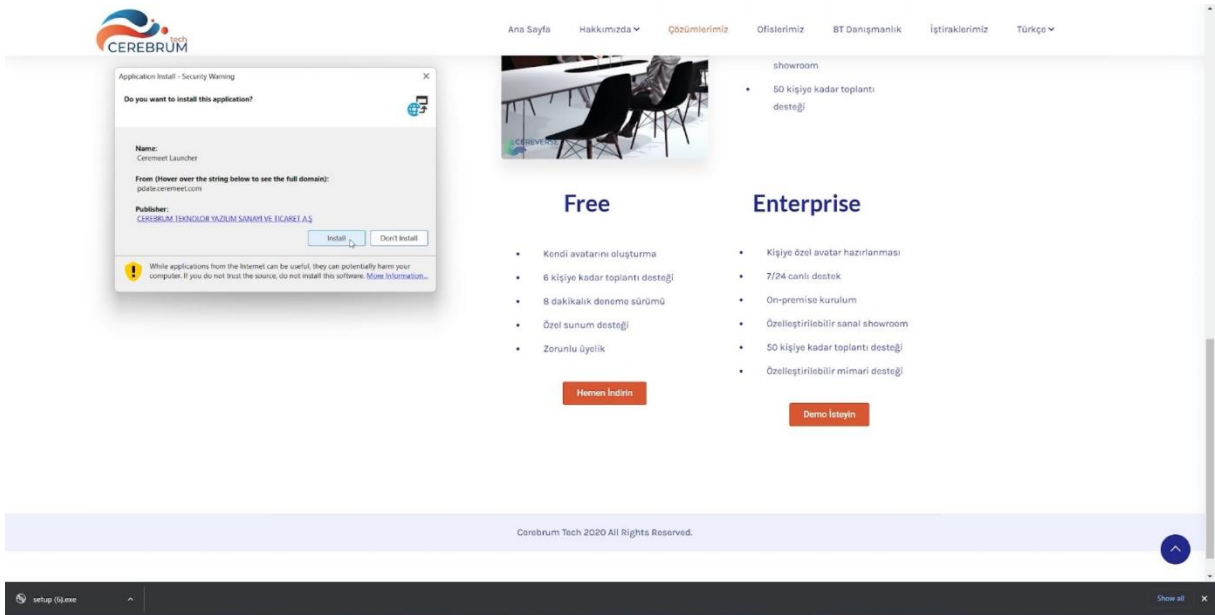
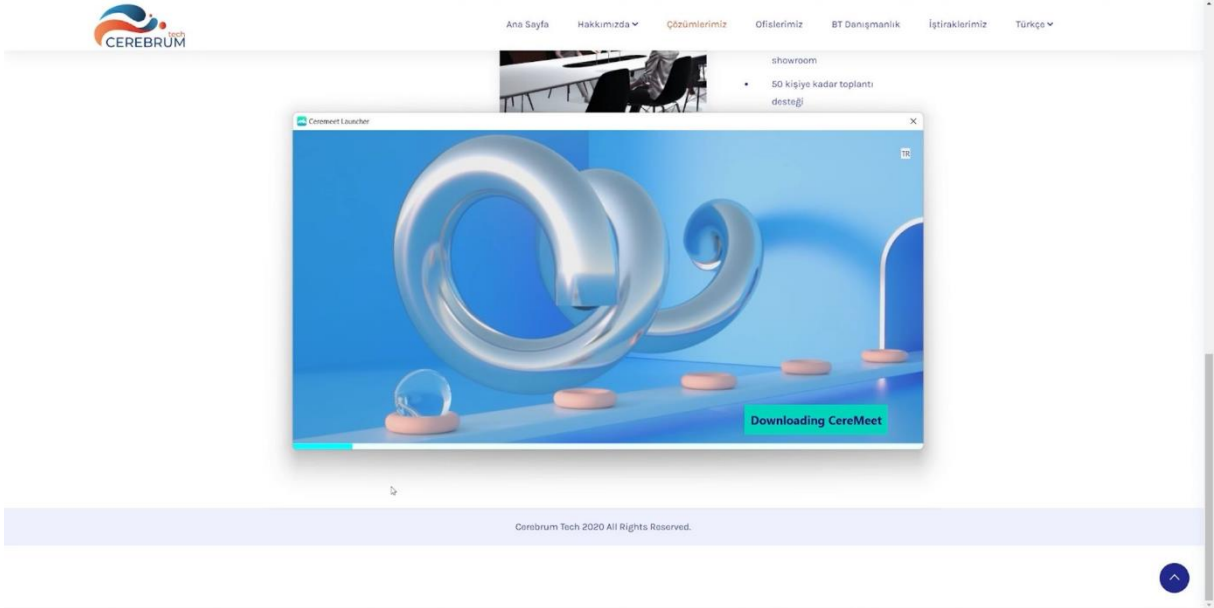


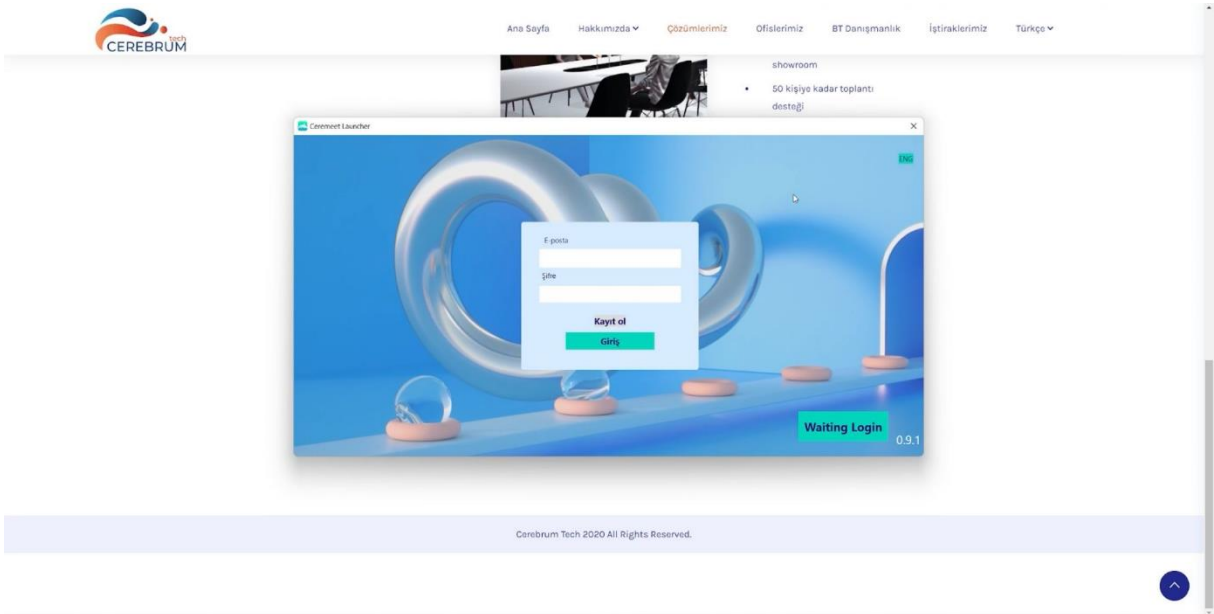
1. To download the installation files of the Ceremeeet application, first, click on the "Solutions" button located at the top of the website. By clicking on "Download Now" located under the Ceremeeet page, you can start downloading the installation files.



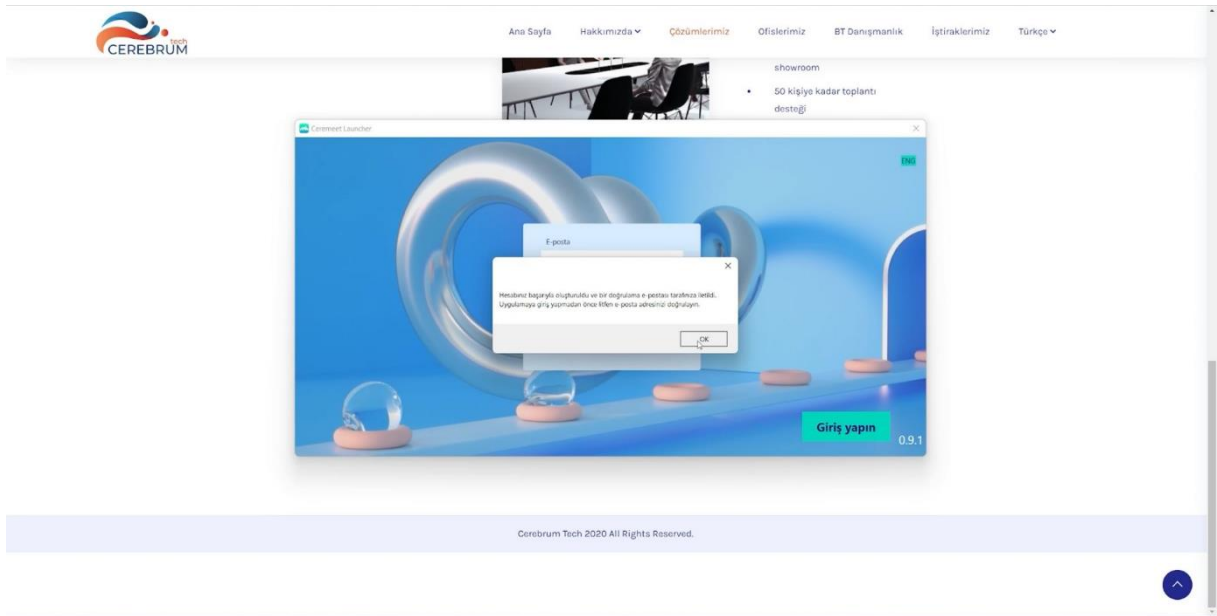
2. After opening the installation files, you can start downloading Ceremeeet Launcher by using "Install" button.



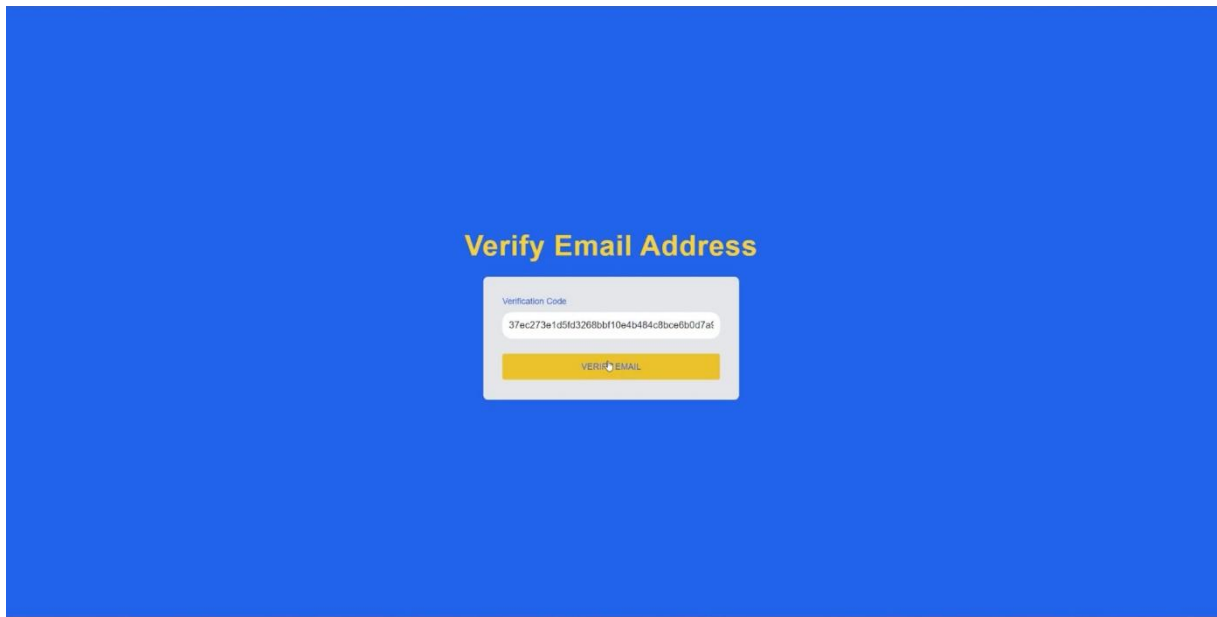
3. After the download is complete, Cerereet Launcher will start updating itself automatically. You can select any language by using the button located on the top right side of Cerereet Launcher.



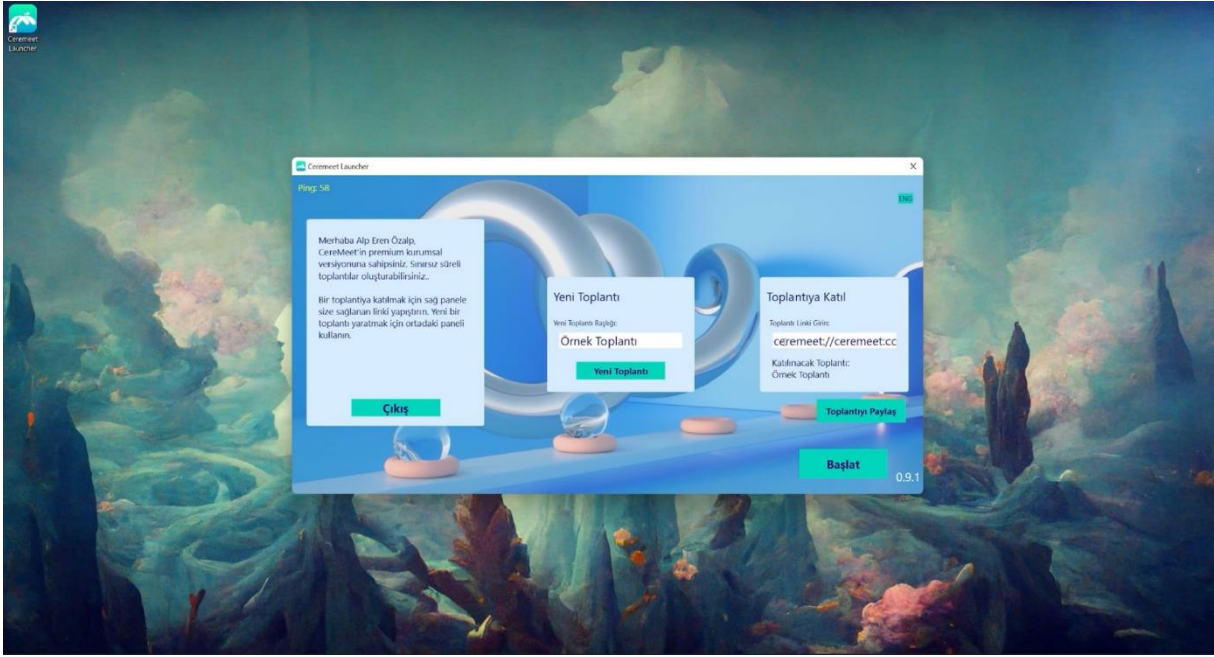
4. After the installation process is complete, you can create a Cerereet account by clicking the "Sign Up" button.



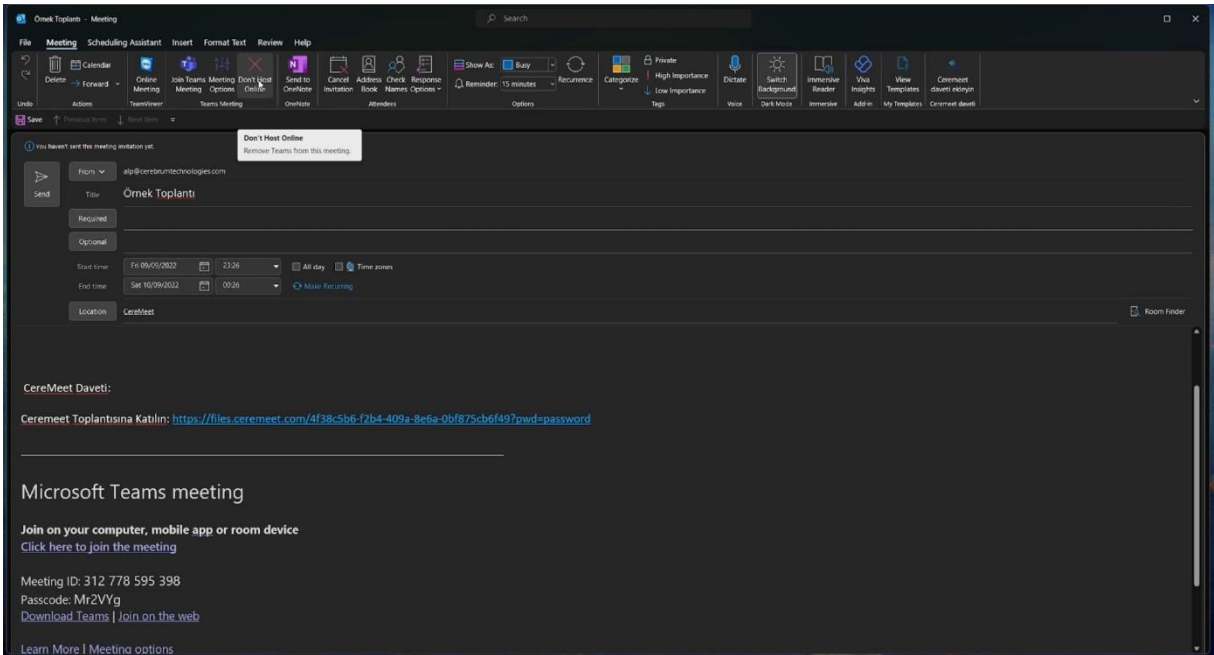
5. After filling in the necessary information, a confirmation mail will be sent to the e-mail you used while registering.



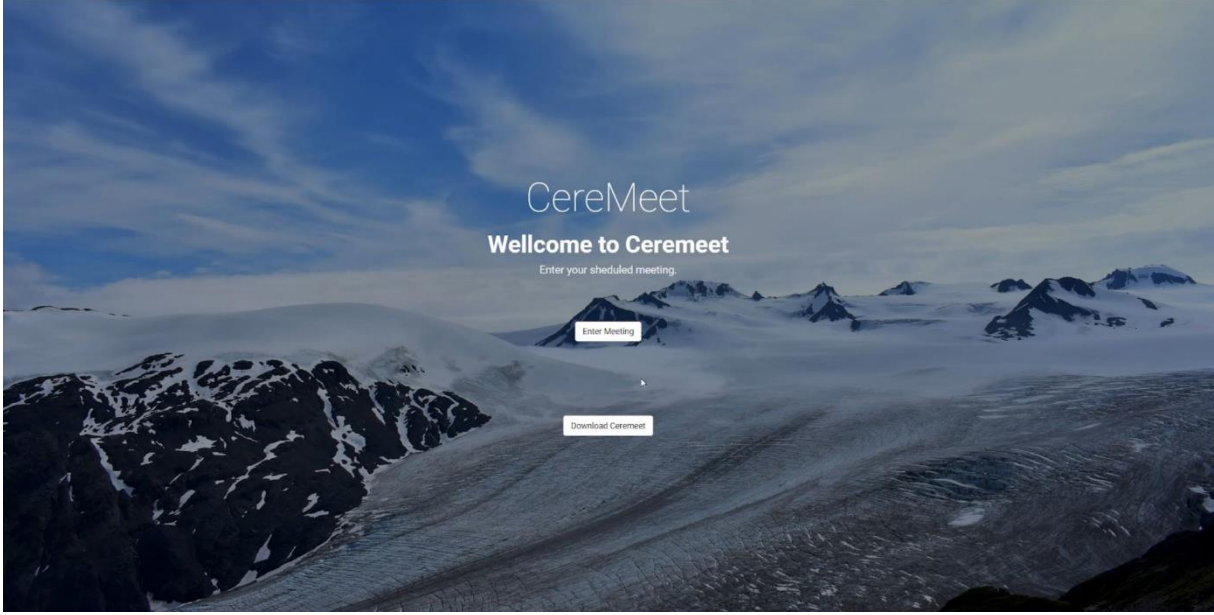
6. You can complete verification process by clicking "verify Email" button you see on the page you were directed by the link sent to you via e-mail. Then, you can sign in through the Ceremeet Launcher. If you sign up with a personal email address, you may hold meetings up to 8 minutes with the "free version". If you sign up with an email address with corporate license, you can hold meetings with no time limit using the "Premium Corporate Version".



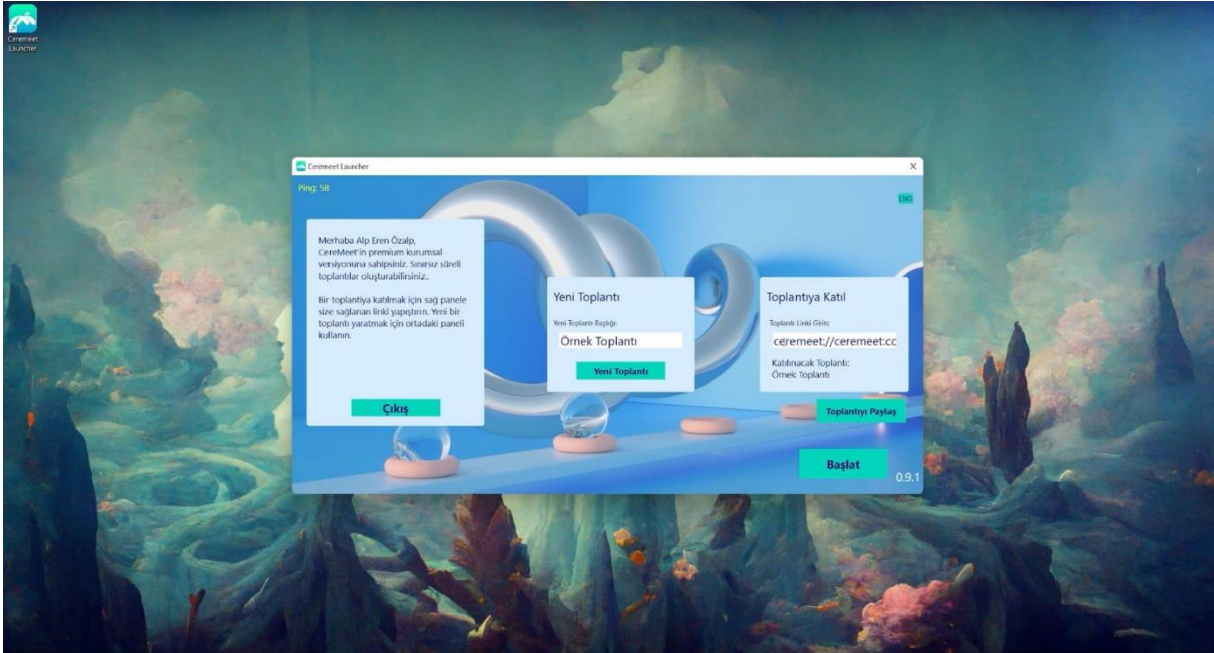
- You can create a meeting by clicking on the **“New Meeting”** button located on the center of the page. Then, you can find the Ceremeet invitation link on the right side of the page. Other participants can join the meeting using this link.



- If you have an Outlook application installed on your computer, you can use it to share the link to your meeting by clicking the **“Share Meeting”** button. While creating a meeting invitation, if there is a Microsoft Teams **add-in** installed on your Outlook application, the meeting will automatically turn into a Teams meeting. To prevent this, click on the **“Don't Host Online”** button located at the top of the screen.



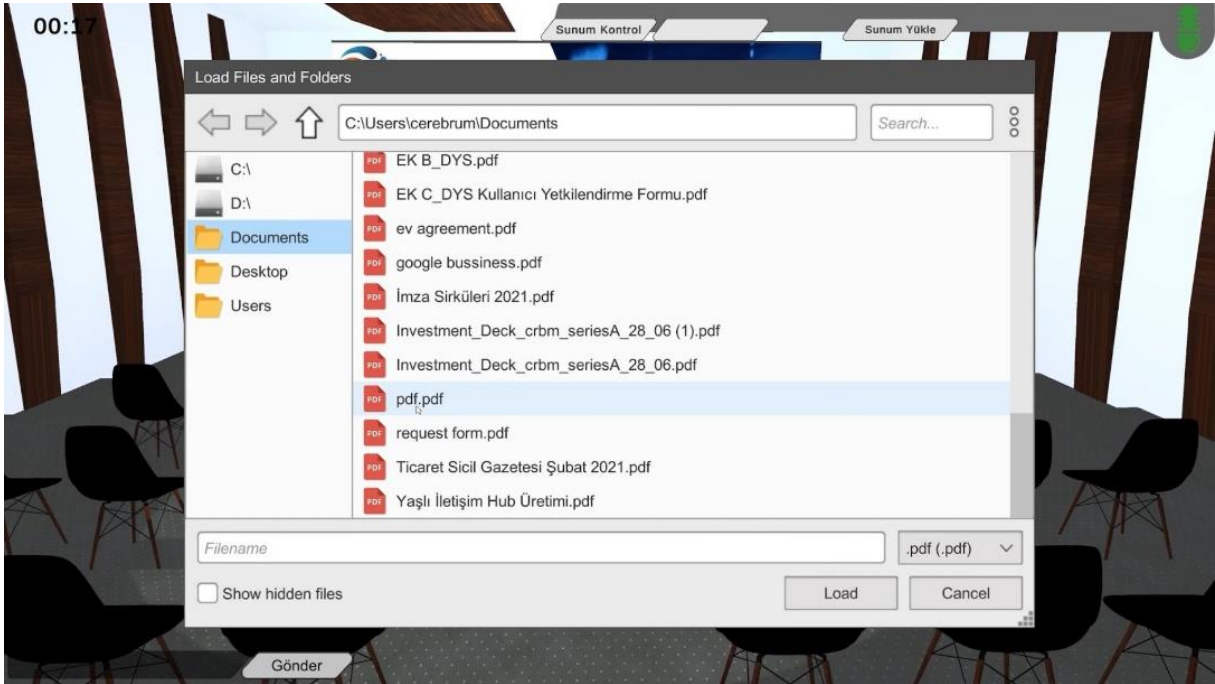
9. The participants can access Ceremeet web page using the link provided in the invitation e-mail. They can download the application by clicking the “Download Ceremeet” button and if they already have the application, they can attend the meeting using the “Enter Meeting” button.



10. To log in to a created meeting, you can use “Enter” button in the Ceremeet Launcher application. The Ceremeet application will open automatically.



11. You can choose and dress your character using the arrows on the page you were directed to. Then, you can attend the meeting by writing your username on the required section.



12. By using the "Upload Presentation" button at the top right of the meeting page, you can select the presentation you want to use in your meeting.