

Taking and exporting notes in the app

Step 1- Visit the sessions page, and click on the webinar title if you want to add a note

Step 2- At the top right, you will be able to see a notes button

Step 3, On this page, you will be able to see a plus icon at the button, click on that icon

Step 4- Add a note in the typing area and click on save

Step 5- You can add notes in the booths as well, click on the Exhibitors tab and add notes

Step 6- If you come back to the Home tab and scroll down, you will be able to see a tab named "My Notes", it will have all the notes you have added

Step 7- You can export all the notes in your phone so you can have a copy of all the notes taken during the event

<https://player.vimeo.com/video/808847313/?autoplay=1>