

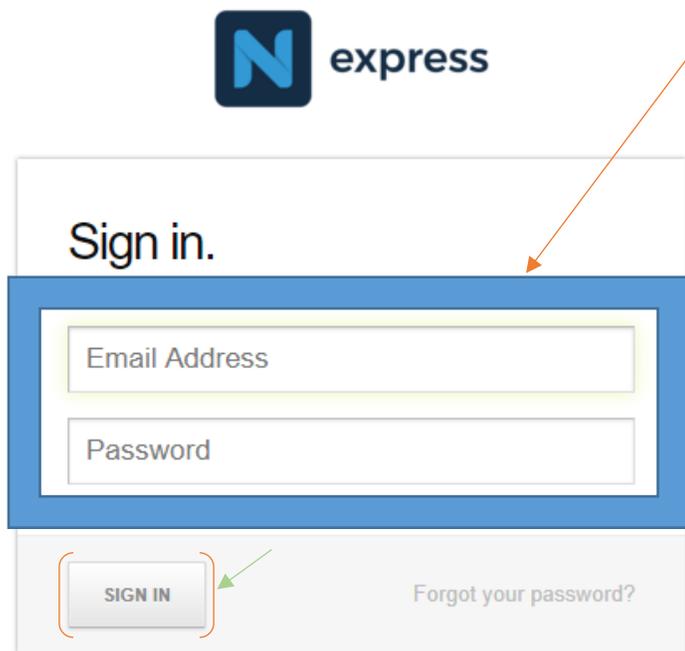
Note Taking Express Guide

Follow the following guidelines for using note taking express (NTE):

Step 1

Sign in with your Log-in credentials in the link given below:

<https://login.notetakingexpress.com/signin>



N express

Sign in.

Email Address

Password

SIGN IN

Forgot your password?

Step 2

After signing in you will come across the “**Dashboard**” which can be seen in the image below. It has certain instructions and also displays the **Recent Activities** performed by you. It also has the “**Help Desk**” Live chat option on the side bar with which you can get your queries resolved by connecting to them directly.

N express **DASHBOARD** FILES TASKS MESSAGES ACTIVITY **California State University, East Bay - AT Demo**

Welcome to Note Taking Express!

Steps:

1. Record the class you need notes for on your smartphone, tablet, laptop, voice recorder, etc. Make sure we can hear the instructor clearly (We advise most people to do a short test to make sure of this before recording the whole class).
2. Upload the audio or video file into this account. We are automatically notified of your upload. You can help your note taker provide the best notes possible by uploading any Powerpoint's or glossary of terms that coincide with the lecture.
3. Once the notes have been made we upload them as a separate file into your personal folder. As a result, you are notified by an email that your notes have been uploaded.

We want to provide you the best notes possible. Please be sure to give us your feedback on your notes in the comment section. If you have any questions or concerns please feel free to contact us.

support@notetakingexpress.com or 1-888-763-2966 North American Office

info@notetalker.com or +44(0)1483 473810 U.K. Office

Recent Activity

- AT Student removed the Debbie.mp4 File** from the **California State University, East Bay - AT Demo Workspace**.
July 18, 2018 11:43 AM
- AT Student uploaded the Debbie.mp4 File (17 MB)** to the **California State University, East Bay - AT Demo Workspace**.
July 18, 2018 11:42 AM
- AT Student removed the Recording 4.m4a File** from the **California State University, East Bay - AT Demo Workspace**.
June 08, 2018 10:30 AM

HELP

LINKS

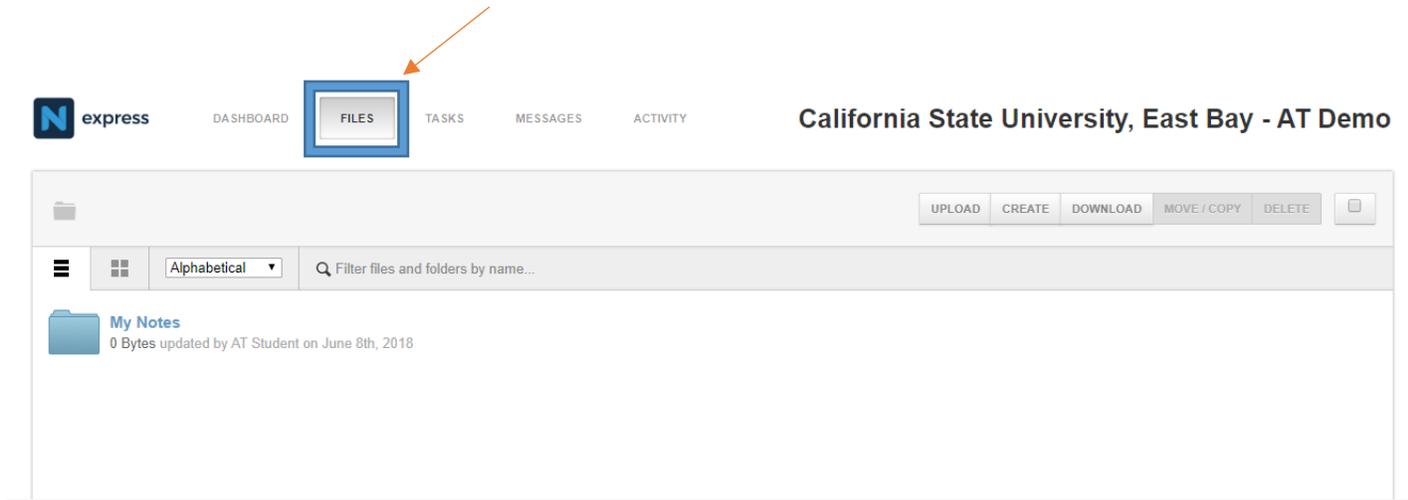
[Help Desk \(Live Chat\)](#)

USERS

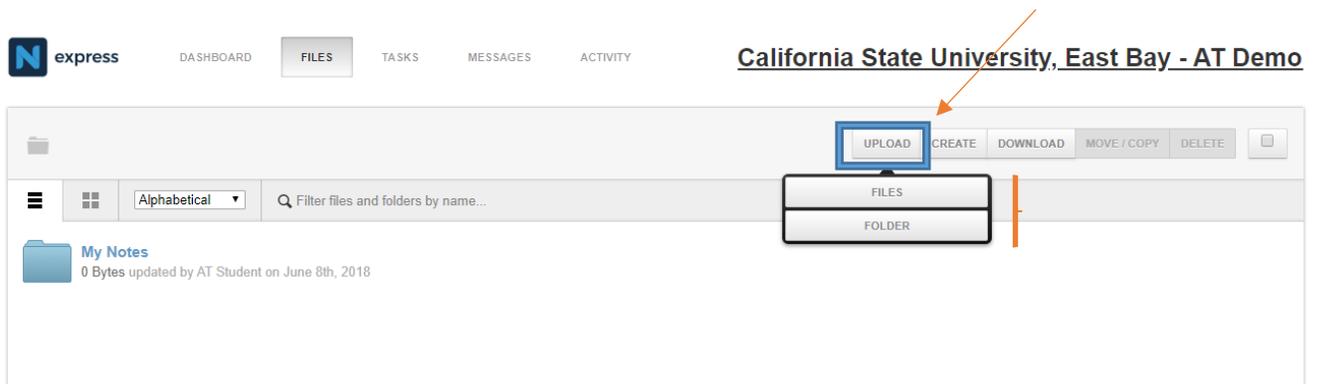
- [AT Student](#)
- [Note Taker](#)
- [Note Taking Express](#)

Step 3

If you want to upload existing files, you can go to the “Files” menu.

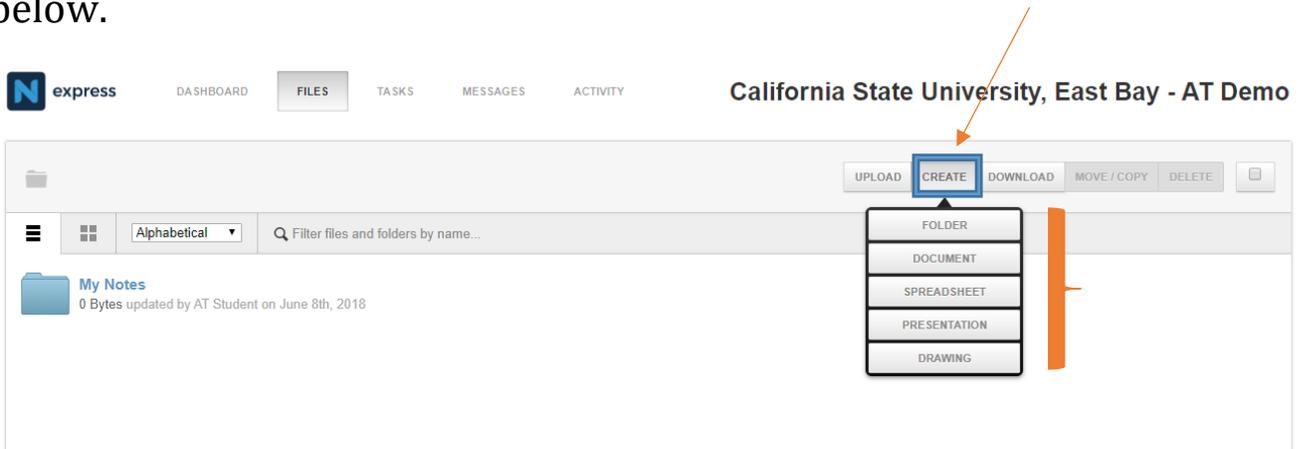


If you want to upload a file. Go to the “Upload” option and then select the “Files” or the “Folder” you want to upload.



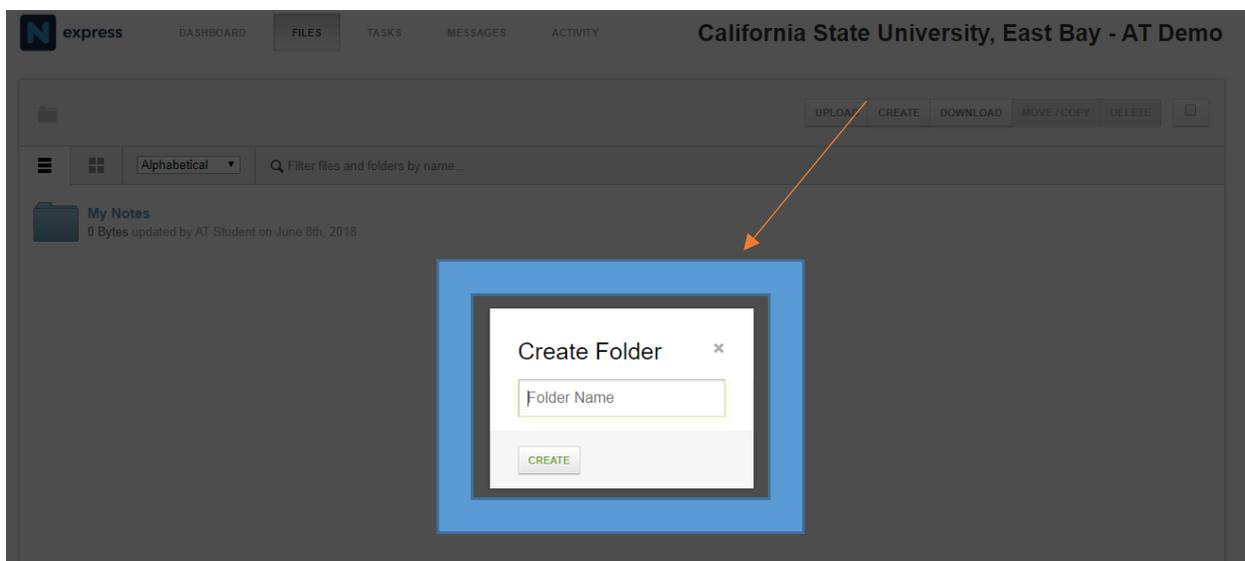
Step 5

You can create a **Folder / Document / Spreadsheet/ Presentation/ Drawing** as well using the “**Create**” option as shown below.

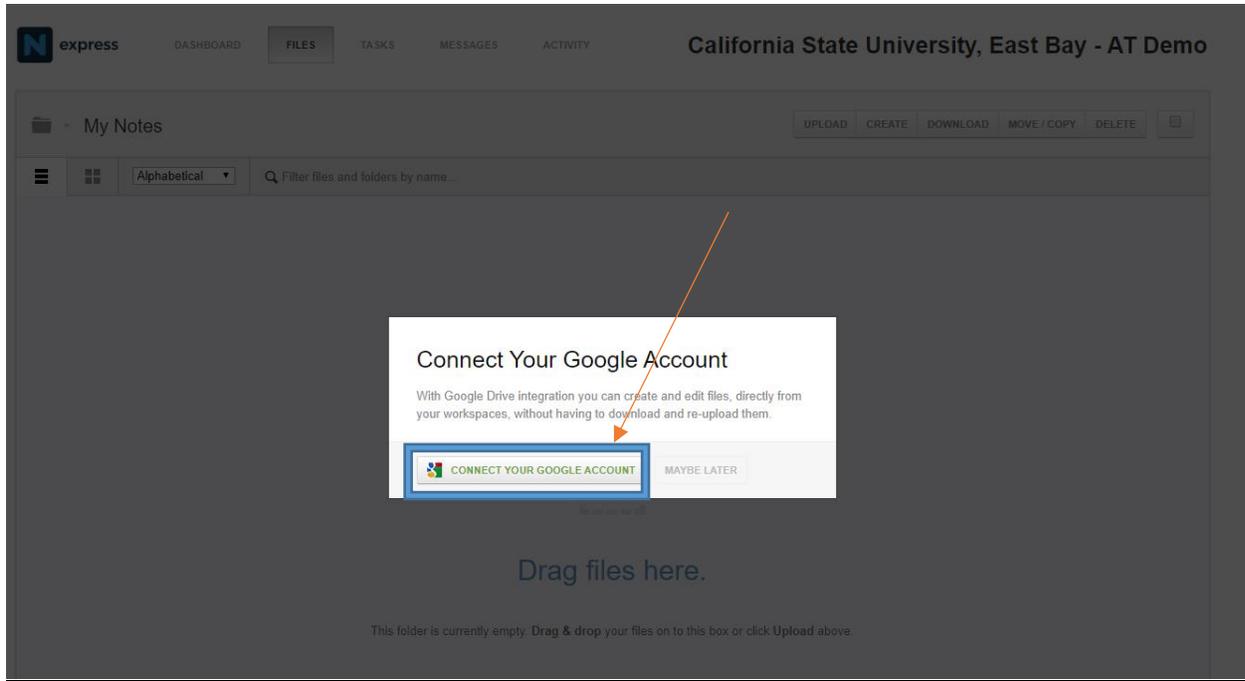


Step 6

If you want to create a folder. Select on the “**Folder**” option under the drop down menu of “**Create**” and provide a name to the folder.

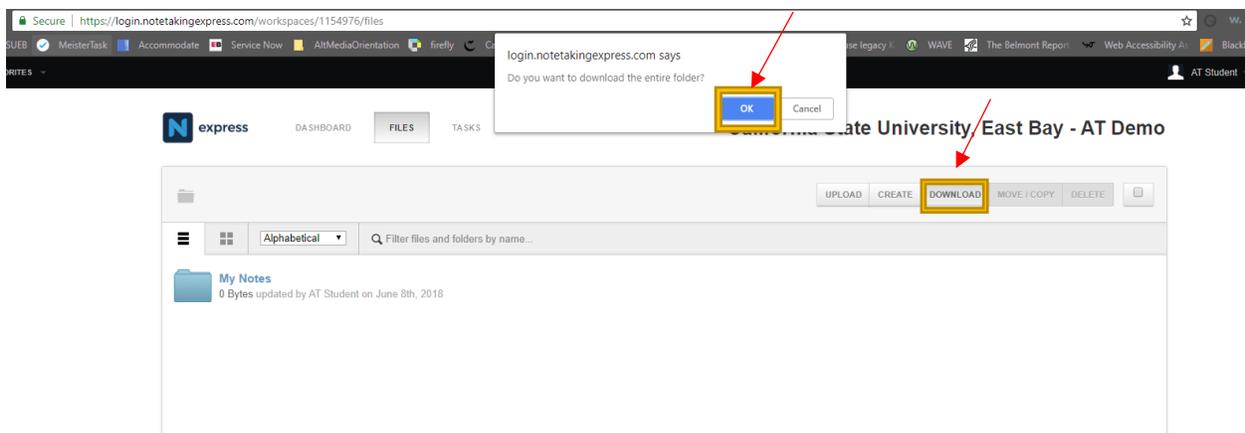


For other options like creating a **Document / Spreadsheet/ Presentation/ Drawing**, choose the appropriate option as needed and click on the **“Connect Your Google Account”**.



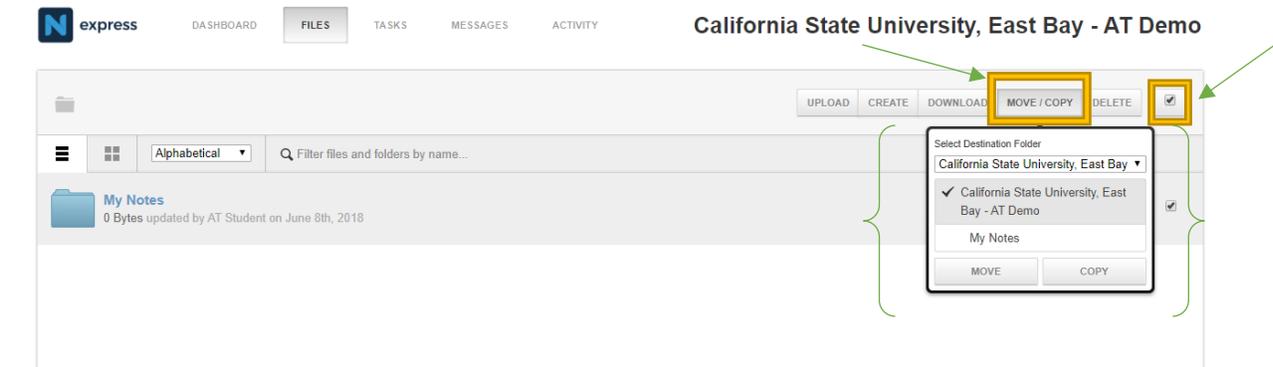
Step 7

If you want to download a folder, click on the **“Download”** option as shown in the image below. After that click **“Ok”** on the pop up message to confirm.



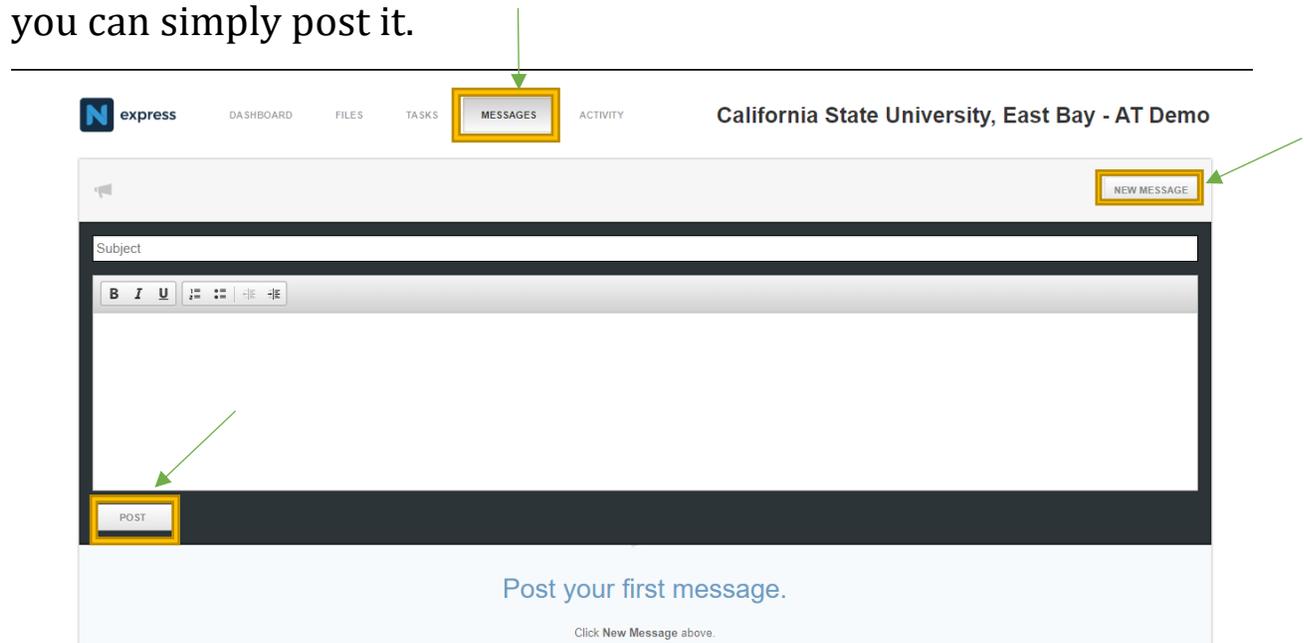
Step 8

If you want to Move or Copy a folder/File, “**check**” on the checkbox on the extreme right as shown in the image below and select “**Move/Copy**” option and then select the destination folder from the drop down menu.



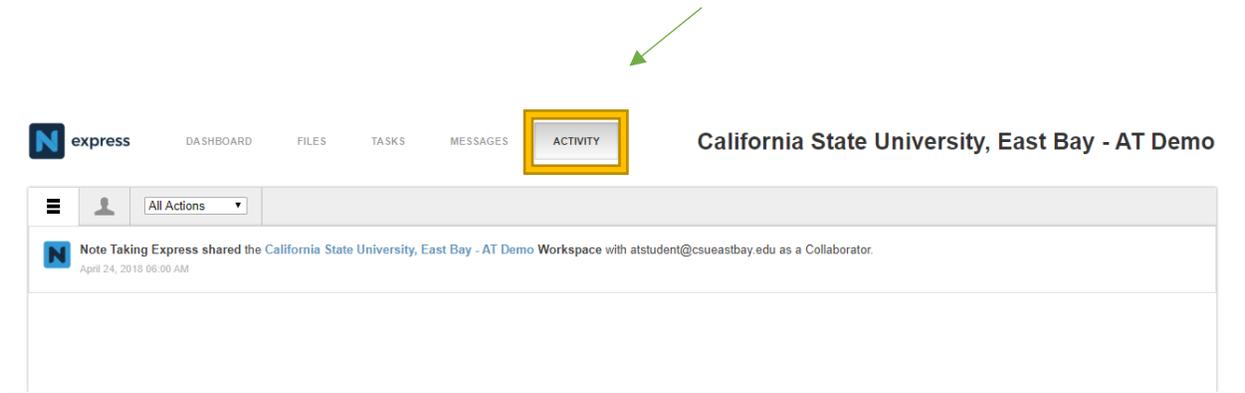
Step 9

If you want to type in any messages you can do so by going to the “**Messages**” option as shown below and after typing the message you can simply post it.



Step 10

If you want to check your recent activities, you can do so by going in the “**Activity**” section as shown below.



-----**Thank You**-----