


# **Messaging & Meetings**

# Send & view messages

Networking has never been easier. Connect with members of Fi Europe before, during and after the event by sending them a message. This is a great way to initiate potential business relationships.

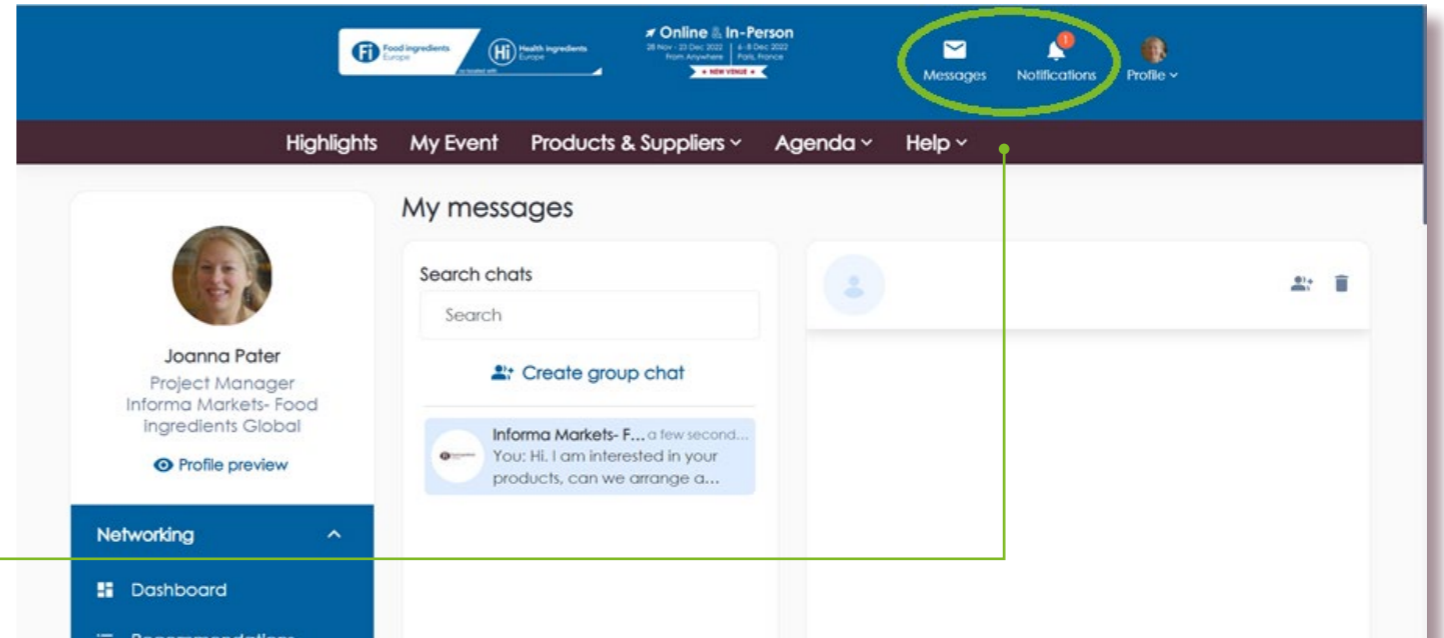
## To send a message:

1. Click on the message icon  This can be found throughout the platform on all company, product and people cards.
2. A messenger box will appear. You can type your message at the bottom and send it using the icon on the right.

## To send a message:


1. New messages will be flagged here in the upper right of your screen
2. To view your messages, go to the My Messages page. This can be found by clicking on your profile picture and selecting My Messages in the Networking section of the drop-down menu.

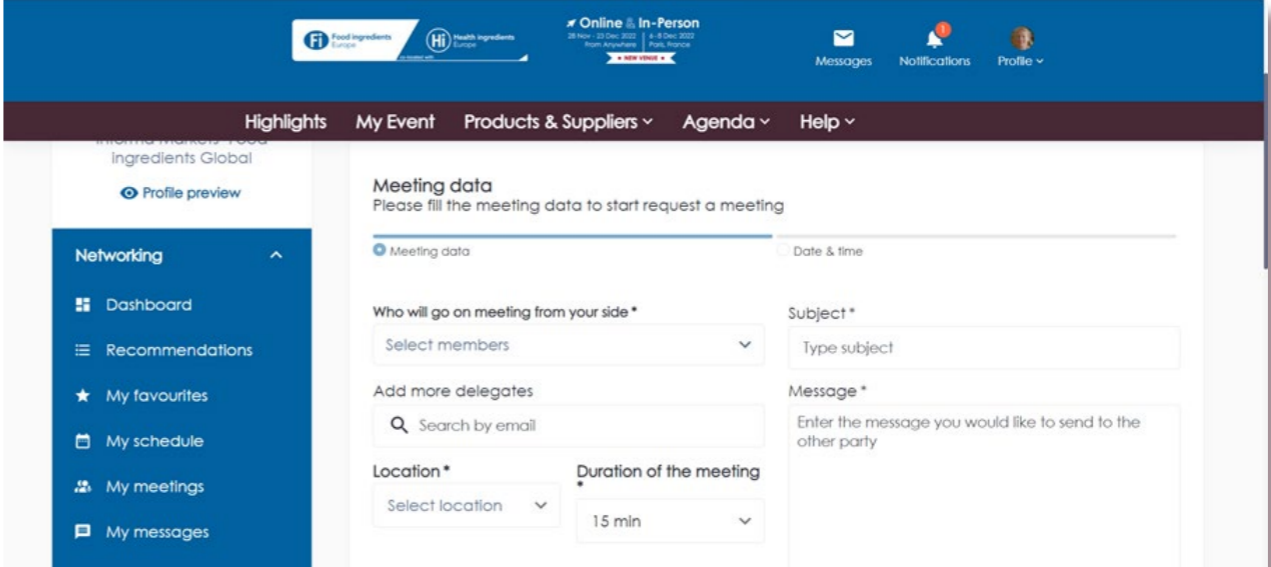
You can also create group chats. Head to My Messages and click on, Create Group Chat.



# Request a meeting

Optimise your in-person event by booking your meetings in advance and prioritising time for making important connections with the right people.

1. Click on the meeting icon to request a meeting 
2. Fill out the meeting request form. You will need add a subject, message, location and meeting duration.
3. Select a date and time for your meeting.
4. Click Request Meeting to send your request.



The screenshot shows the 'Meeting data' form in the Ingredients Global app. The form is titled 'Meeting data' and includes the instruction 'Please fill the meeting data to start request a meeting'. The form is divided into two tabs: 'Meeting data' (selected) and 'Date & time'. The 'Meeting data' tab contains the following fields:

- Who will go on meeting from your side\***: A dropdown menu with the option 'Select members'.
- Add more delegates**: A search bar with the placeholder text 'Search by email'.
- Location\***: A dropdown menu with the option 'Select location'.
- Duration of the meeting**: A dropdown menu with the option '15 min'.
- Subject\***: A text input field with the placeholder text 'Type subject'.
- Message\***: A text input field with the placeholder text 'Enter the message you would like to send to the other party'.

The app's navigation bar at the top includes 'Highlights', 'My Event', 'Products & Suppliers', 'Agenda', and 'Help'. The left sidebar menu includes 'Networking', 'Dashboard', 'Recommendations', 'My favourites', 'My schedule', 'My meetings', and 'My messages'.

# View & manage personal meetings

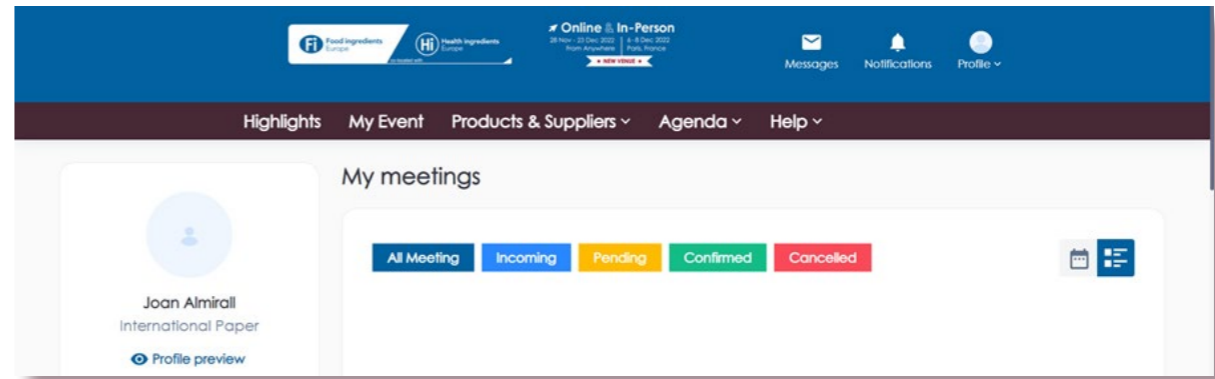
It is good business etiquette to action all meeting requests that you receive. You can do just that on the My Meetings page.

## To navigate to My Meetings:

1. Click on the profile picture in the upper right.
2. Click on My Meetings in 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.

There is both a list view and a calendar view.



# Start your virtual meeting

You can join your scheduled meetings from the My Meetings page.

1. Navigate to the My Meetings page. Here you will see a countdown clock for each of your meetings.
2. At the scheduled time, the Join Room button will turn green. Click to join your meeting.
3. On the next screen, click Continue to do a microphone and camera check.
4. 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.

