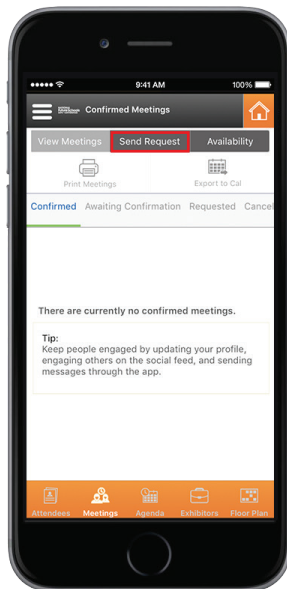


# SETTING UP A MEETING



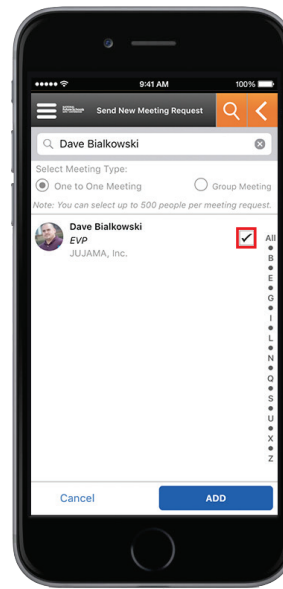
## STEP 1

Select the meetings tab from the app dashboard



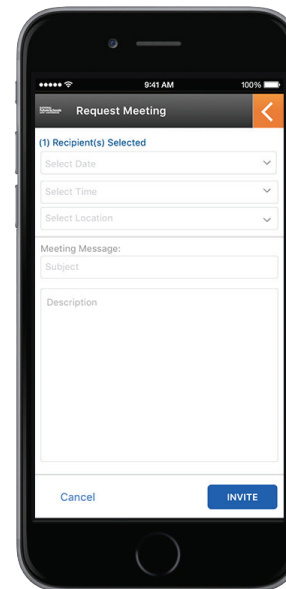
## STEP 2

Select "Send Request" from the top menu bar



## STEP 3

Select the participants to add to the meeting request

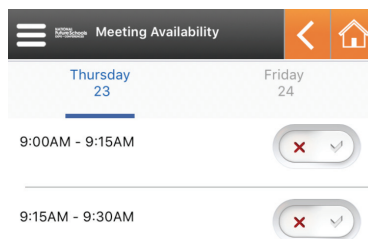


## STEP 4

Fill out all meeting details, then click the "Invite" button

## SETTING YOUR MEETING AVAILABILITY

Within the "Meetings" tab, select "Availability" from the top menu. Then toggle your meeting availability for each day and time.



## MEETING TIP

While browsing the "Attendees" tab, choose the icon to the right of the person's profile and select "Request Meeting" in the action item menu and fill out the meeting details.

