

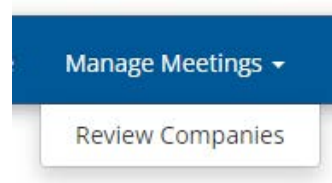
## HOW TO ASSIGN ATTENDEES TO A MEETING

### STEP 1

Company Designated Contact Logs Back Into MeetMax

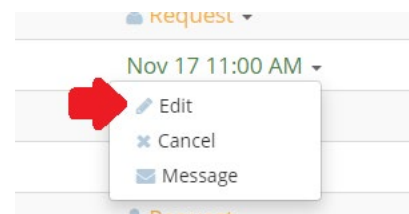
### STEP 2

Navigate to “Review Companies” 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.*

**Reminder: Only companies with multiple teams may designate specific attendees for each meeting.**