Messaging & Meetings

Sending & viewing messages

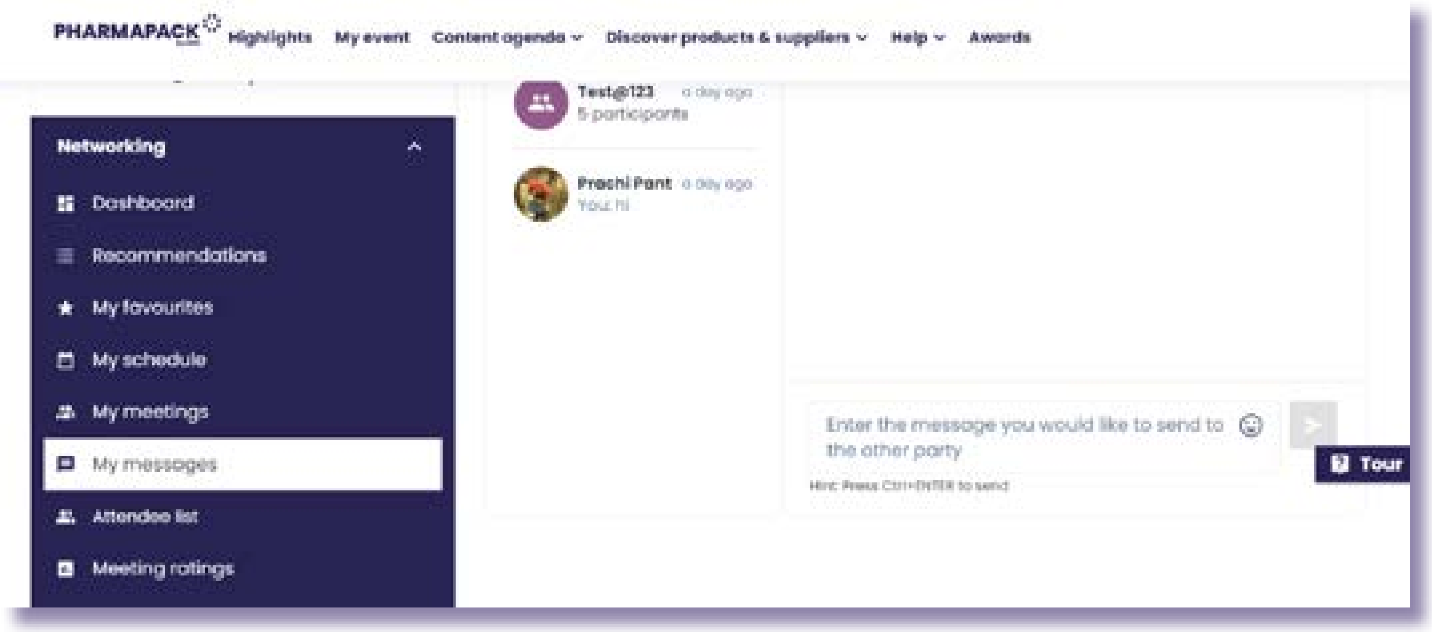
Throughout the platform you will see this Message icon on all company, product and people cards.

To send a message, click on the icon and begin typing your message.

At the top right of the page you'll see Messages and Notifications. When you receive a message, it will appear in Messages and you will receive all notifications under Notifications.

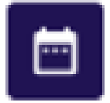
You can view and search all of your messages by clicking on the profile picture in the upper right, then choosing Messages in the Networking section of the drop-down menu.

From this page you can also create group chats.



Requesting a meeting

Throughout the platform you will see this Meeting icon on all company, product and people cards.

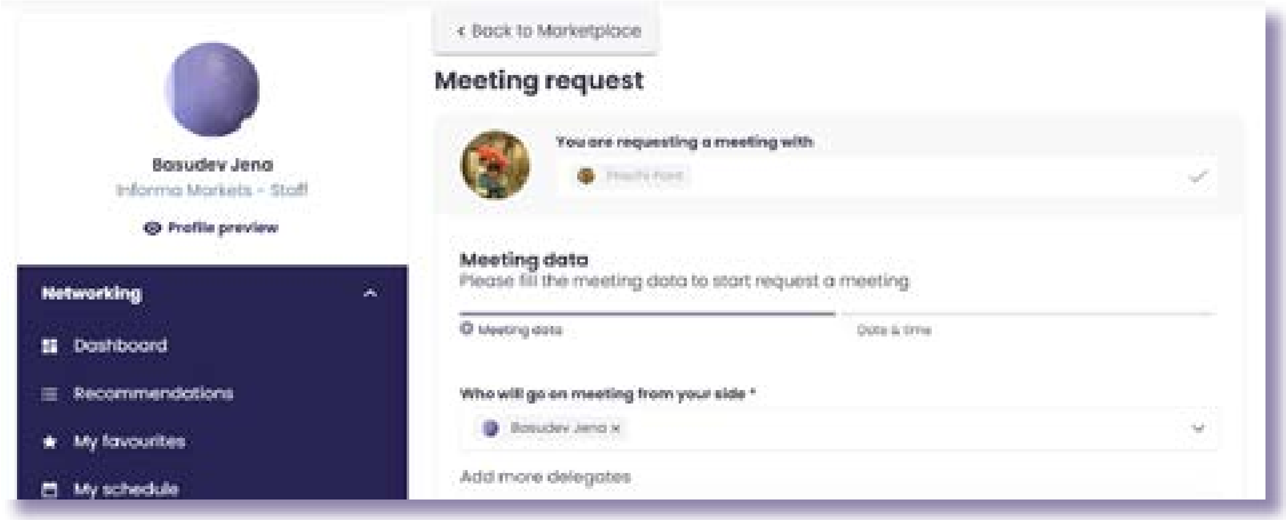


To request a meeting, click on the icon and begin filling out the form.

In the first step you'll be asked for:

- Subject - what is the purpose of the meeting?
- Message - a short message about why you want to meet
- Others you wish to invite (optional) - Invite others to join your meeting using their email address
- Location to meet (online or at event)
- Duration of the meeting

In the second step, you'll be asked to select a date and time for the meeting and then your meeting request will be sent to the other party when you click the Request Meeting button.



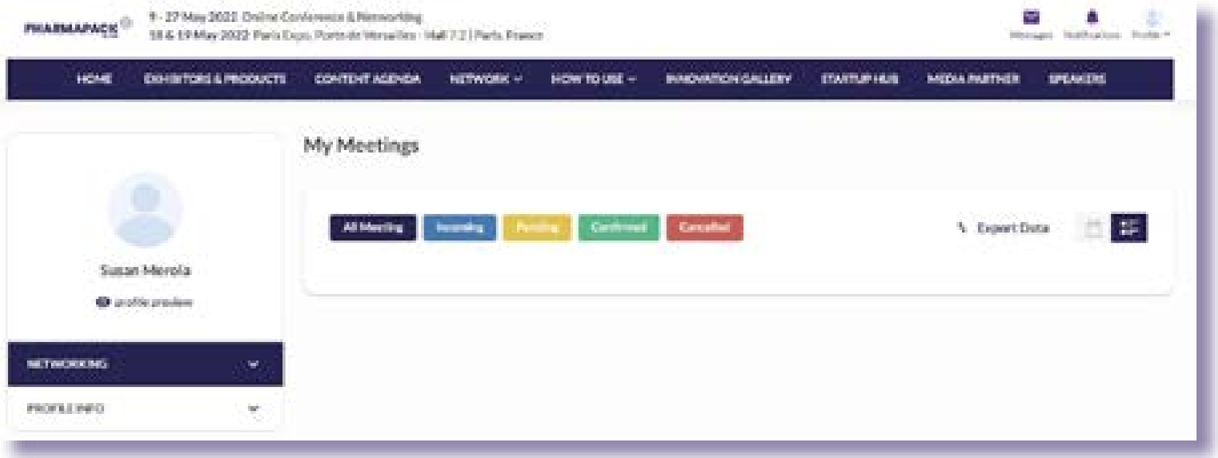
Viewing & managing personal meetings

On the My Meetings page, you can see all your meeting requests along with the status of each.

To navigate to My Meetings, click on the profile picture in the upper right, then click on My Meetings in the drop-down menu under Networking.

On this page you can accept or decline a meeting request, as well as reschedule or cancel a confirmed meeting. It is good business etiquette to action all meeting requests that you receive.

There is both a list view and a calendar view.



Viewing & managing your team's meetings

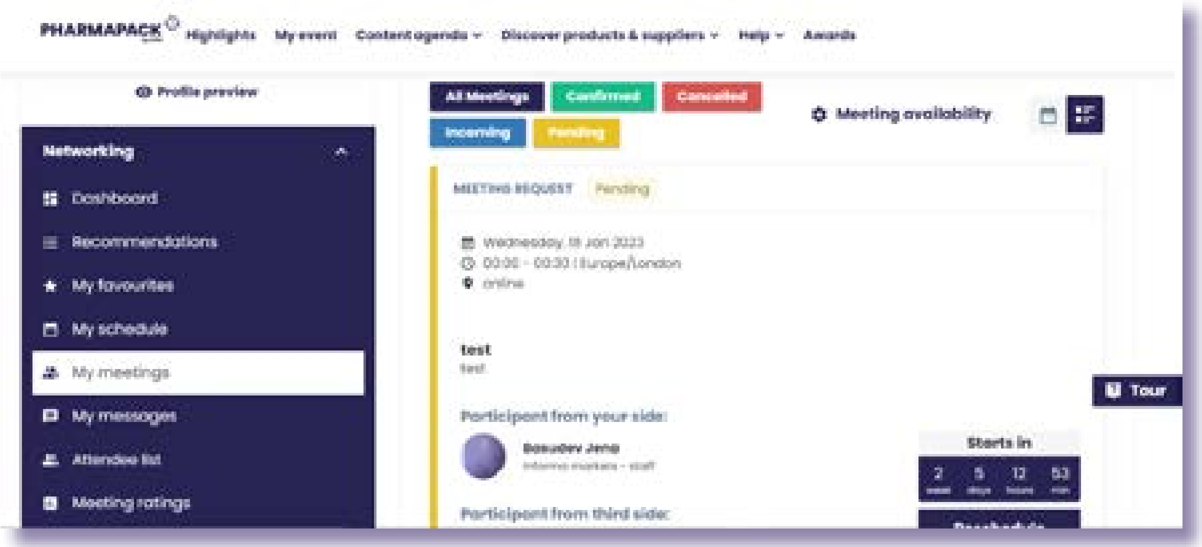
On the Team Meetings page, you can see meeting requests for all your team members, along with the status of each meeting request.

On this page you can view meeting requests by:

- Status
- Team Member
- Date

There is both a list view and a calendar view.

As a reminder an overview of meeting requests count and top performing team members can be found on the company dashboard page.



Starting your virtual meeting

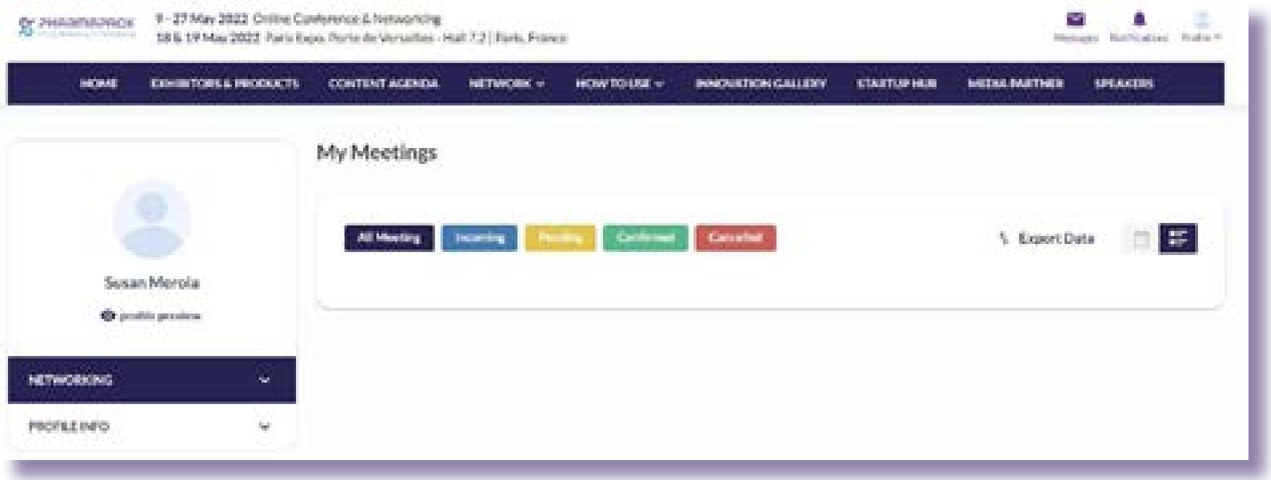
The My Meetings page is also where you'll go to join your meetings.

For each of your meetings you'll see a countdown clock and a greyed out Join button as seen here:

When it's time for a meeting, the Join Room section will turn green, and you can simply click it to join your meeting.

On the next screen, click Continue so a quick microphone and camera check can be done, then on the next screen click Join Room.

Please note, you can join up to 10 minutes before the start of your meeting. The meeting room will also stay open should the meeting run over.



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