

A top-down view of a meeting table with people, laptops, tablets, and smartphones. The image is dimmed with a blue overlay. The text is centered over the image.

We will get started soon!

- Please enter your questions in the chat area throughout the webinar.
- Comments and questions will be addressed at the end.
- Try using Google Chrome or Mozilla browsers for best results.
- We will email a replay of the webinar in the next few days.
- For connectivity problems, try the “Reconnect” button at the top.



New User Webinar



Samantha Alarie-Leca,
Presenter



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Boardable is a web based board management platform that will empower your board to work more effectively as a board.

- Centralize communication
- Easy document storage
 - All things meeting



Boardable Mobile App

- The board members on the go board tool
- Geared toward the the board member
 - Available in IOS & Android

Topics for today

- Accept your invite and create your account
- Update your user profile
- Set up notifications
- Review your Groups
- RSVP to a meeting and view Agenda
- Sign in to a meeting with Boardable Meetings with Video
- Upload a document
- Start a Discussion or a Poll
- Review Tasks
- Sync your calendar
- Tour the Mobile App
- Get Help

USER PERMISSIONS

Members

Create meetings, polls, discussions, upload documents, and view all activity in assigned groups.

Administrators

All privileges including billing information, ability to change plan type, adding people, account settings, and updating announcements.

Observers

Participate in groups, discussions, polls and meetings when invited, but they are never able to see the Document Center

Top 5 Pro Tips

- Accept your welcome invite
- Update your profile information
- Mark Boardable as a safe sender
- Integrate your calendar
- Download mobile app

Need help?

- Look in the in-product Help Center
- Use the in-product Chat
- Reach out to your organization's Administrator
- Send an email to support@boardable.com
- Check out the Resources tab on [Boardable.com](https://boardable.com) for training webinars and blogs



Thank you for joining us!

Watch for a replay email soon.

Visit us at www.boardable.com



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