

MEETINGSUITE MYROOM AND TEAMROOM

User Quick Start Guide

Step 1: Register your account

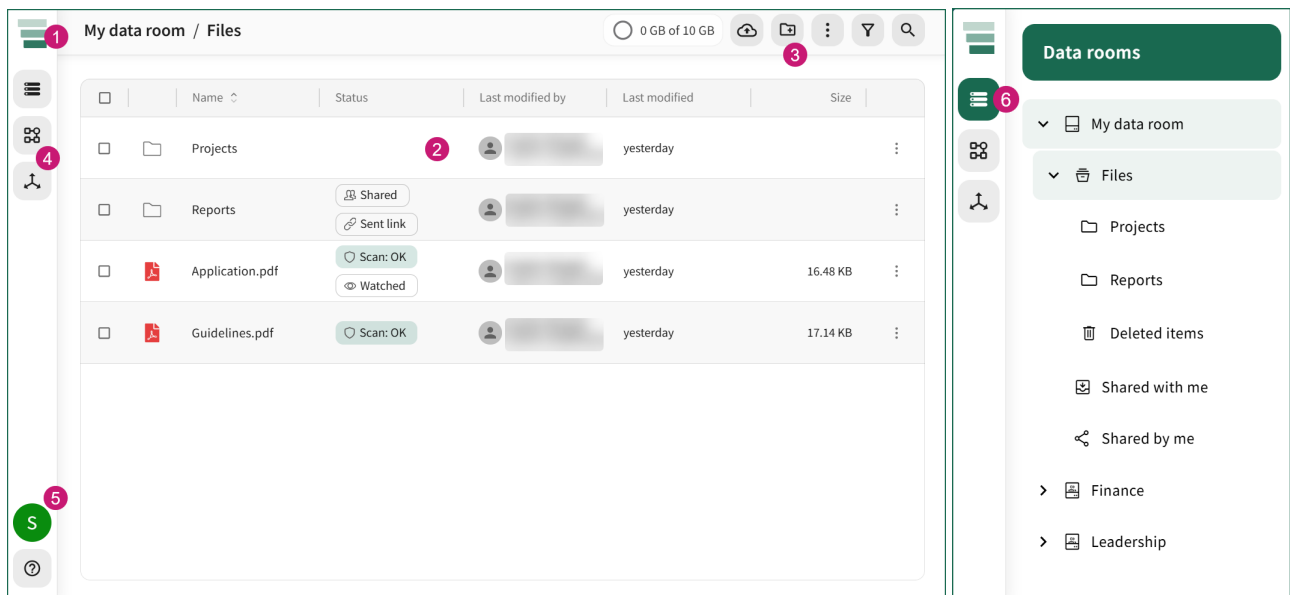
1. In the invitation email received from your administrator, select the **Register** button.
This opens a web page containing the registration screen.
2. Enter your details and select **Next**.
3. Create a password and select **Create account**.
4. Select **I agree** if you agree with the Terms of Use.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

Step 2: Sign in to your MeetingSuite account

The image displays two side-by-side screenshots of the MeetingSuite web interface. Both screens feature the Brainloop logo at the top center and a language dropdown menu set to 'English' in the top right corner. The left screenshot is the registration page, showing an email input field with a placeholder '@brainloop.com', a 'Remember my email address' toggle, and a 'NEXT' button at the bottom. A link 'Unable to sign in?' is visible above the button. The right screenshot is the login page, showing an email input field with a placeholder '@brainloop.com', a password input field with a placeholder '*****' and a visibility toggle, a 'Remember my email address' toggle, and a 'SIGN IN' button at the bottom. Links for 'Forgot password?' and 'Unable to sign in?' are visible above the button. A 'BACK' button is located at the bottom left of the login screen.

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:

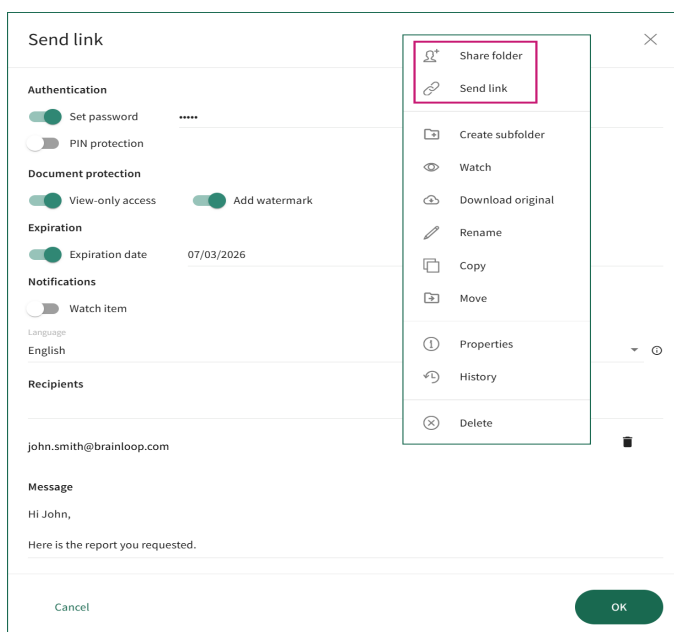


- 1 Select the logo to return to the homepage.
- 2 Work on your files and folders.
- 3 Upload files or create new folders.
More options: sort and select files.
Filter the view of files or folders.
Search for files or folders.
- 4 Access your data rooms, your tasks and polls, and your Flows.
- 5 Manage your profile.
- 6 Access your personal file storage.

Step 3: Upload content

Drag files from your file explorer to the browser window, or use one of the action buttons (3) to upload content. You can also drag files within the application to move them into another folder.

Step 4: Share content



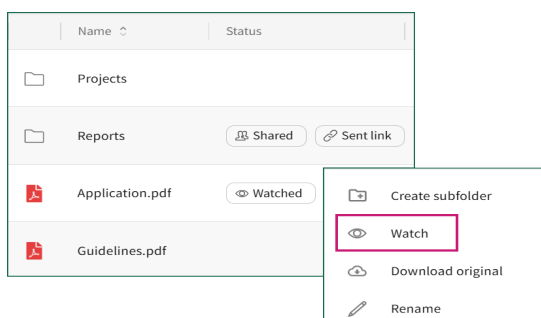
Use the following options to securely share content with others:

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

With **Share folder**, you can invite users to share a folder in your personal data room 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.

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.

Step 5: Stay informed



Use the **Watch** 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/>).