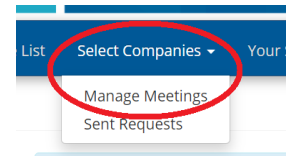


## HOW TO EDIT OR CANCEL CONFIRMED MEETING

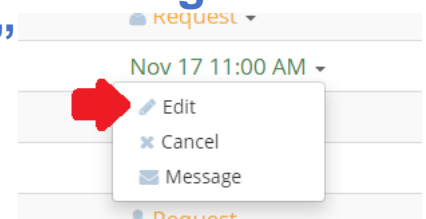
### Step 1

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



### To Edit

To edit 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.
- Add a message if preferred and hit “Submit.”
- A rescheduled meeting is automatic and does not require approval. Receiving 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.

