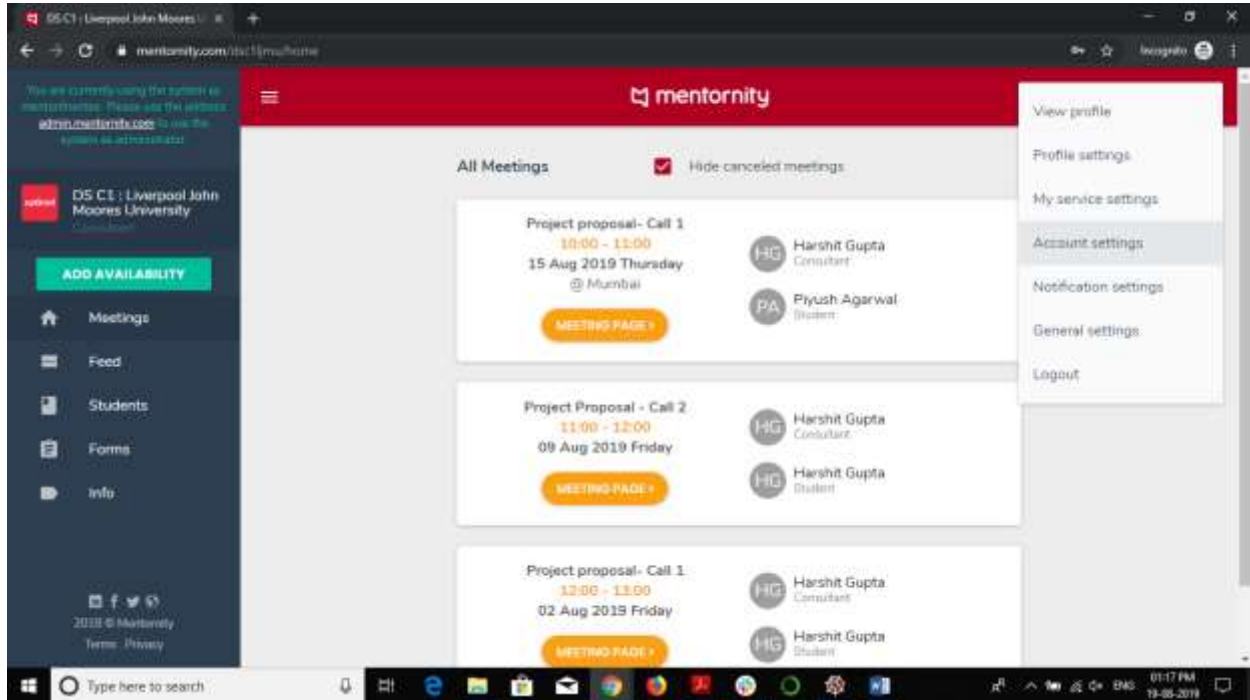


Getting started with Mentornity Platform

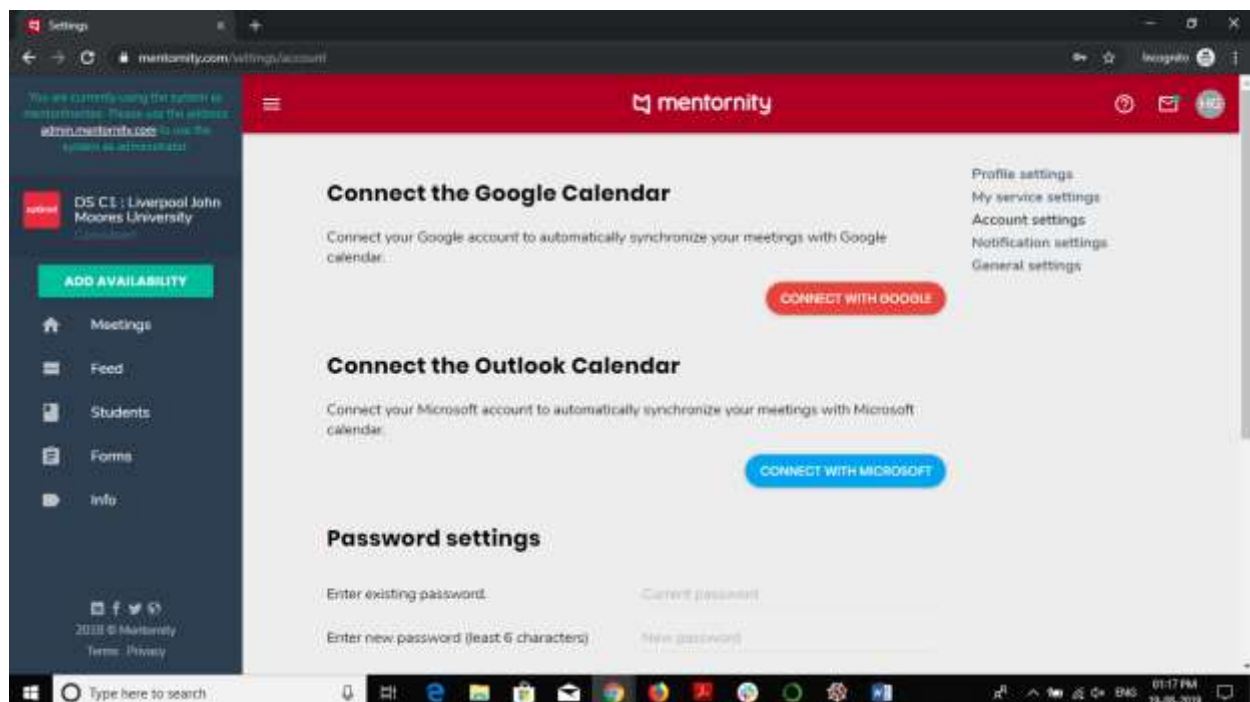
1. You would get an email with an invitation to join the platform. Click on “See the invitation” button and a new window would get opened.
2. Once the new window gets opened, you would be able to see all the terms and conditions from upGrad, the university and Mentornity platform. Tick on the “I agree to the terms and privacy policy” and define a password for your account. Finally click on the “Accept the invitation”.
3. You have now entered the Mentornity platform. A Welcome page would appear next. You need to complete your profile next. You can do it later as well by skipping the step, but it is advised to complete the profile then and there only. Save and continue and finish it.
4. Now you can see the dashboard on the platform. You can see your consultant; your meetings and you can also send messages using the chat option available on the top right corner of the platform.

Calendar Integration

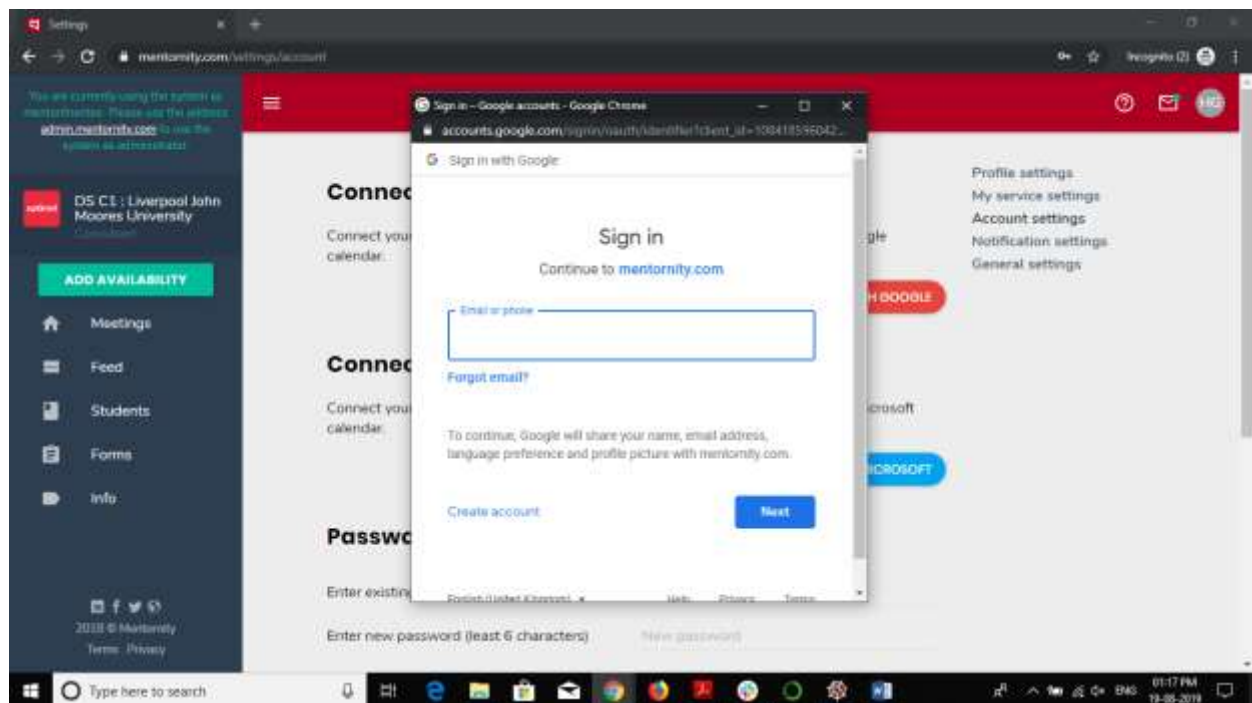
1. Login into mentorship platform. On your dashboard, click on the top right corner and a drop-down panel would appear. Click on the “Account Settings”.



2. To connect to the google calendar, click on the tab “Connect with Google”. A new tab would open asking for sign in.

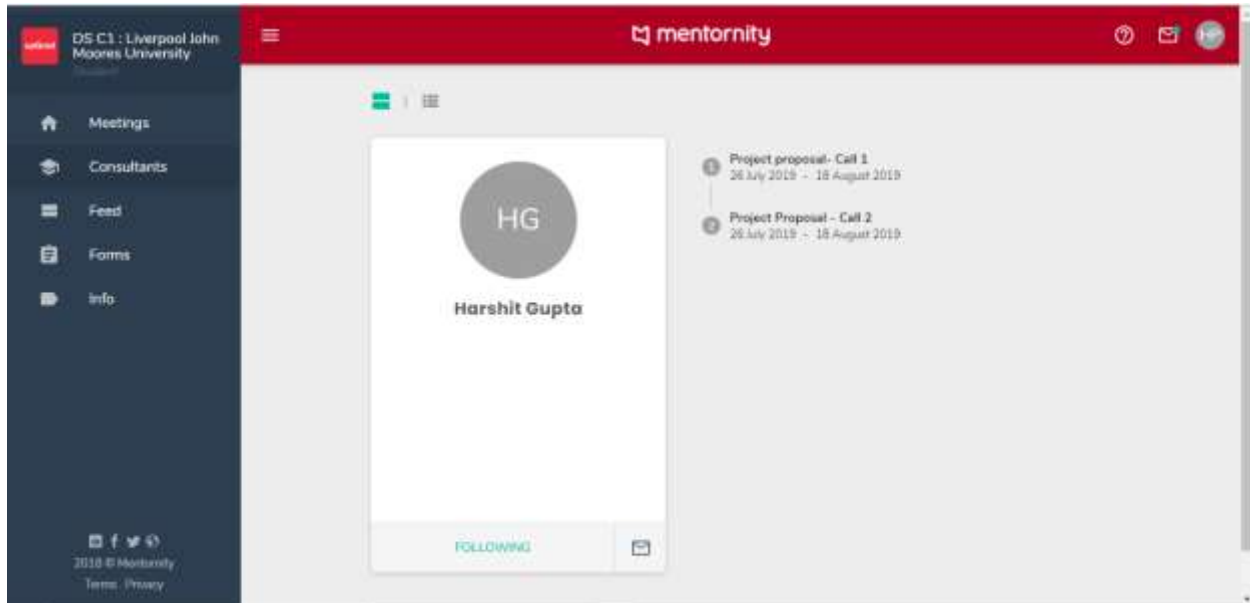


3. Sign in with your account which would connect your calendar with mentornity.

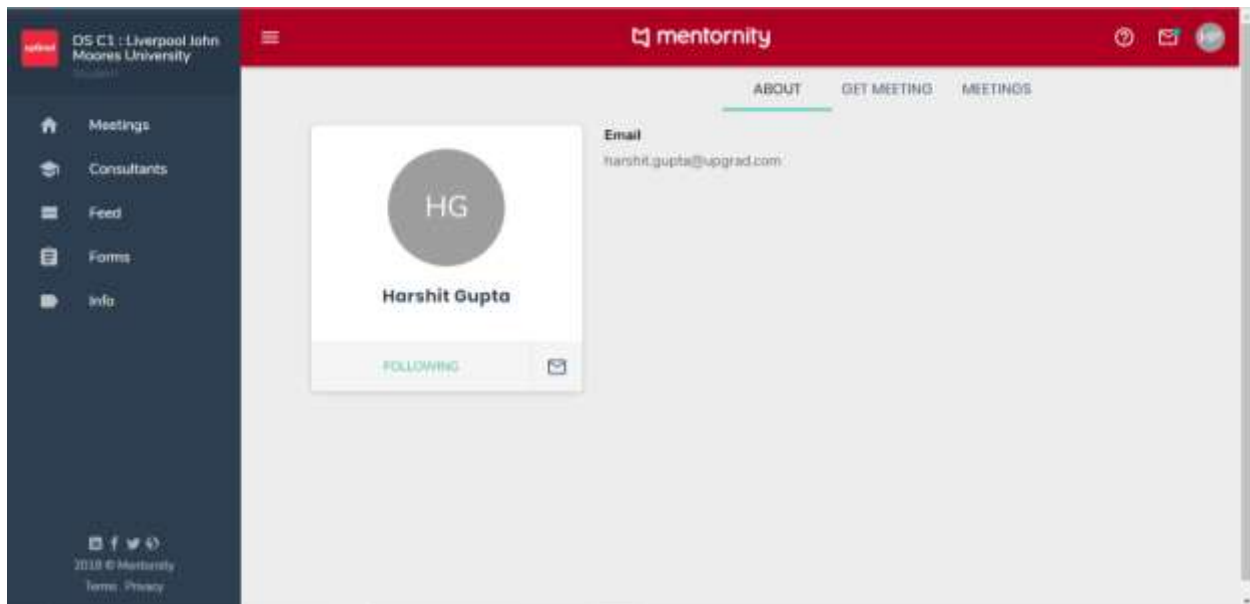


Booking meetings with mentors

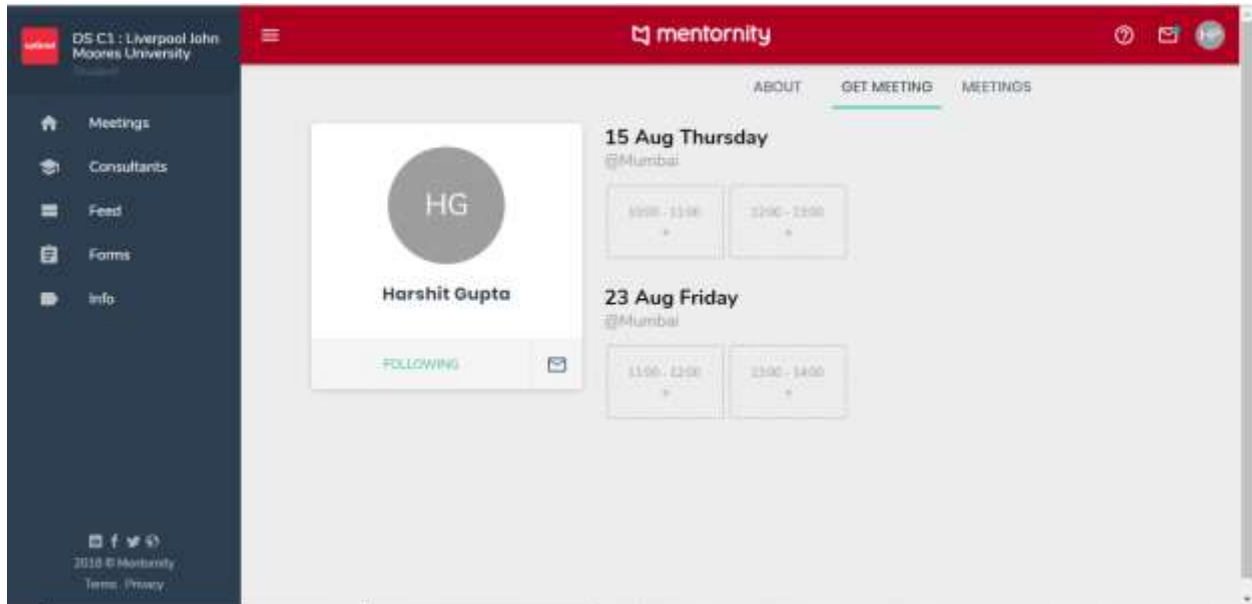
1. Login into your mentornity platform. On your dashboard, click on the consultants/mentors and you would see the profile of the mentor. You would see the meeting goals with the mentor.



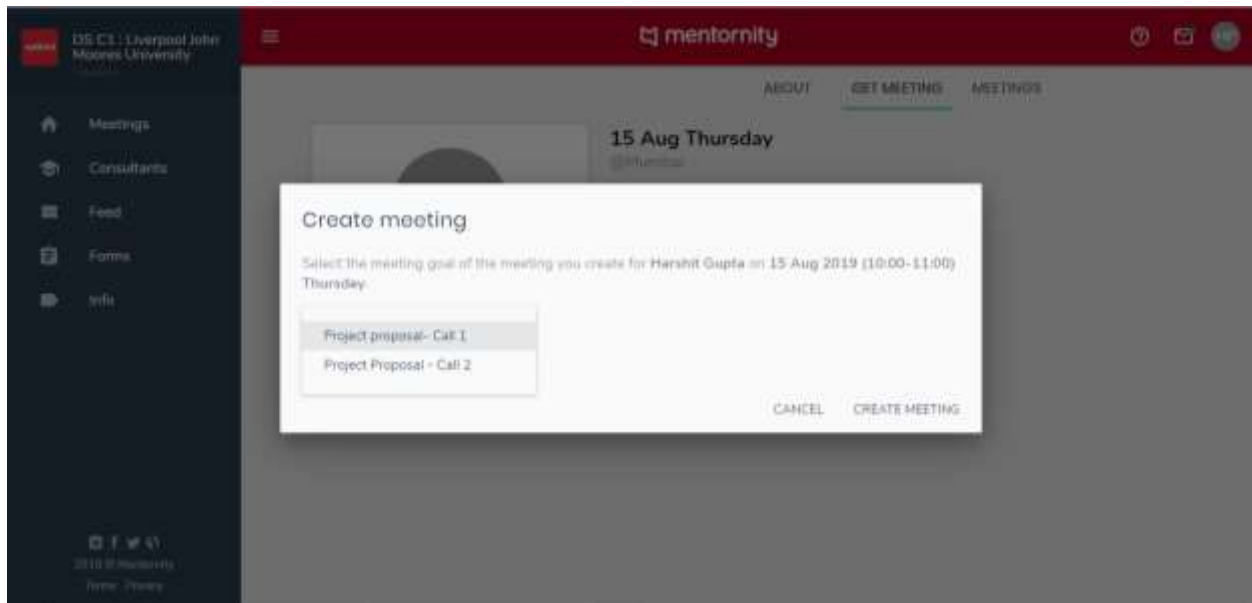
2. Click on the profile of the mentor's profile to enter. You would see three tabs namely About, Get Meetings and Meetings



- Next, click on the “Get Meetings” tab to see the slots available for meetings.



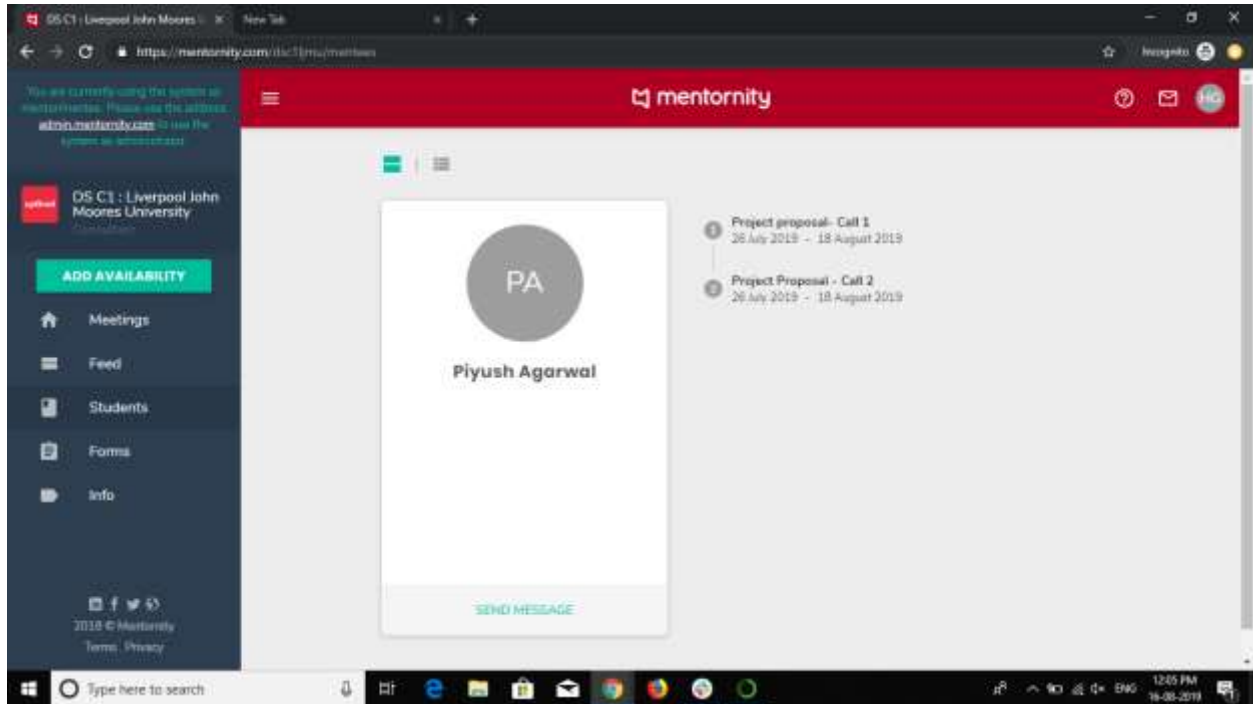
- Click on any slot and book the meeting for a particular meeting goal. You can book the meeting once you discussed with the mentor.



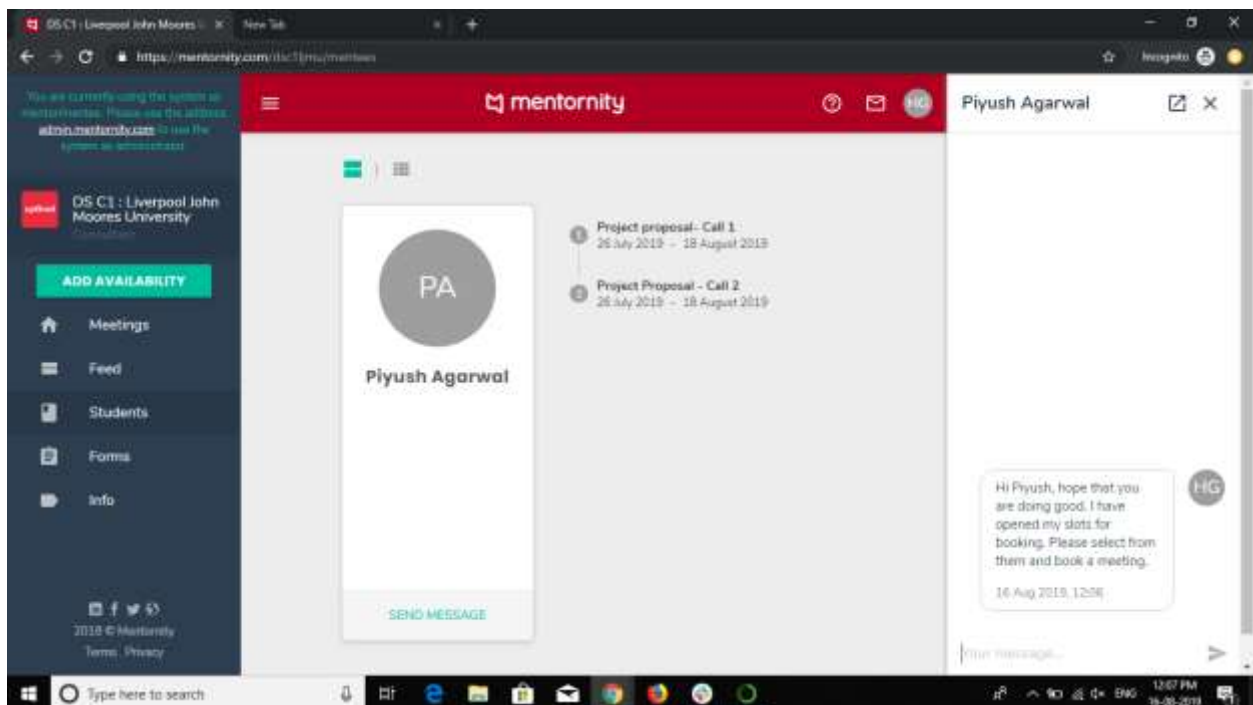
Sending messages

You can also send messages to you mentor using this platform. The notification for these messages would be sent to the respective mail IDs.

1. Open the profile of the mentor and you would see an option of "Send Message".



2. Clicking of that, a side panel would open where you can write text and send it.



- You can schedule meetings here, ask for slots or even clear your doubts.

The screenshot displays the Mentornity web application interface. The top navigation bar is red with the Mentornity logo and user profile information for Harshit Gupta. A left sidebar contains navigation links: Home, Meetings, Consultants, Feed, Forms, and Info. The main content area, titled 'All Meetings', shows a list of scheduled meetings with a 'Hide canceled meetings' toggle. Two meetings are visible:

- Project proposal- Call 1**: 10:00 - 11:00, 15 Aug 2019 Thursday @ Mumbai. Participants: Harshit Gupta (Consultant) and Piyush Agarwal (Student). A 'MEETINGS PAGE' button is present.
- 24 Jul 2019 Wednesday**: 11:10 - 12:05 @ Mumbai. Participants: Harshit Gupta (Consultant) and Piyush Agarwal (Student). A 'MEETINGS PAGE' button is present.

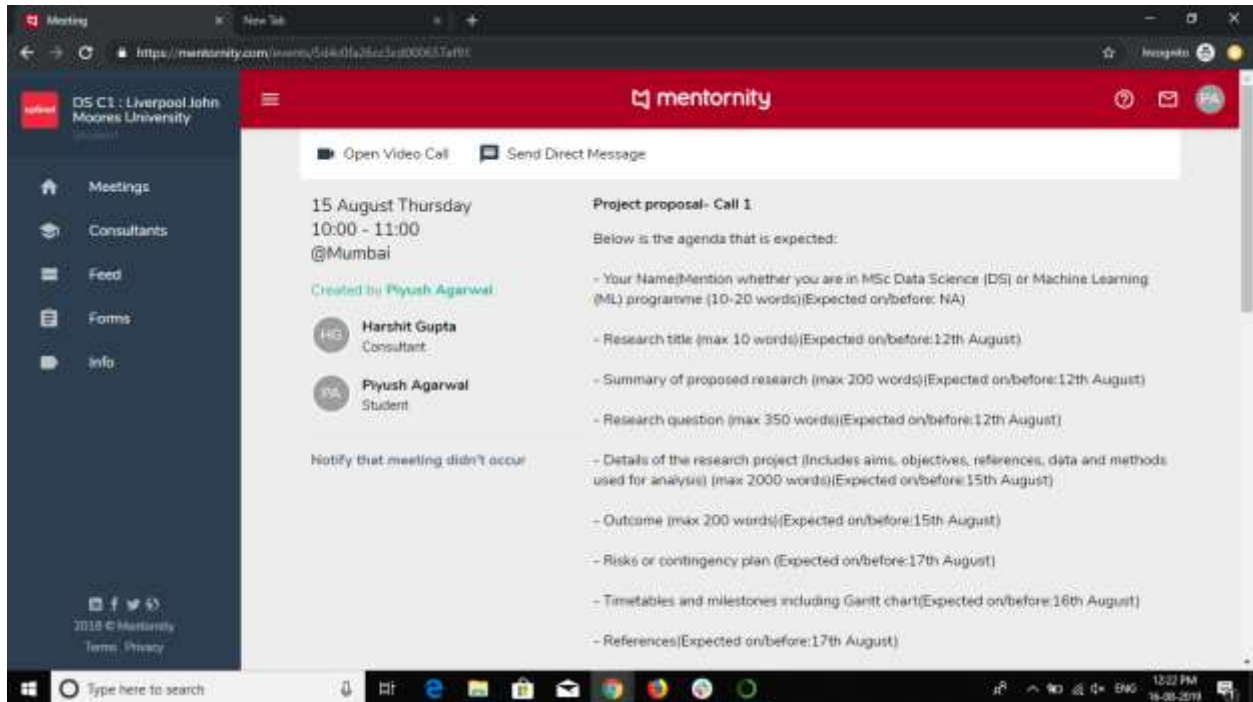
On the right, a chat window for Harshit Gupta is open, showing a conversation with Piyush Agarwal. The chat messages are:

- Harshit Gupta: Hi Piyush, hope that you are doing good. I have opened my slots for booking. Please select from them and book a meeting. (18 Aug 2019, 12:08)
- Piyush Agarwal: Hello sir, I will book the slot soon. (18 Aug 2019, 12:08)

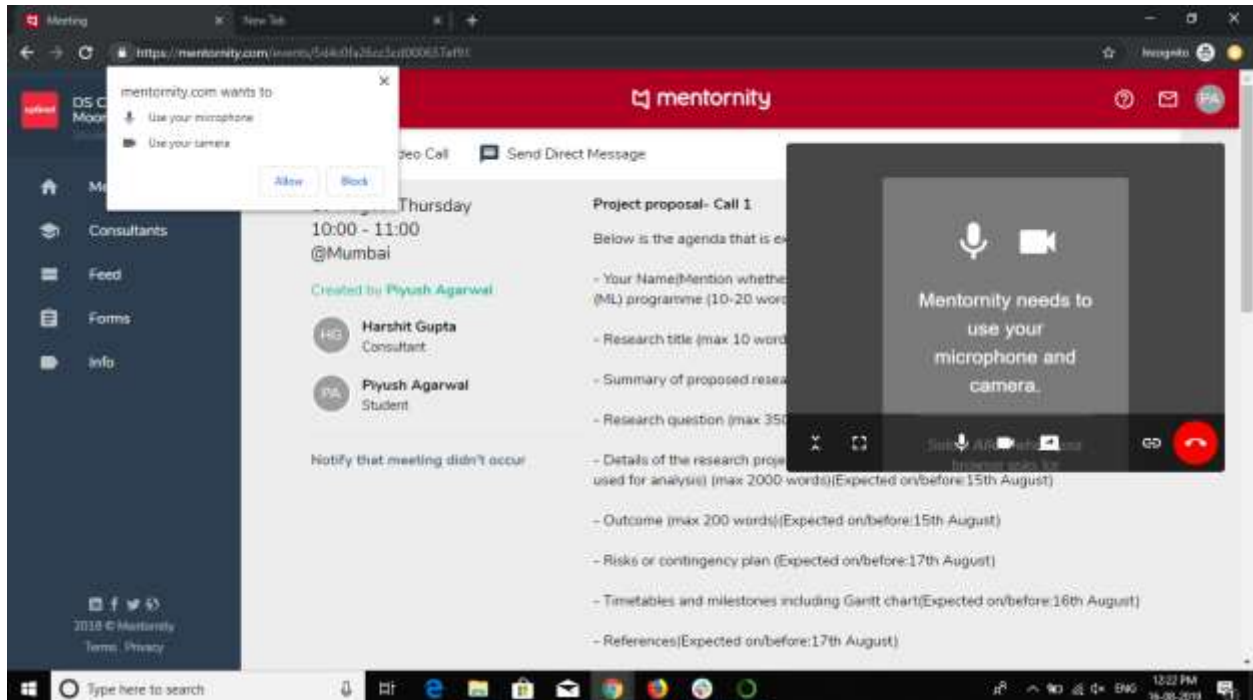
The bottom of the screen shows a Windows taskbar with various application icons and the system clock indicating 12:08 PM on 18-08-2019.

Video Calling

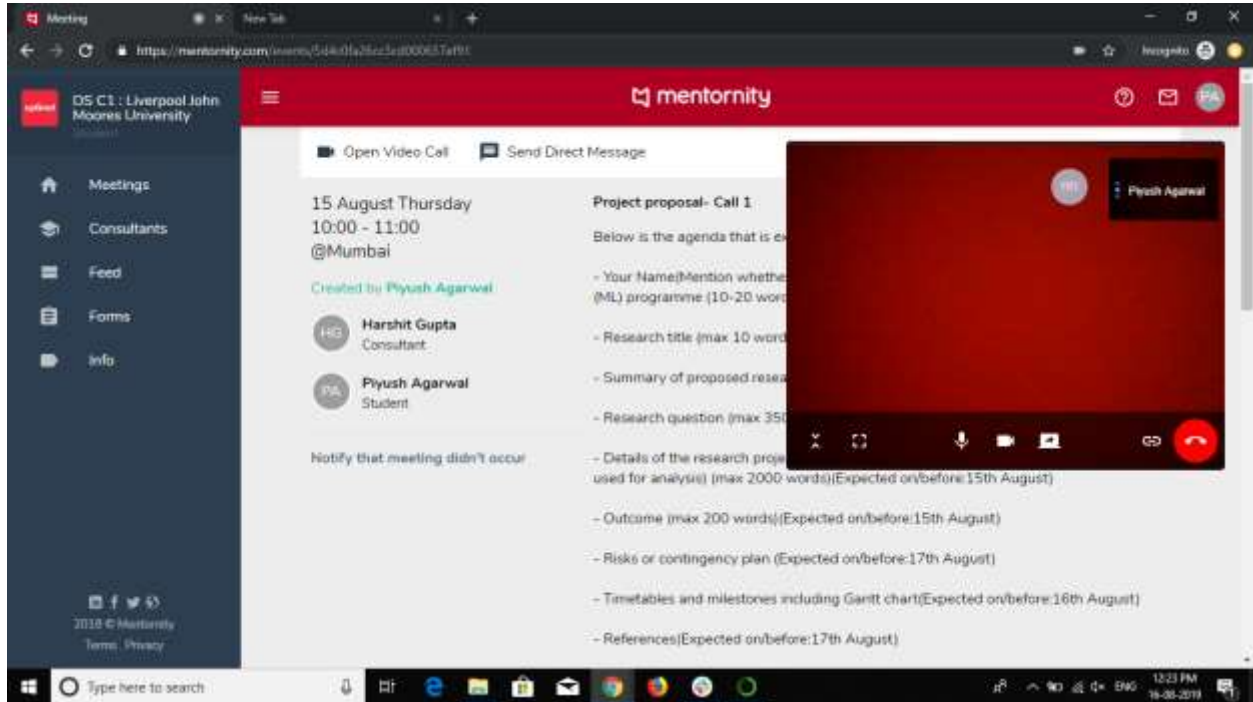
1. Open the meetings you have scheduled with your mentor. There you would see an option “Open Video Call”



2. After clicking on that, there would be a window that pops up. Give the access for using the camera



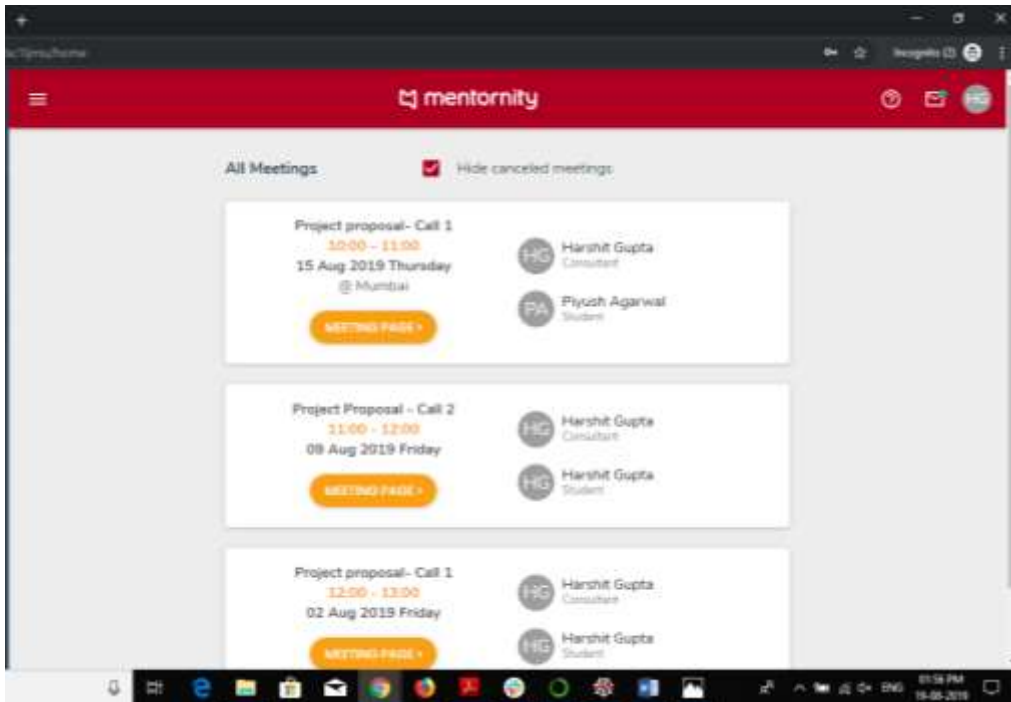
3. After that, you would be able to video call. You would be able to see your mentor once he too joins the video call. Try to sync your timings using the chat option that is provided.



4. You can also share your screen using the options that are provided.

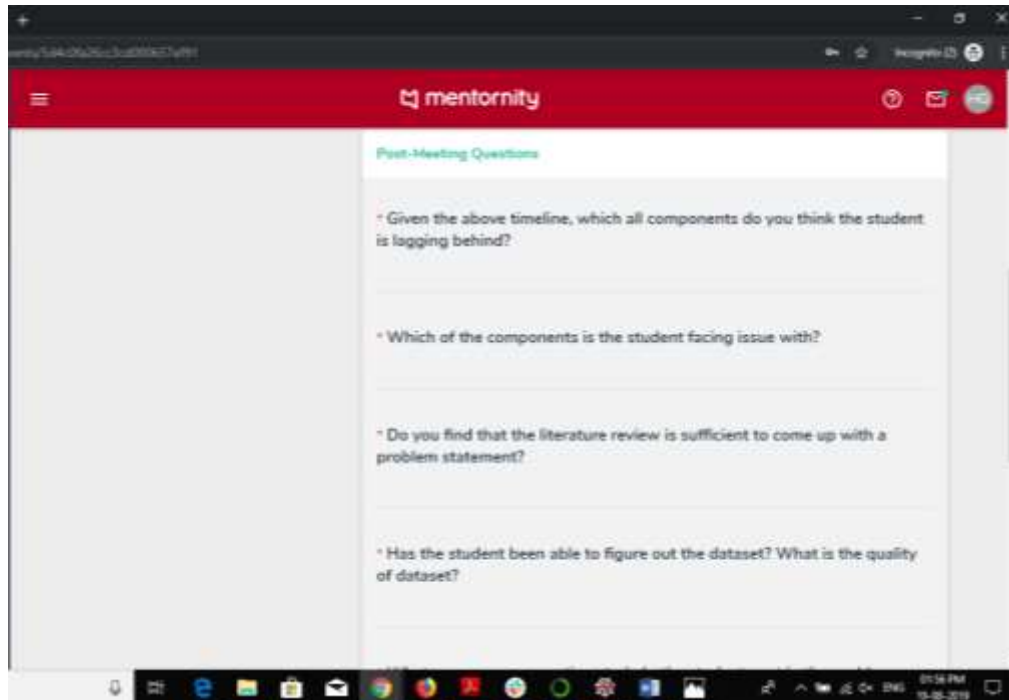
Meeting Notes and Feedback Form

1. Open the meetings tab. Open one of the meetings. Scroll down, you would see meeting questions and feedback that you need to give once the meeting is completed.



2. Below the feedback questions, you can take notes during the meeting, before or after the meeting.

3.



Please note that the meeting notes are visible to the mentor and the mentees.

