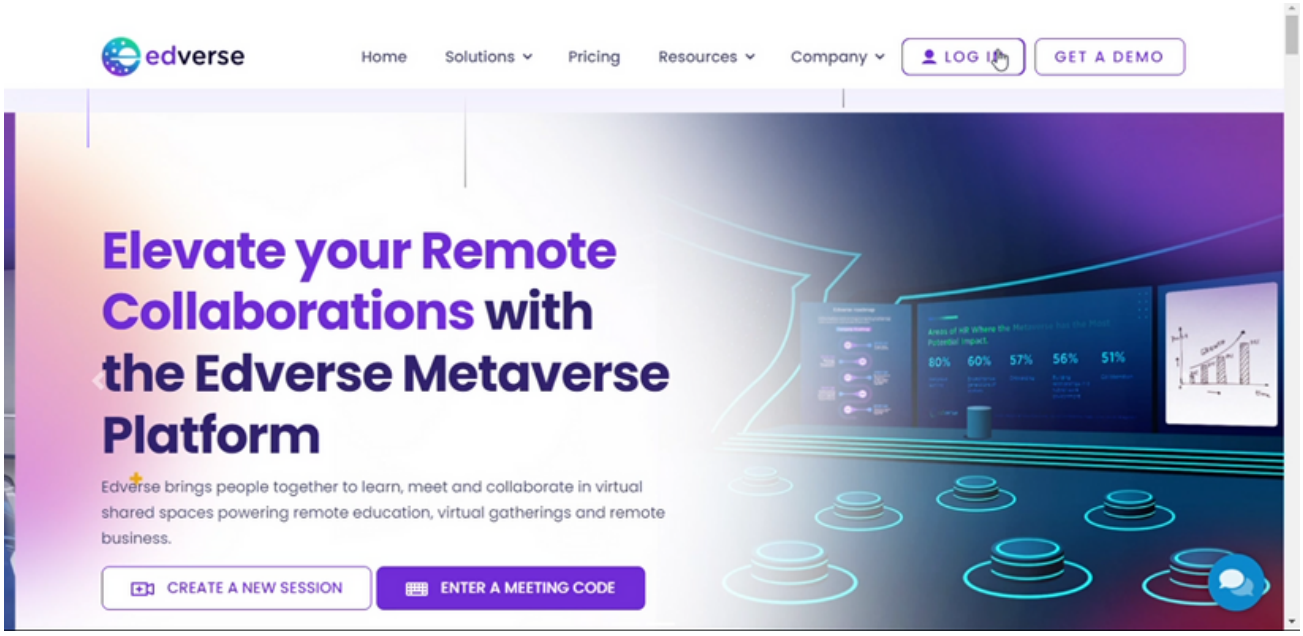
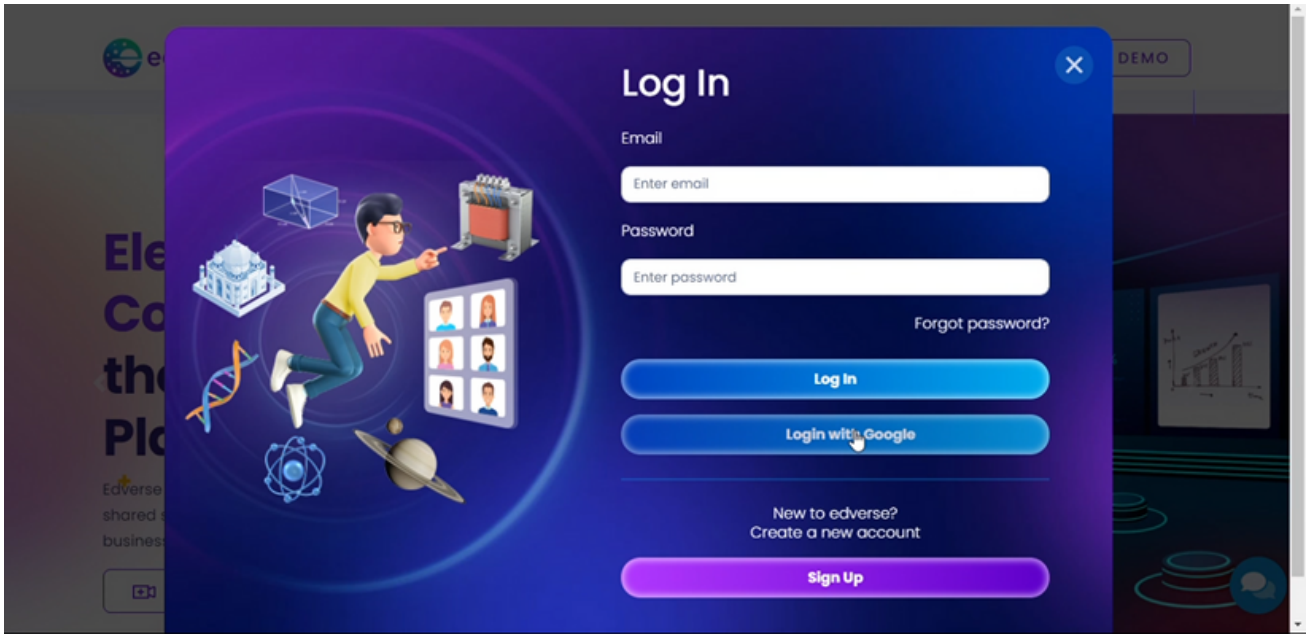
How to Create a Session?

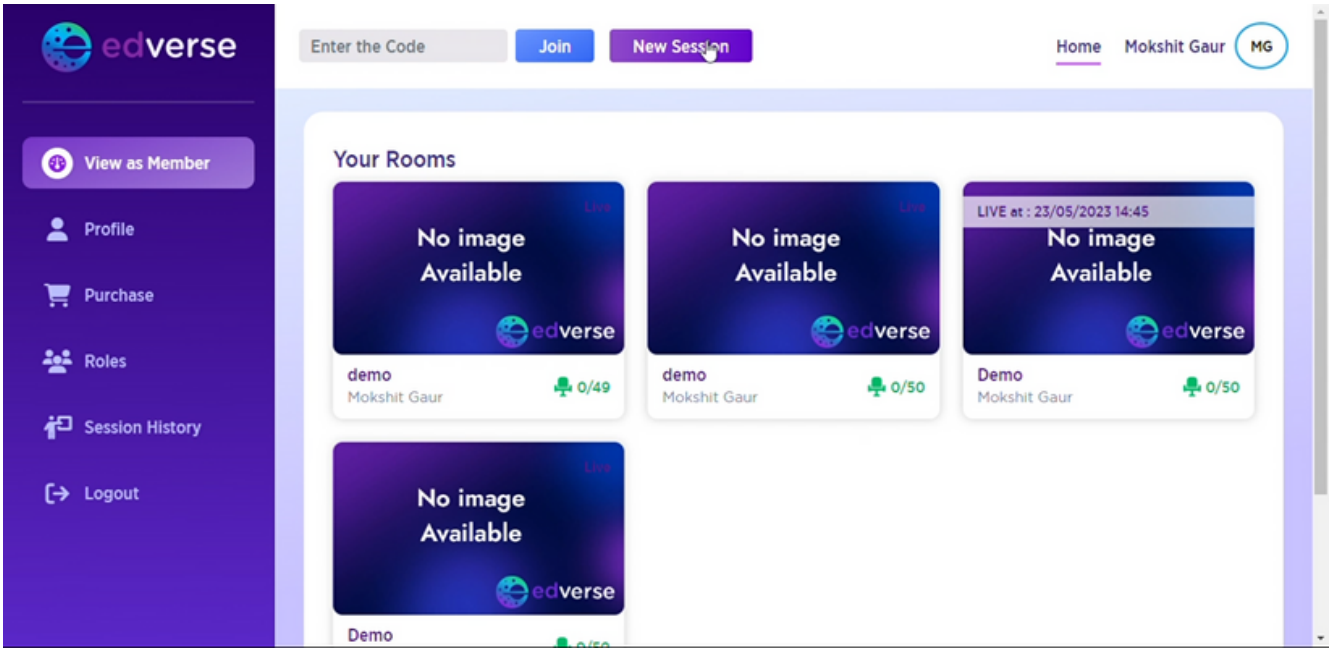
<u>STEP 1-</u> To get started, look for the "LOG IN" option at the top right corner of our homepage. Just click on it, and it will take you to where you need to be.



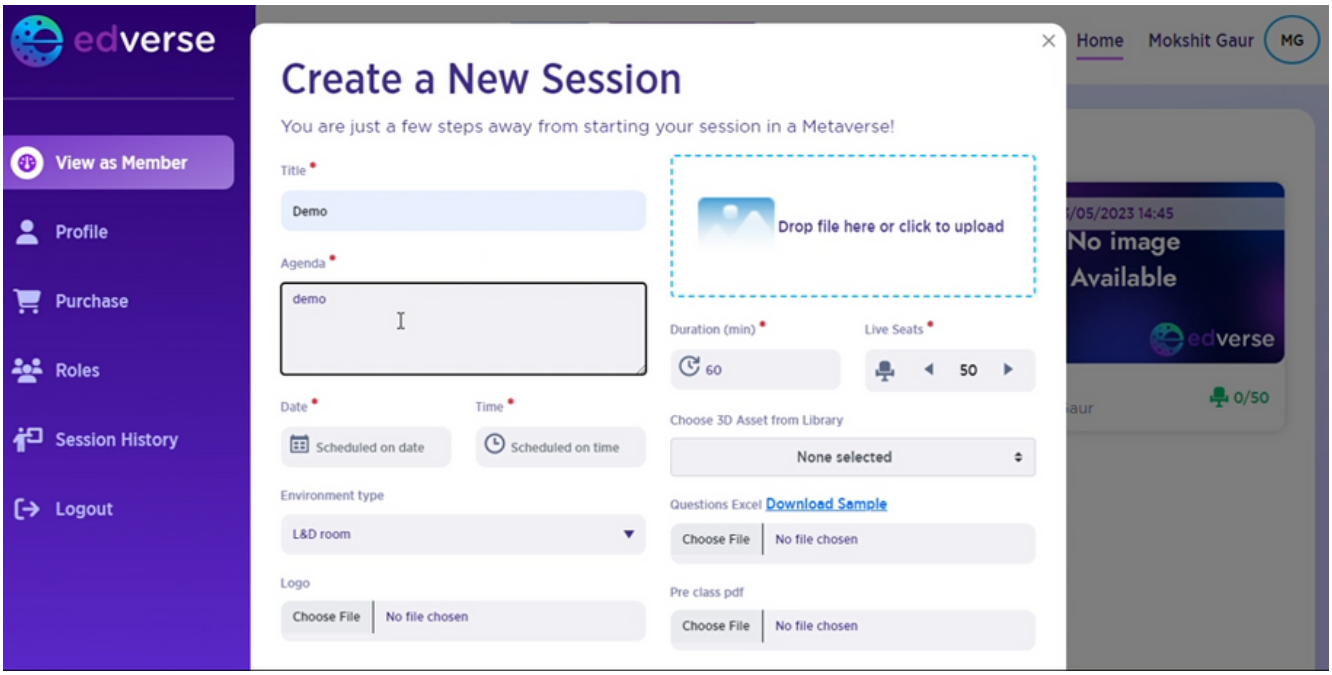
<u>STEP 2-</u> Creating an account is simple. You have two options: If you use Google, you can easily sign up by selecting "Login with Google." It saves you time and effort. If you prefer to use your email address, that works too. Just enter your email, and we'll guide you through the process.



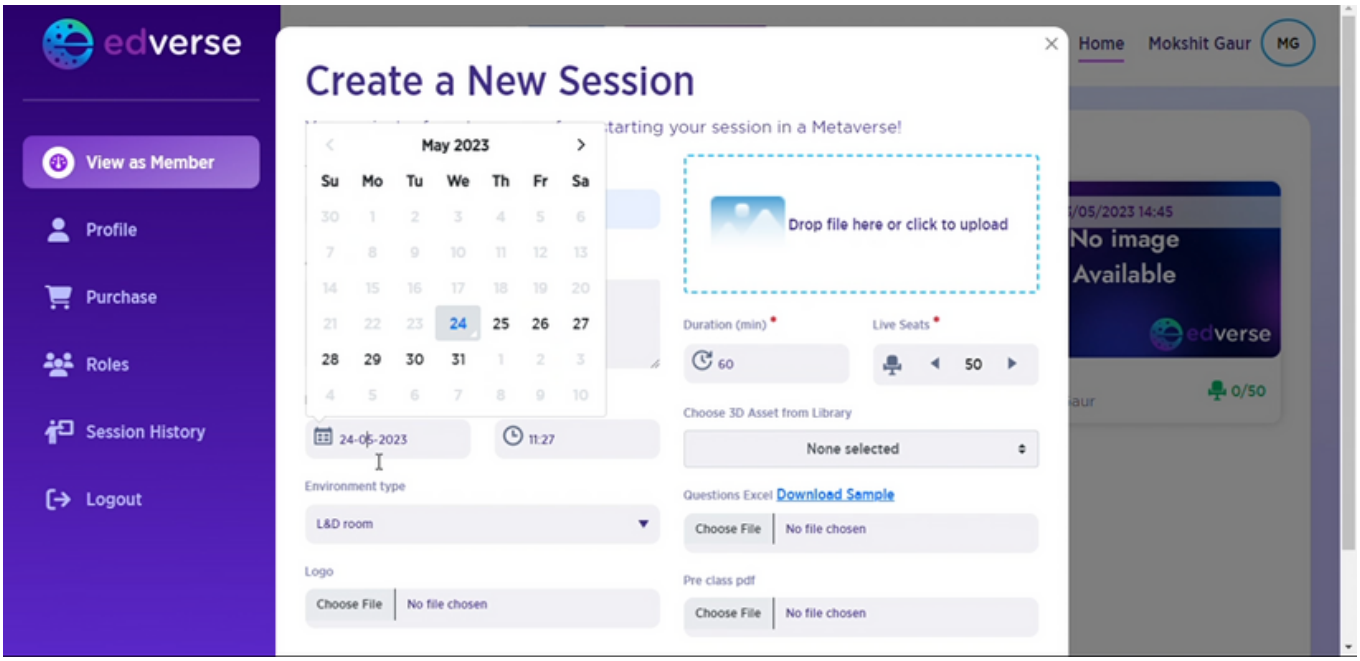
STEP3- Once you're logged in, you'll find a button called "New Session." Click on it to start a new meeting or session.



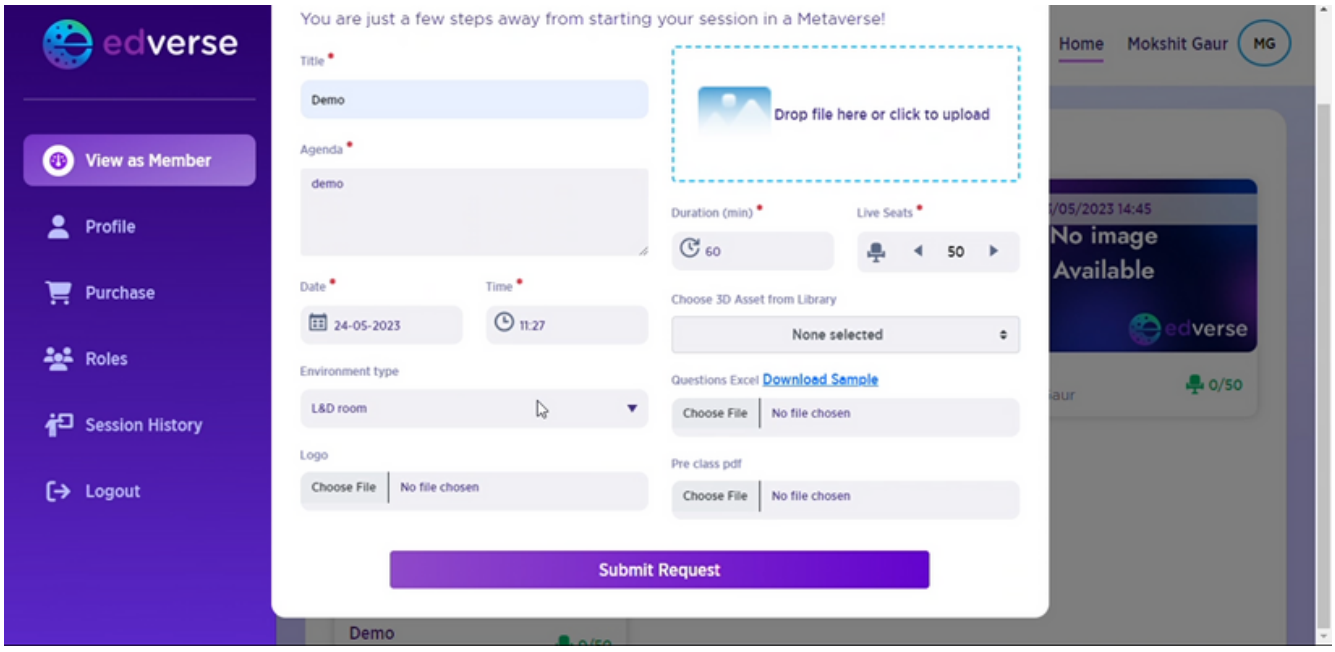
STEP 4 - Every meeting needs a title. Give your meeting a name that describes what it's about. It helps others understand the purpose. Think of the agenda as a plan for your meeting. Write down the topics or things you want to discuss. It helps keep everyone focused



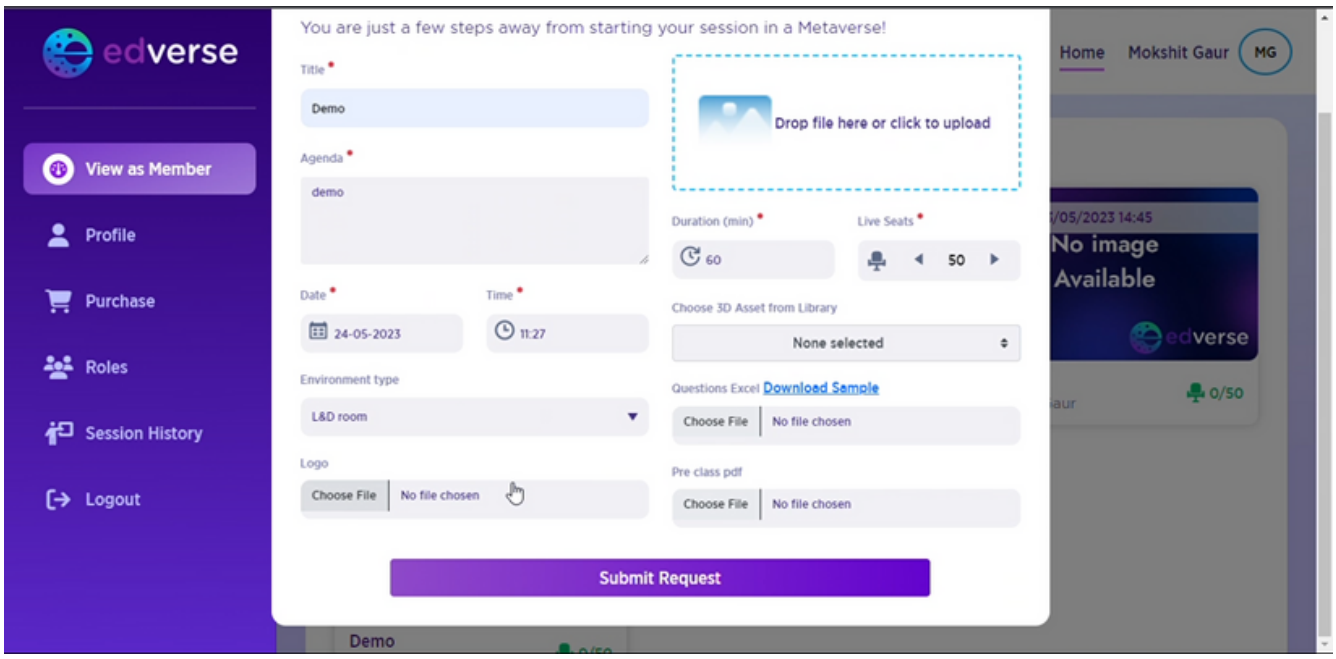
<u>STEP 5-</u> Choose a date and time for your meeting. Decide when it should take place so that everyone can join at the right moment.



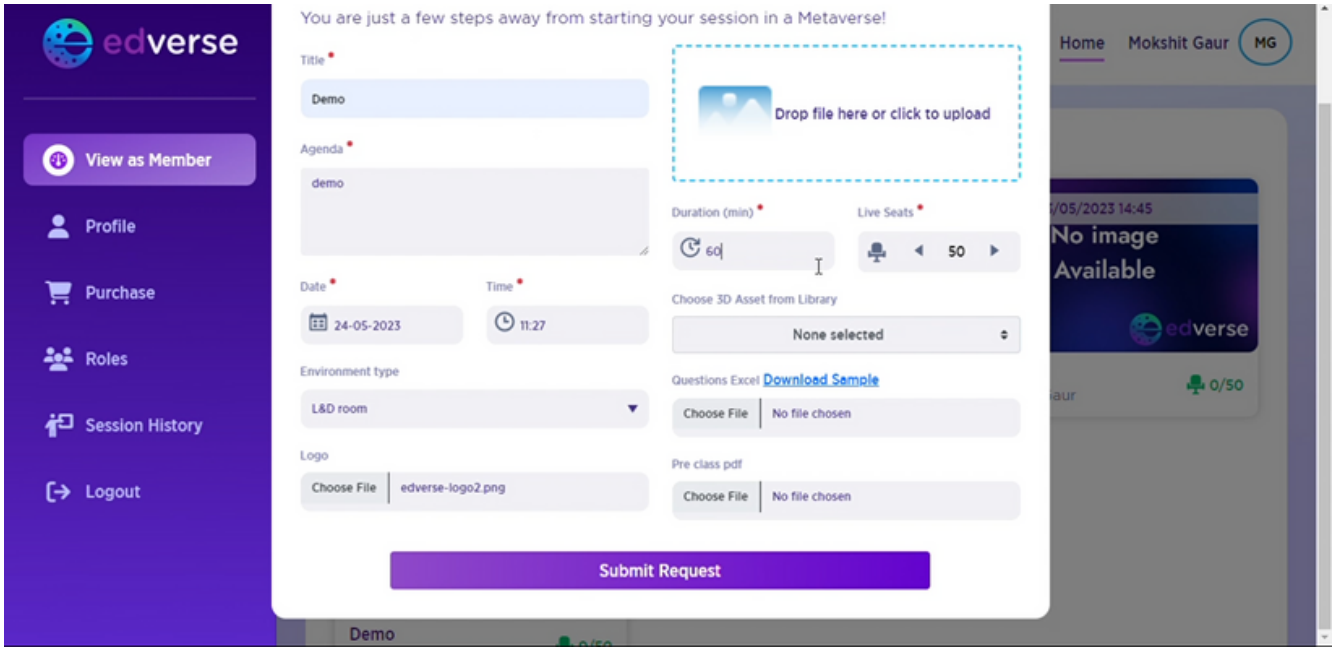
<u>STEP 6-</u> Your environment is a reflection of your vision. Choose between L&D Room & Boardroom



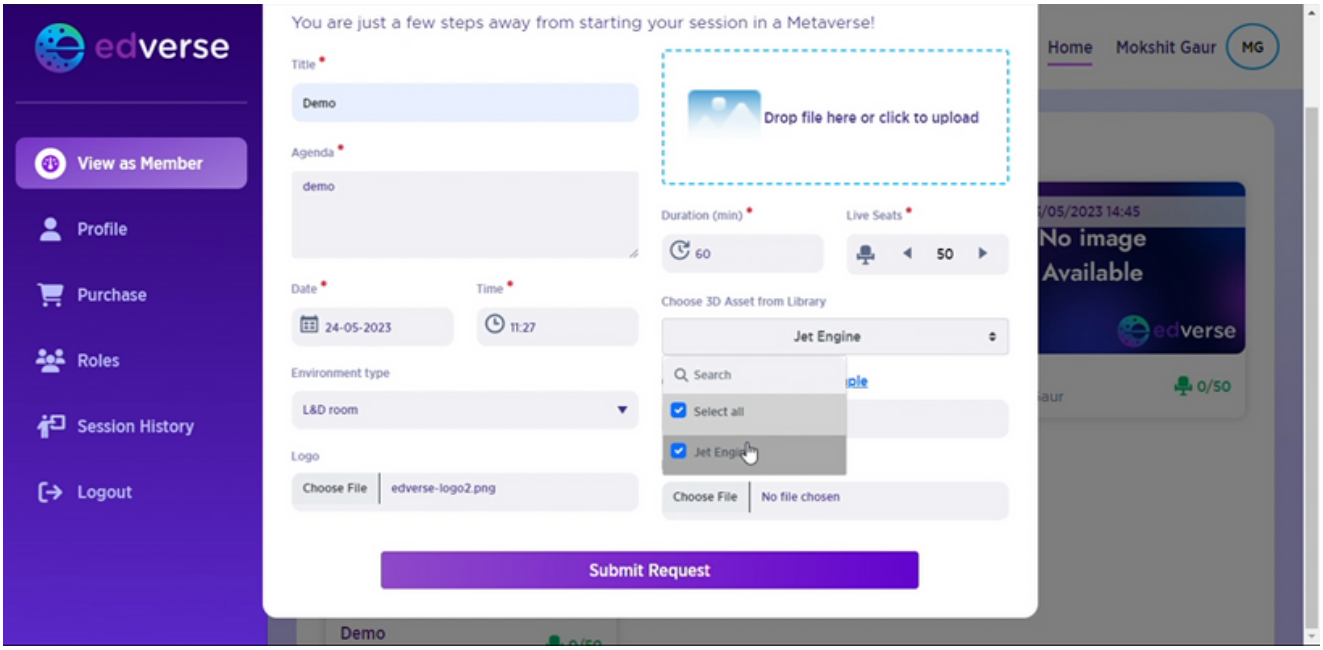
STEP 7- You can personalize your meeting environment. Select the type and logo that you like best. It adds a touch of your own style.



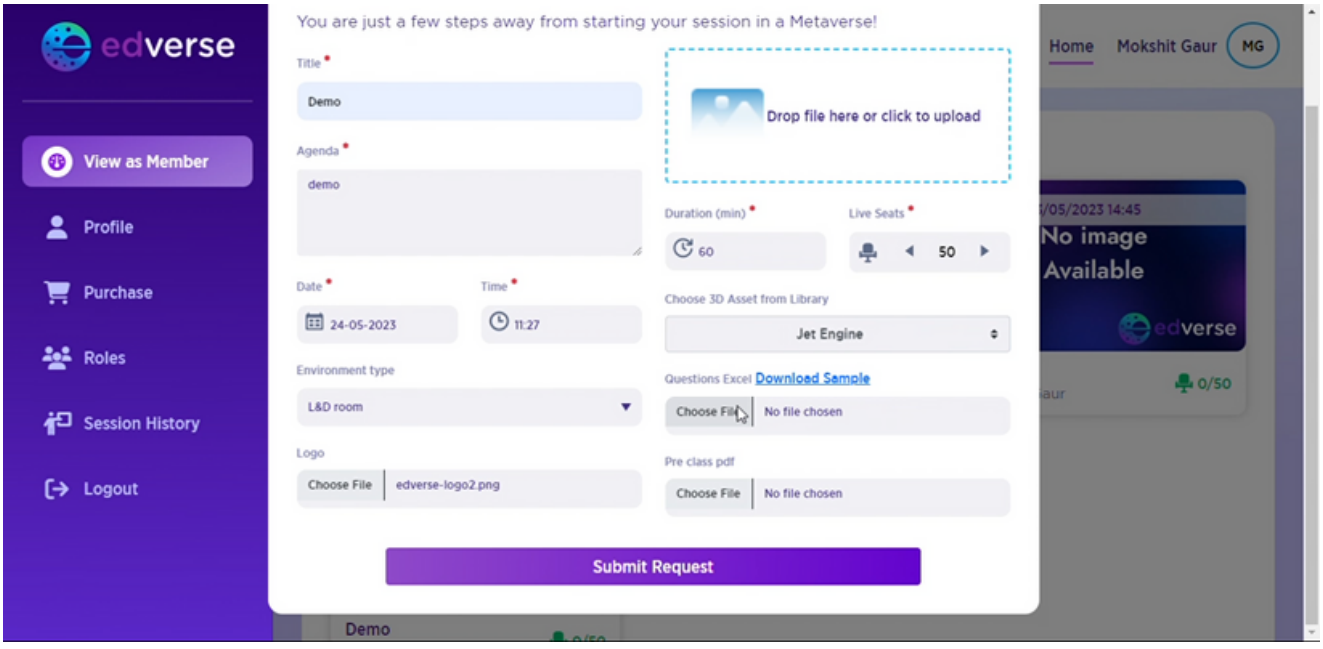
STEP 8- Consider the length of your meeting and the number of people attending. Choose the duration and seating arrangement accordingly



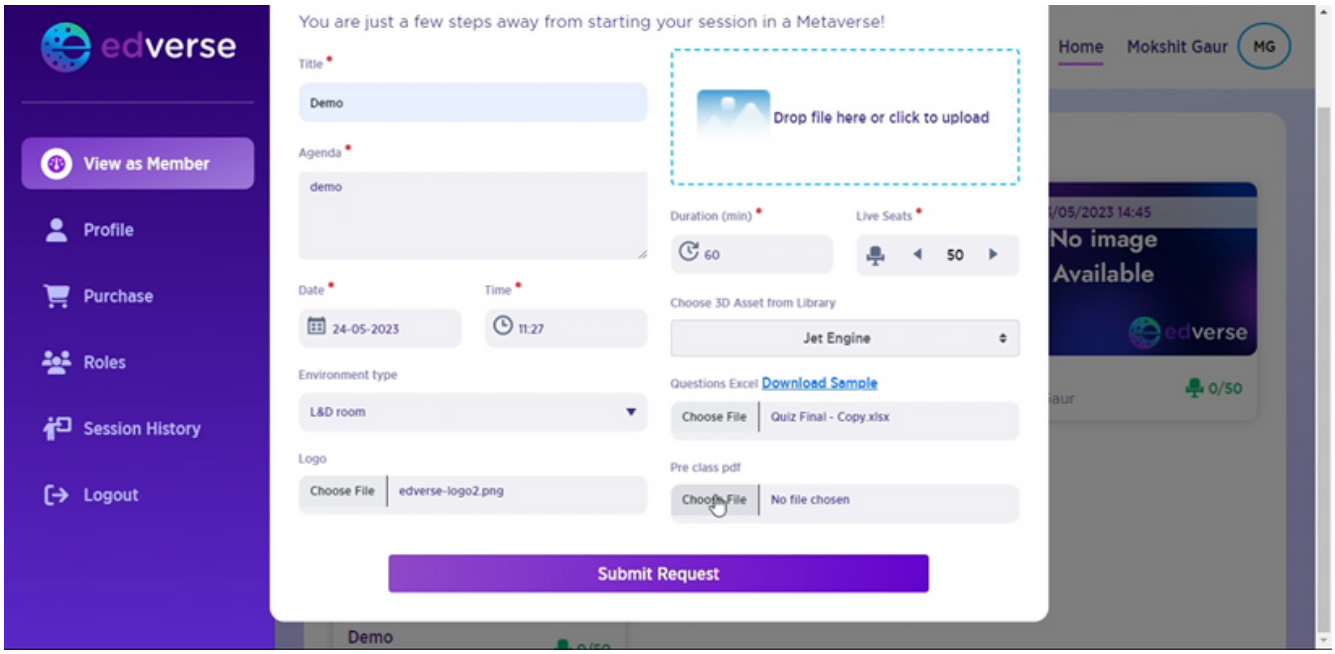
STEP 9- If you want to add some visual elements to your meeting, you can select 3D assets. These are like decorations that make your meeting space more engaging.



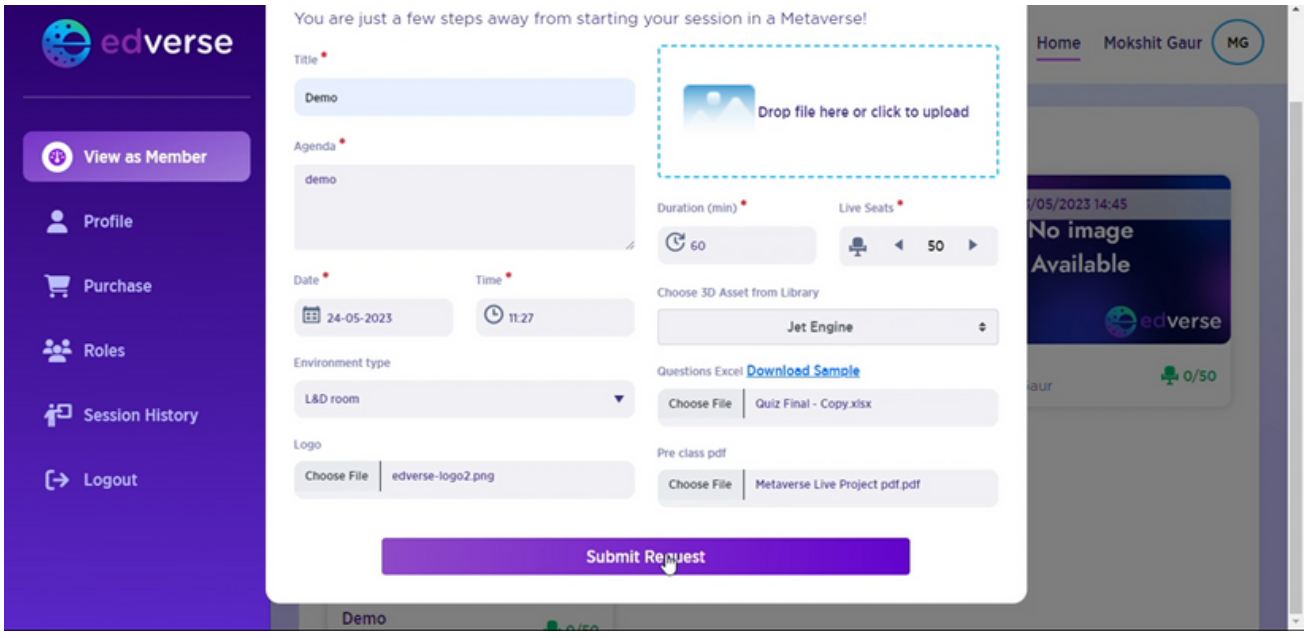
STEP 10- If you have a list of questions for the meeting, it's best to prepare them in an Excel file. It keeps everything organized and easy to follow.



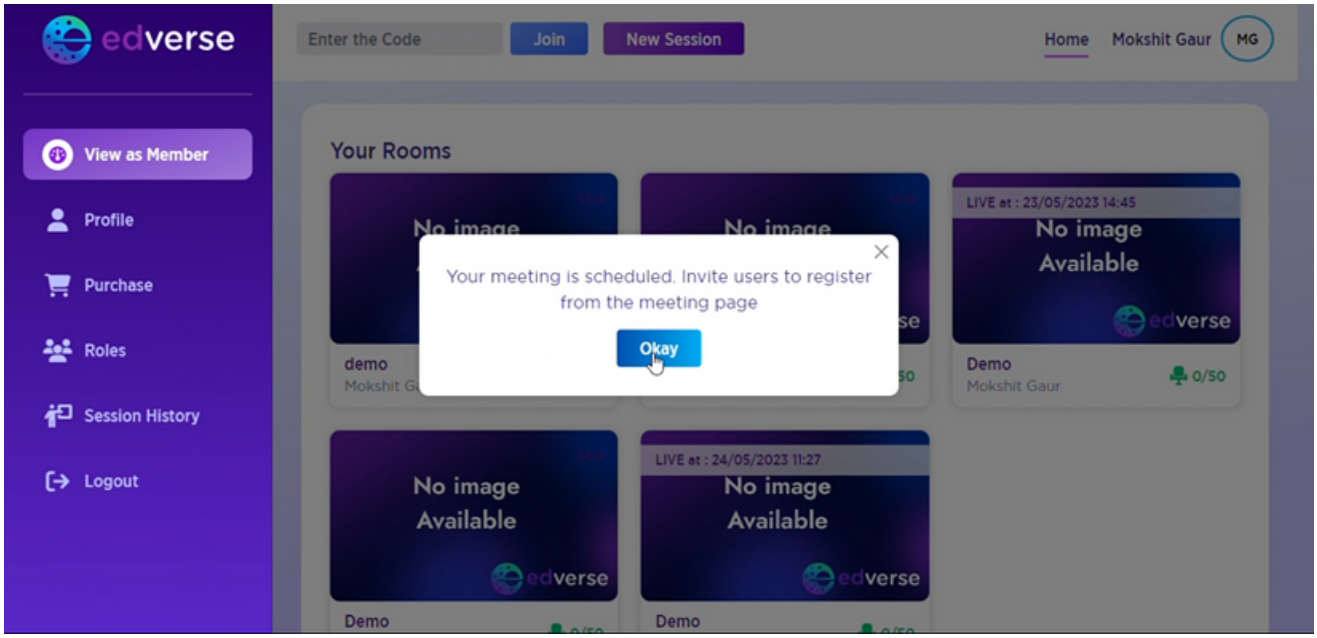
<u>STEP 11-</u> You can upload a PDF file which you want to present during the session is going on.



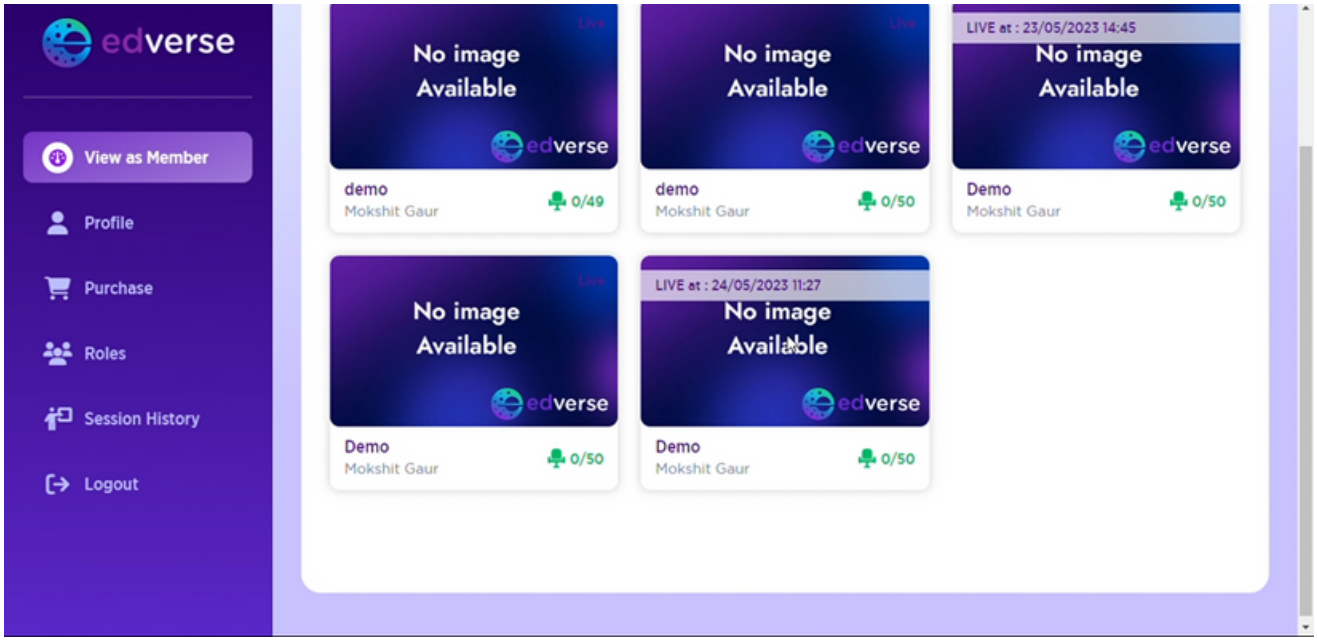
<u>STEP 12-</u> When you're ready, click on the "Submit Request" button. It tells us that you're all set and ready to go.



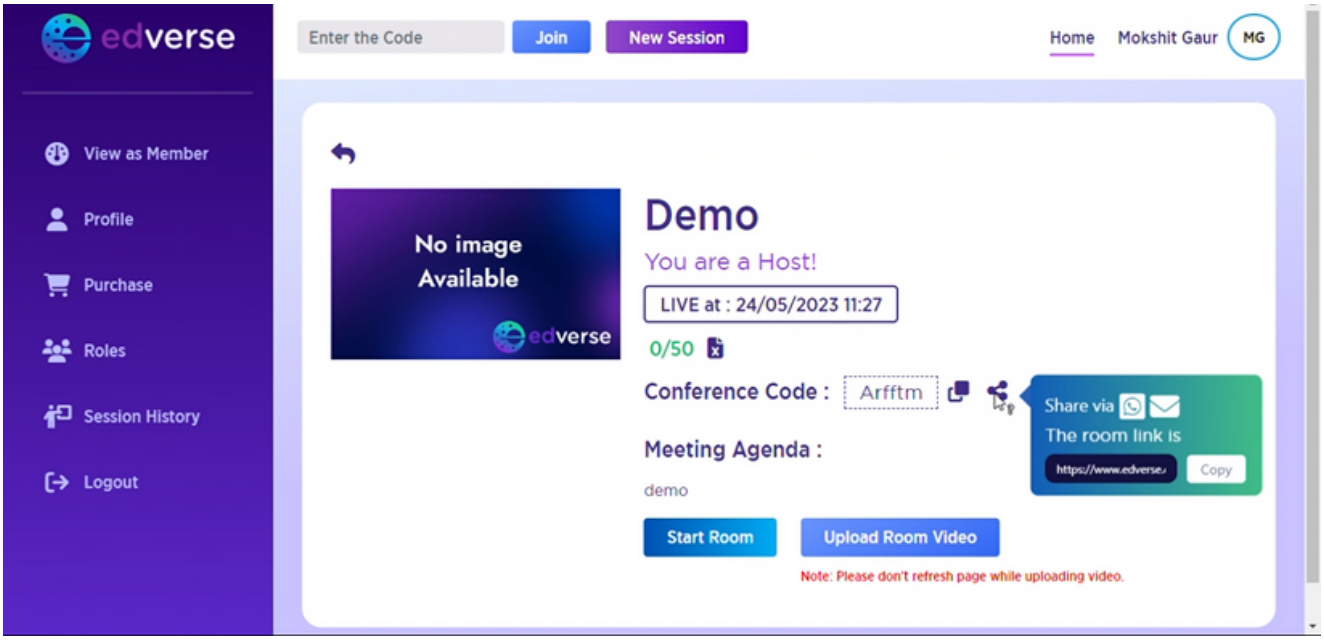
STEP 13- You'll see a message saying "Okay." Just click on it to confirm your submission. It's like giving the final approval.



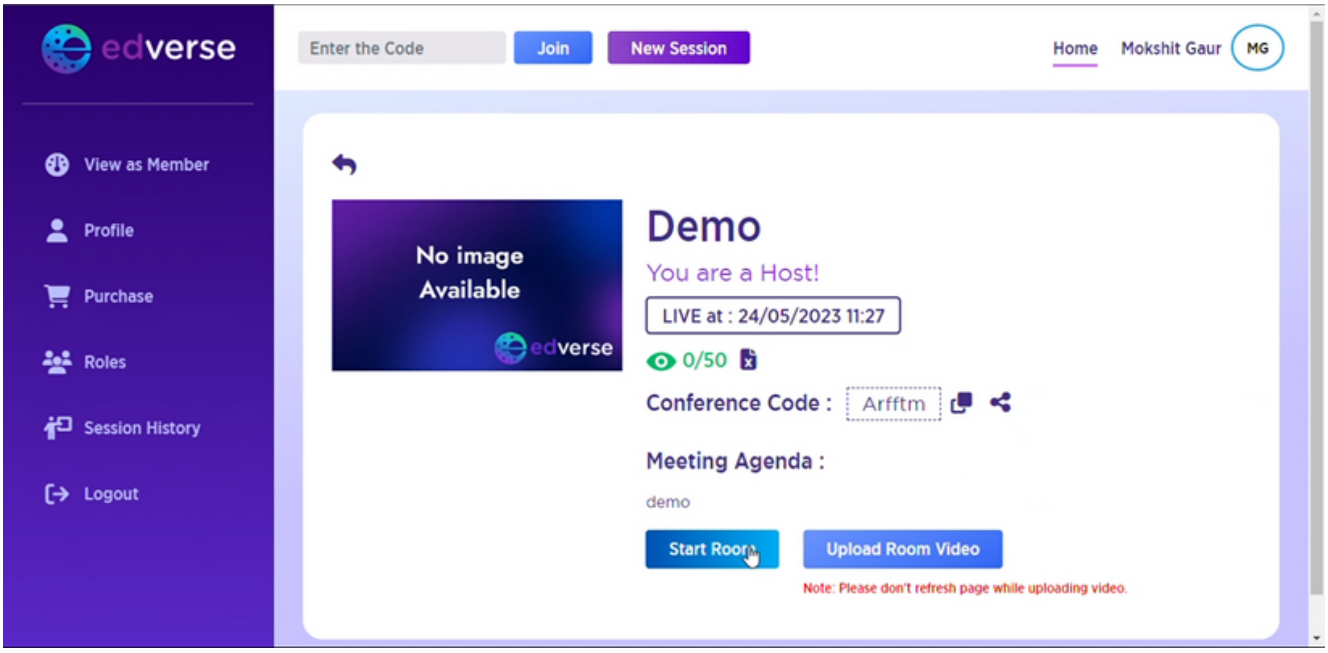
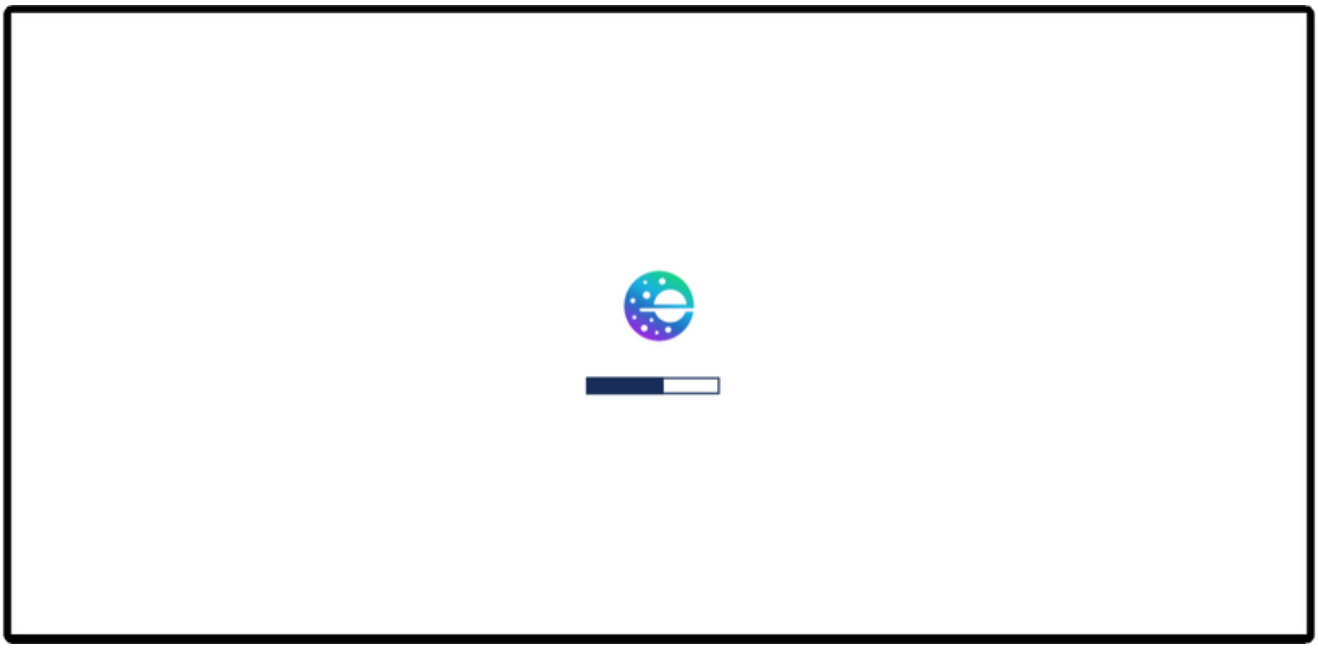
STEP 14- Your scheduled meetings will be listed. Find the one you want to join and click on it to access the meeting details.



STEP 15- To invite others, you'll need to share the Meeting Code with them. It's like a secret passcode that lets them join your meeting.



STEP 16- Now it's time to start your meeting. Click on the "Start Room" button, and you'll enter the virtual space where everyone can meet.



STEP 17- Get ready to embark on a transformative journey as we dive into a meeting that will ignite your imagination and spark innovative ideas.