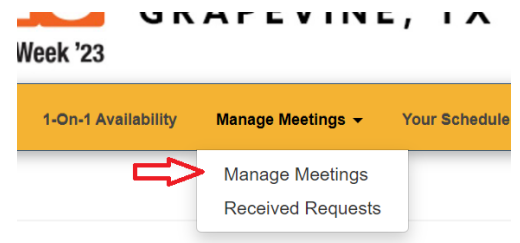


# HOW TO EDIT TIME SLOT OR CANCEL EXISTING MEETINGS



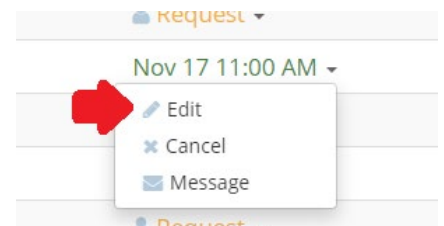
Navigate to “*Manage Meetings*”



To Edit

Scroll down to the company that you wish to edit. In the “Action” column next to their name, you’ll see the confirmed date/time.

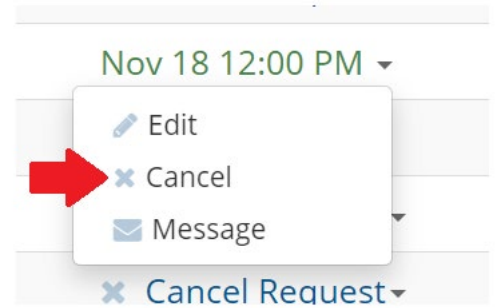
- Click the drop-down arrow next to the date/time of the meeting in the “Action” column and select “Edit”
- In the new timeslot window, click the drop down in “Meeting Time” to identify another mutually available timeslot, if one exists.
- Click on the new timeslot.
- Hit “Submit.”
- A rescheduled meeting is automatic and does not require approval. Participating company will receive a notification.



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.



### **\*New Optional Time Slots Now Available**

Thursday 1:45pm – 4:20pm

Navigate to “1-on-1 Availability” in MeetMax to Activate  
(This is optional)