

How to accept a meeting request?

You can accept a meeting request two ways. The first is via the email notification or the second is within the platform.

- To accept via email notification, click **"Accept"** in the email.
- To accept via the platform, click **"My Schedule"** on the left navigation panel. Then filter by **"Meeting Status"** to view all meeting requests still awaiting a response.

You can also decline or reschedule within the platform.

The screenshot shows the 'My Schedule' interface. At the top, there are filters for 'Dates' and 'Meeting Status'. Below, it indicates 'All times shown for America/New_York' and 'Scroll up (on the schedule) to see past items'. The date 'Wednesday 20 January' is displayed. Two meeting requests are listed: one from Cameron Litcher (11:30am-11:50am) and one from Kenzie Jones (1:00pm-1:20pm). Both are marked as 'Awaiting response' and have 'Reschedule' and 'Cancel' buttons.

The profile card for Kenzie Jones shows her name, title 'HPE Attendees', and role 'Manager in Audience Engagement at Clarion Events'. A green 'Chat' button is visible at the bottom.

The 'Details' section provides information about Kenzie Jones, including 'Common Connections' (Melissa Gallagher and 1 others), 'Primary Business' (Costume Store), 'Products and Services Interested' (Animatronics, Scenic Design Products, etc.), 'Membership Type' (Party Club of America, etc.), and 'Country' (United States of America).

The meeting details panel for Kenzie Jones shows 'Meetings with Kenzie Jones' and a 'Request a meeting' button. Under 'Pending Meetings (1)', the meeting on 'Wed 20 Jan 2021' from 12:00pm - 12:20pm is shown. The organizer is Kenzie Jones (checked) and the invitee is Cameron Litcher. At the bottom, there are buttons for 'Message Organizer', 'Accept' (circled in green), and 'Reschedule'.