content

Send link

Authentication

Set password

PIN protection

Document protection

View-only access Add watermark

Expiration

Expiration date 14/05/2020

Notifications

Watch item

Language
English

Recipients

Jane.Doe@acme.com

Message

Hi Jane,
Here is the report you requested.]

CANCEL OK

Use the following options to securely share content with others:

- > **Send link**
- > **Share folder**

Send link is a one-way sharing option for files and folders. This option offers several features to protect your documents, for example, password protection, view-only access, expiration date, and watermark. With **Share folder**, you can invite users to share a folder and assign a specific permission to these users, for example, reader or editor. This enables easy information exchange with the possibility to protect the share with a PIN or expiration date.

Step 5: Stay informed

04_Projects SHARED

Data Breach ... LINK WATCHED

Long-Term Incentive Plan 2021.doc

Create subfolder

Watch item

Rename

Use the **Watch item** function to receive email notifications about document changes or updates to a folder. The tags behind the folder names quickly show which items are watched, shared or linked.

Training & support

For additional training, contact your Customer Success Manager to arrange a session. Customer Support is available 24/7 via email or phone, support@brainloop.com or +49 89 444 699 84. Or, visit our Customer Service Portal at support.brainloop.com (<https://support.brainloop.com/>).