



How do I take notes?

Rather than handwriting or having a separate program and screen open to take notes, you can utilise the virtual meeting portal by typing directly into **My Session Notes**.

To download your session notes, along with details of anyone that you have connected with during the meeting, select the export my notes icon in the top right-hand corner (next to your profile picture).

This information will be stored in the virtual meeting portal, so you can wait until the end of the day or the meeting to export your notes.

