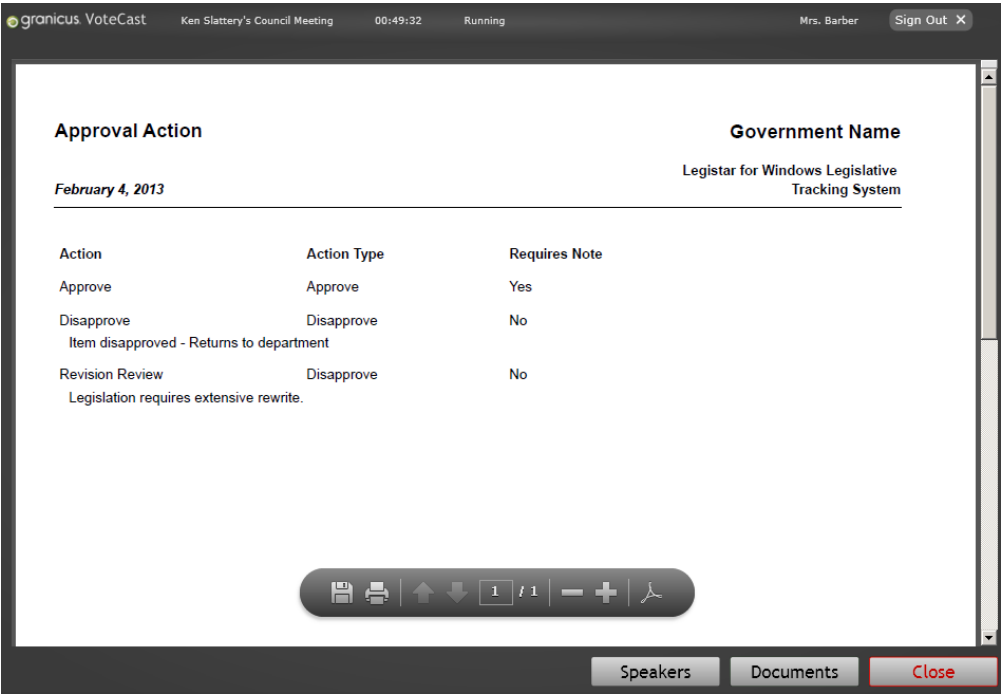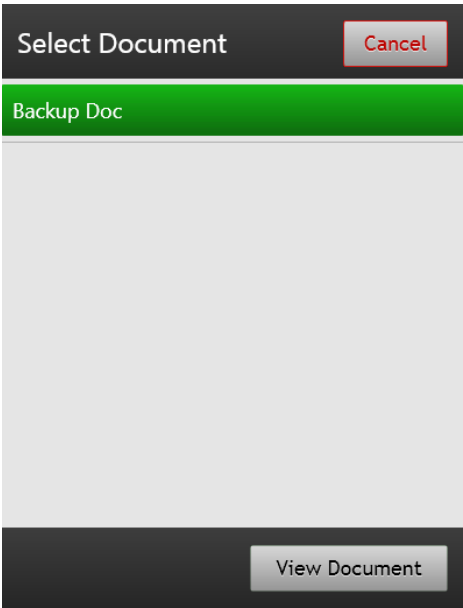## Step 2: Viewing Agenda Items and Documents

Touch the **Agenda** tab to view the meeting Agenda.

 indicates an available document for preview and

 indicates the number of speakers on an agenda item.

Touch **Documents**. A list of the documents attached to agenda items is displayed.

Select a document and touch **View Document** to view it.

Touch **Close** to close the document.