

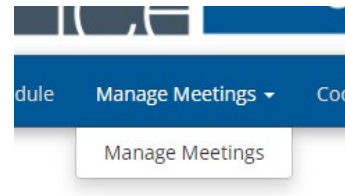
HOW TO ASSIGN ATTENDEES TO A MEETING

STEP 1

Company Designated Contact Logs Back Into MeetMax – Log In [HERE](#)

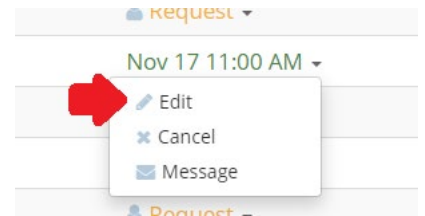
STEP 2

Navigate to “Manage Meetings” under the “Manage Meetings” tab.



STEP 3

For each confirmed meeting, click the drop-down arrow next to the Date/Time of the meeting in the “Action” column and select “Edit”



STEP 4

Click the checkbox next to the specific attendee(s) that you want to assign to that meeting and click “submit”.

Attendees

TEST

Include Colleagues

Lucian Jones Matias Jones

Meeting Time

The names of your attendees will now appear on both your schedule and the schedule of the other company of that meeting.