


In this Forbes article, ***10 Reasons Why Networking is Essential For Your Career***, the author, Bianca Miller Cole, describes how networking can make you noticeable, develop long-term relationships, and mutual trust. We know attendees miss the in-person networking available at our destination events. We hope the ideas and steps to network here in the virtual environment through March 31, 2022 will help you make new connections, open doors in your career, and connect with informative colleagues and subject matter experts!

**Log in** and consider allowing members to contact you for networking. Utilize the steps in this guide to make the most of professional ID community during **IDWeek 2021**.

## How do I allow people to contact me?

Click the **Profile** icon  in the navigation bar to go to your personal profile. Turn on **Allow members to contact me** to allow attendees to send messages and schedule meetings with you.

### Allow members to contact me

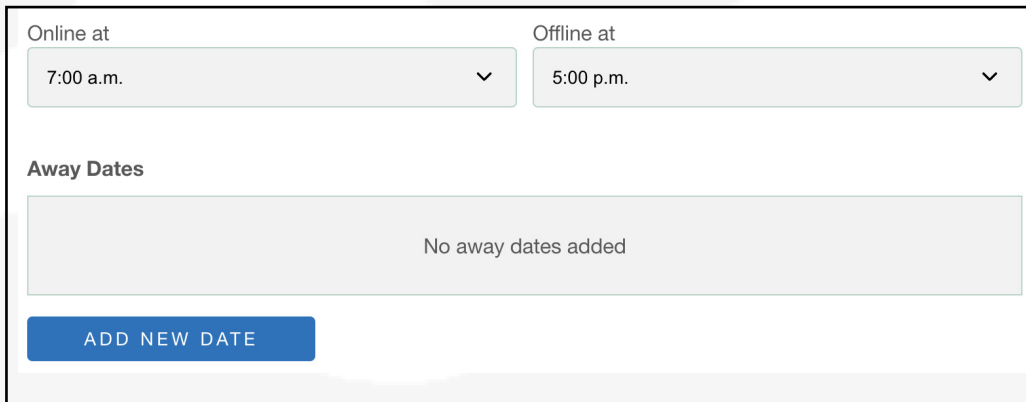
Allow members to contact me



## How do I set up my availability for meeting?

This is the general time range when you're available for meetings. Don't worry about time zones! It automatically adjusts to your local time. To set it:

1. Under **My Availability**, select the time you come **Online at**.
2. Select the time you go **Offline at**.
3. Click **Save** at the bottom of your profile.

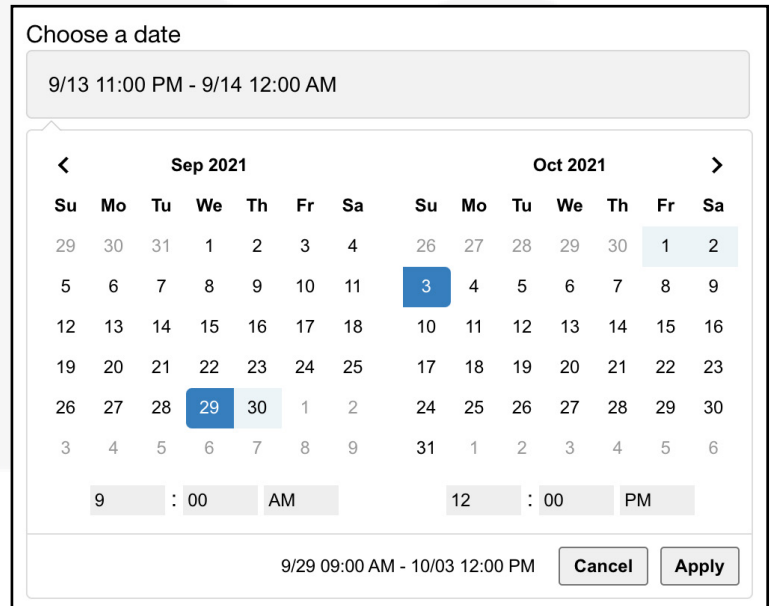


The screenshot shows a form with two dropdown menus: 'Online at' set to '7:00 a.m.' and 'Offline at' set to '5:00 p.m.'. Below these is a section titled 'Away Dates' with a text area containing 'No away dates added' and a blue button labeled 'ADD NEW DATE'. A curved arrow on the left points to the 'ADD NEW DATE' button, and another curved arrow on the right points to the 'Offline at' dropdown.

**Away Dates** — These are specific days and times that you're unavailable for meetings. Don't worry about time zones! It automatically adjusts to your local time. To set one:

1. Click **Add New Date**.
2. The default is set to today's date. Click the default date, to edit it.
3. Select a range by clicking two dates on the calendar. Successfully selected dates are highlighted in light blue with the *start* and *end* dates in a darker blue. To select one day, click the same date twice.

- On the *bottom left* of the calendar display, select the time you go offline for the first date.
- On the *bottom right* of the calendar display, select the time you come back online for the last date.
- To confirm, check the range listed at the bottom of the calendar.  
*Example:* 9/29 09:00 AM - 10/03 12:00 PM means that you're offline from the Sept. 29 at 9 AM until the Oct. 3 at 12 PM.
- Click **Apply**. Then click **Add Away Date**.  
*(Repeat steps 1-7 to add additional away dates.)*
- Click **Save** at the bottom of your profile.



## How do I find attendees?


- Go to **Networking** tab at the top of the page.
- Search for an attendee by typing their *name, organization or other keyword*.
- You can preview the attendee's profile after selecting their name. A pop-up window will appear with the information they have chosen to share.

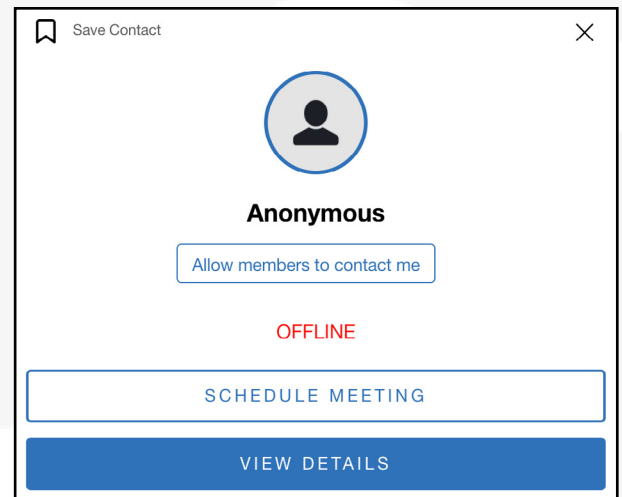
## How do I send a message?

From the attendee's personal profile, click **View Details**, then select **Send a Message**.


- Type a message and click **Send**.
- A quick notification appears at the bottom of your screen indicating that your message was sent.

## How do I schedule a meeting?

- From someone's personal profile, click **Schedule Meeting**.
- Select an available date and time.
- Name the meeting and personalize it with a message and click **Send**.
- The invitee gets a notification via email and on the virtual platform. Click the **Bell** icon  on the *top right* of the navigation bar to see notifications.
- The invitee will need to click **Attend** to accept the invite and add the meeting to their schedule.
- At the meeting time, go to **More** in the navigation bar, then **My Calendar**. Click the meeting to enter a private breakout room on the virtual platform.
- Turn on your *camera* and *microphone*. You can share your screen or send messages in the available chat box.



## How do I accept a meeting?

- You will receive a notification via email and on the virtual platform. Click the **Bell** icon  on the *top right* of the navigation bar to see notifications.
- To view meeting details, click the meeting notification from your email or on the virtual platform, then click **View meeting**.
- Click **Attend** at the top of the page to accept the request. The meeting will be added to your calendar.
- At the meeting time, go to **More** in the navigation bar, then **My Calendar**. Click the meeting to enter a private breakout room on the site.
- Turn on your *camera* and *microphone*. You can share your screen or send messages in the available chat box.

## How do I invite other people if the meeting is already scheduled?

1. Copy the URL of the breakout room you're in.
2. Send the link to the attendee you want to invite. You can do this via email or via a direct message on the virtual platform.
3. To enter the meeting, they need to be a registered attendee and logged on to the virtual platform.

## How do I set up a meeting with multiple people?

1. Go to **More** in the navigation bar, then **My Calendar**. Click on the meeting to view the meeting details page.
2. Click **Invite others**, type an attendee's name in the search bar.
3. Make your selection, a checkmark will appear by the attendee name to indicate they have been invited.
4. Search for and invite more people. The total number of people you add appears in a counter. Click **Invite**.  
*Example:* Invite + 2.
5. Everyone will receive a notification via email and on the virtual platform. Invitees who've accepted the meeting will be added to the list of attendees on the meeting details page.

## How do I change a meeting time?

1. Go to **More** in the navigation bar, then **My Calendar**.
2. Select the meeting to view the meeting details page, click **Change or Cancel**.
3. Select a new date and time that's available for both.
4. Click **Update Meeting**. The attendee will receive a notification via email and on the virtual platform.

## How do I cancel a scheduled meeting?

### Option 1:

1. Go to **More** in the navigation bar, then **My Calendar**.
2. Deselect the **Attending** button on the meeting you want to remove.
3. If the meeting includes two or more attendees, this cancels the meeting for everyone. The attendees will receive an email notification.

### Option 2:

1. Go to **More** in the navigation bar, then select **My Calendar**.
2. Select the meeting to view the meeting details page, click **Change or Cancel**.
3. Click **Cancel Meeting** below the dates and times.
4. Confirm the cancelation by clicking **Cancel Meeting** again. The attendees will receive an email notification.

7:45 AM - 8:00 AM

 Add to Calendar

Attending

