

# 9. Viewing upcoming and completed meetings

*[This is where you view meetings which have been scheduled and meetings which have taken place]*

1. Click on the right-hand menu, where you can see your initials, and click 'My Meetings'.
2. On the right-hand side of the screen, you can see 'My Meetings' along with several tabs at the bottom, click 'Upcoming' or 'Completed'.

## **Upcoming**

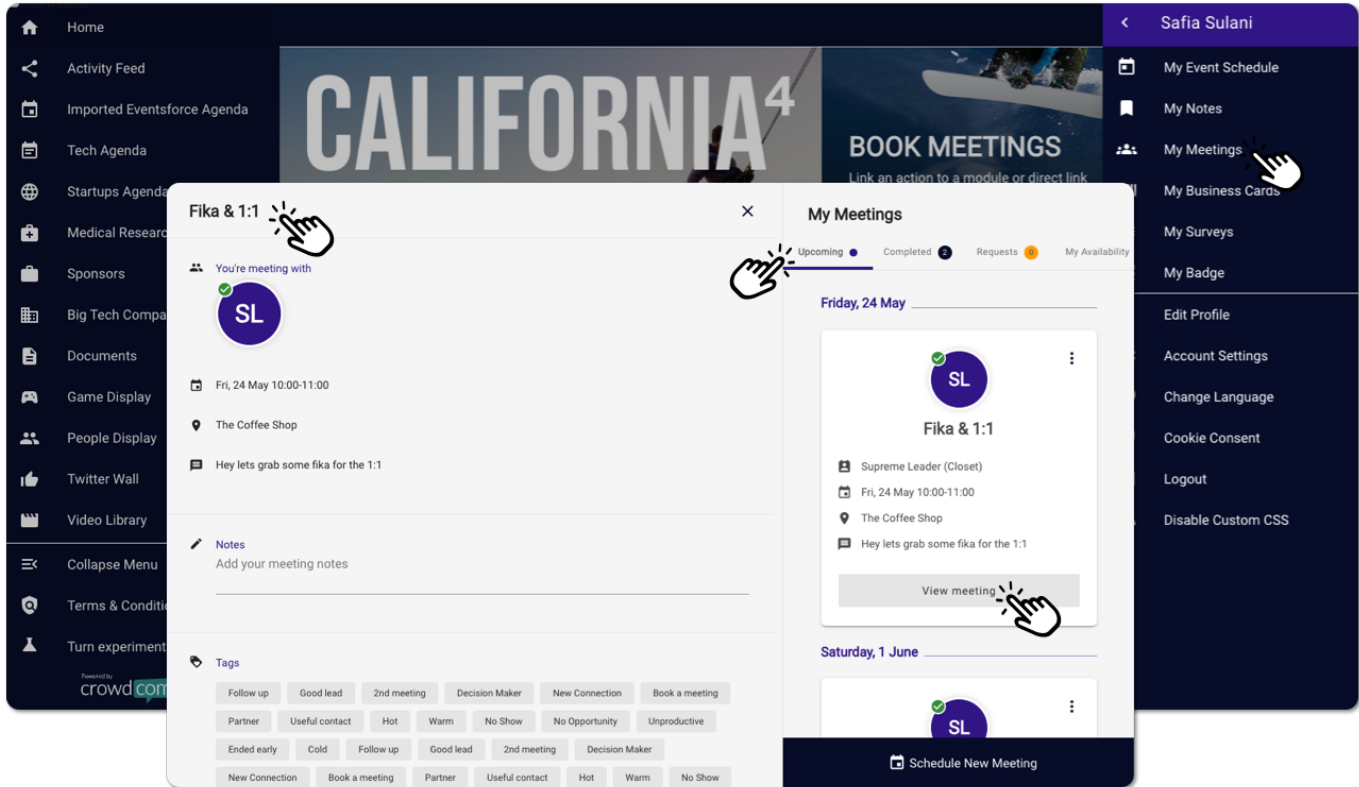
3. You may also see a number next to this, this represents the number of meetings that you have scheduled and accepted.
4. All of your upcoming meetings are organised in a card layout with summary information about the meeting.
5. In each card you you'll be able to see a context menu icon on the top right-hand corner of the card where you can 'Cancel the meeting'.
6. If you take the action to 'Cancel the meeting', you will see a pop-up asking to confirm this action. If you confirm the cancellation, the person you are meeting will be notified.
7. In each card you'll also be able to 'View meeting' or 'Join meeting' if you've set up or accepted a Virtual Meeting.
8. By selecting 'View Meeting' you will be able to see detailed information about the meeting including:
  - a. The person you are meeting
  - b. Their job title and company *(If applicable)*
  - c. The day, date and time of the meeting
  - d. The location. *For example, Virtual or a physical location*
  - e. Countdown timer if the meeting is due to start within the next 5 minutes

f. Notes which enables you to take notes during the meeting

g. Tags. 'Descriptive keywords' that you can select during the meeting

9. If the meeting is a Virtual one, you will also see the 'Join Meeting' button which will enable you to join a meeting.

10. You can join a meeting up to 5 minutes before the start time as long as the other person is ready too, otherwise, you will be invited to wait.



## Completed

11. You may also see a number next to this, this represents the number of meetings that have taken place.

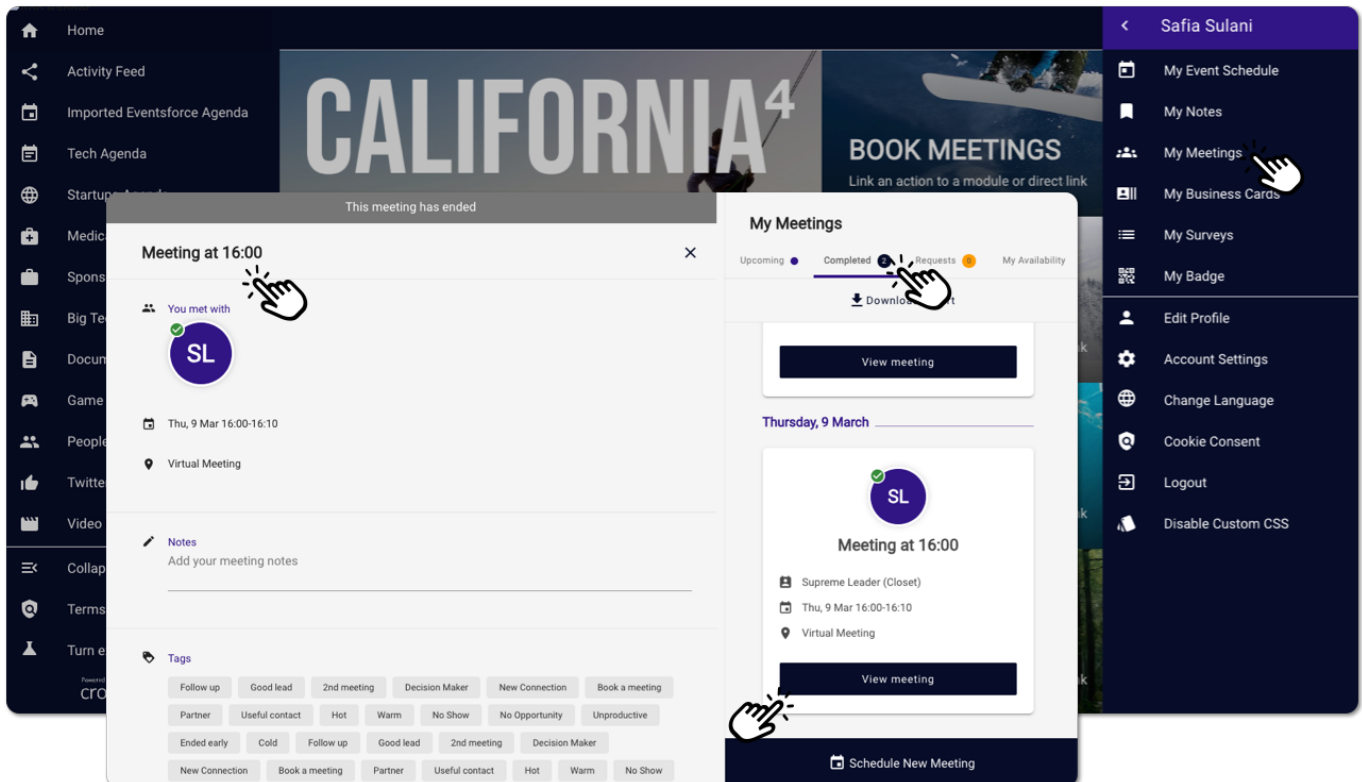
12. All of your completed meetings are organised in a card layout and display a summary of information about each meeting.

13. From each card you'll be able to 'View meeting'.

14. By selecting 'View Meeting' you'll be able to see detailed information about the meeting including:

a. The person you met

- b. Their job title and company (if applicable)
- c. The day, date and time of the meeting
- d. The location. For example, Virtual or a physical location
- e. Notes taken during the meeting. You can add further notes if you want to after the meeting has taken place.
- f. Tags. 'Descriptive keywords' that you have selected during the meeting. You can also add more after the meeting has taken place.



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