HOW TO EDIT OR CANCEL CONFIRMED MEETINGS

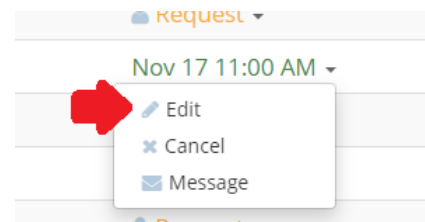**Step 1** Navigate to "*Manage Meetings*" under the "Meeting Requests" tab.

List   Select Companies ▾   Your

Manage Meetings
Sent Requests
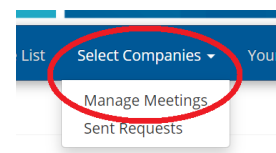
To Edit To edit the timeslot of a confirmed meeting, click the drop-down arrow next to the Date/Time of the meeting in the "Action" column and select "Edit"

- In the new timeslot window, click the drop down to identify another mutually available timeslot, if one exists.
- Click on the new timeslot.
- Hit "Submit."
- A rescheduled meeting is automatic and does not require approval. Participating company will receive a notification.

Request ▾

Nov 17 11:00 AM ▾

🖉 Edit
✖ Cancel
✉ Message

Request ▾

To Cancel *To cancel a confirmed meeting, again click the drop-down arrow next to the Date/Time of the meeting in the "Action" column and select "Cancel".*

- Add a message if preferred and hit "Submit".
- Notification will be sent.

Nov 18 12:00 PM

Edit

Cancel

Message

Cancel Request