

# Ideaclouds

QUICK START

FOR WORKSHOP PARTICIPANTS

JOIN A WORKSHOP

P. 2

WORK ON THE WHITEBOARD

P. 5

EVALUATE WORKSHOP RESULTS

P. 10

1. OPEN IDEACLOUDS INVITATION EMAIL.

Hi there!

this is the invitation to your workshop. Please enter your ideas on the whiteboard until Thursday. We are going to evaluate them starting from Friday.

Kindest regards  
Monica

2. REMEMBER YOUR PASSWORD\*.  
YOU WILL NEED IT FOR ALL WORKSHOPS!

Monica invited you the workshop "How can we improve our customer acquisition process?" on IdeaClouds.

Your password: 4Qif73nd

3. CLICK WORKSHOP LINK.  
FOR EACH WORKSHOP YOU WILL RECEIVE A LINK VIA EMAIL!

Join workshop:

<https://www.ideaclouds.net/app/sessions/a310729c-e3c2-44cd-9a96-2c83422fd2df/session.html?loggingEmail=myemail@email.com>

## YOU DID NOT RECEIVE ANY INVITATION EMAIL?

- LOOK IN THE SPAM FOLDER OF YOUR EMAIL ACCOUNT FOR THE INVITATION EMAIL.
- ASK THE FACILITATOR IF HE SPELLED YOUR EMAIL ADDRESS CORRECTLY.

## \*WHERE IS MY PASSWORD?

- IF THE EMAIL DOES NOT CONTAIN THE PASSWORD, THAT MEANS THAT YOU ALREADY PREVIOUSLY RECEIVED IT.
- IF YOU CAN NOT FIND THIS FIRST EMAIL ANYMORE, CLICK "FORGOT YOUR PASSWORD?" ON THE LOGIN PAGE.

# Log in to IdeaClouds

4. ENTER EMAIL ADDRESS

Email address:

5. ENTER PASSWORD

Password:

[Forgot your password?](#)

FORGOT OR LOST PASSWORD?  
CLICK HERE TO GET A NEW ONE!

6. CLICK HERE TO LOGIN!

By logging in you agree with the [privacy conditions](#) and [general terms of use](#) of [www.ideaclouds.net](http://www.ideaclouds.net).

Login

## USEFUL HINTS:

- DID YOU ENTER YOUR EMAIL ADDRESS CORRECTLY?
- YOU CAN ONLY SIGN IN WITH THE EMAIL ADDRESS THAT WAS USED TO INVITE YOU TO THE WORKSHOP.
- FORGOT OR LOST YOUR PASSWORD? CLICK ON THE LINK TO GET A NEW ONE VIA EMAIL!

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How can we improve team collaboration?

Write each idea on a single card.

Click "Task completed" once you are done.

TASK

☰ Briefing    💬 Chat    🖼️ Images    ↕ Import / Export    ⓘ Help    ^

✔ Task completed    🔄 Reload    📁 My workshops

WHITEBOARD

Double-click to create a card

PARTICIPANTS



🔍 100% 🔍

The screenshot shows the top navigation bar of the Ideaclouds application. It includes buttons for 'Briefing', 'Chat', 'Images', 'Import / Export', and 'Help'. On the right side of the bar, there is a 'Task completed' status indicator, a 'Reload' button, and a 'My workshops' button. A red callout box points to a small downward arrow icon in the center of the bar, labeled 'HIDE OR SHOW TASK'. Another red callout box points to the main whiteboard area, labeled 'DOUBLE-CLICK ON THE WHITEBOARD TO CREATE A NEW IDEA'. This callout points to a floating text input box that contains the text 'Enter your text here' and a '1' in the top right corner. A third red callout box points to a zoom control in the bottom right corner, labeled 'ZOOM: TO GET AN OVERVIEW OVER THE ENTIRE WHITEBOARD'. The zoom control shows a magnifying glass icon, '100%', and another magnifying glass icon. In the bottom left corner, there are three circular profile pictures of participants.

Briefing Chat Images Import / Export Help

Task completed Reload My workshops

HIDE OR SHOW TASK

DOUBLE-CLICK ON THE WHITEBOARD TO CREATE A NEW IDEA

Enter title... 1  
Enter your text here

ZOOM: TO GET AN OVERVIEW OVER THE ENTIRE WHITEBOARD

100%

**HINT:**

ALL PARTICIPANTS WORK ON THE WHITEBOARD AT THE SAME TIME. EACH ACTION ON THE WHITEBOARD IS IMMEDIATELY VISIBLE FOR ALL PARTICIPANTS.

YOU CAN MOVE A CARD BY DRAGGING IT HERE WITH THE LEFT MOUSE BUTTON

Solution A 1 <<<<

Experienc more things together

SCROLL TO SEE THE ENTIRE WHITEBOARD

Solution B 2

Less meetings

DOUBLE-CLICK HERE TO CHANGE THE TITLE





☰ Briefing    💬 Chat    🖼️ Images    ↕️ Import / Export    🛠️ Help    ⌵    ✓ Task completed    🔄 Reload    📁 My workshops

CLICK HERE WHEN YOU COMPLETED THE TASK.  
IF YOU CLICK ANOTHER TIME ON "TASK COMPLETED", THE GREEN HOOK INDICATING THAT YOUR ARE DONE DISAPPEARS.

**Solution A**    1

Experience more things together

**Solution B**    2

Less meetings

🗑️  
🟡  
🟢

THIS PARTICIPANT HAS COMPLETED THE TASK.

👤 👤 🟢 ✓

🔍 100% 🔍

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PREVIOUS CARD

Help

Task completed

Reload My workshops

Browse cards here:



1: Solution A



1 Solution A

Experience more things together

CURRENT CARD  
TO EVALUATE

Choose rating:

- 0 - Not important
- 1 - slightly important
- 2 - moderately important
- 3 - important
- 4 - very important
- no evaluation

NEXT CARD

Enter your comment:

RATE CARD

**HINT:**

- ALL PARTICIPANTS RATE ON A PRIVATE WORKSPACE. THE OTHER PARTICIPANTS CAN NOT SEE WHICH RATING YOU ARE ASSIGNING TO EACH CARD.
- YOUR (ANONYMOUS) RATING AND COMMENTS ARE AUTOMATICALLY SAVED.