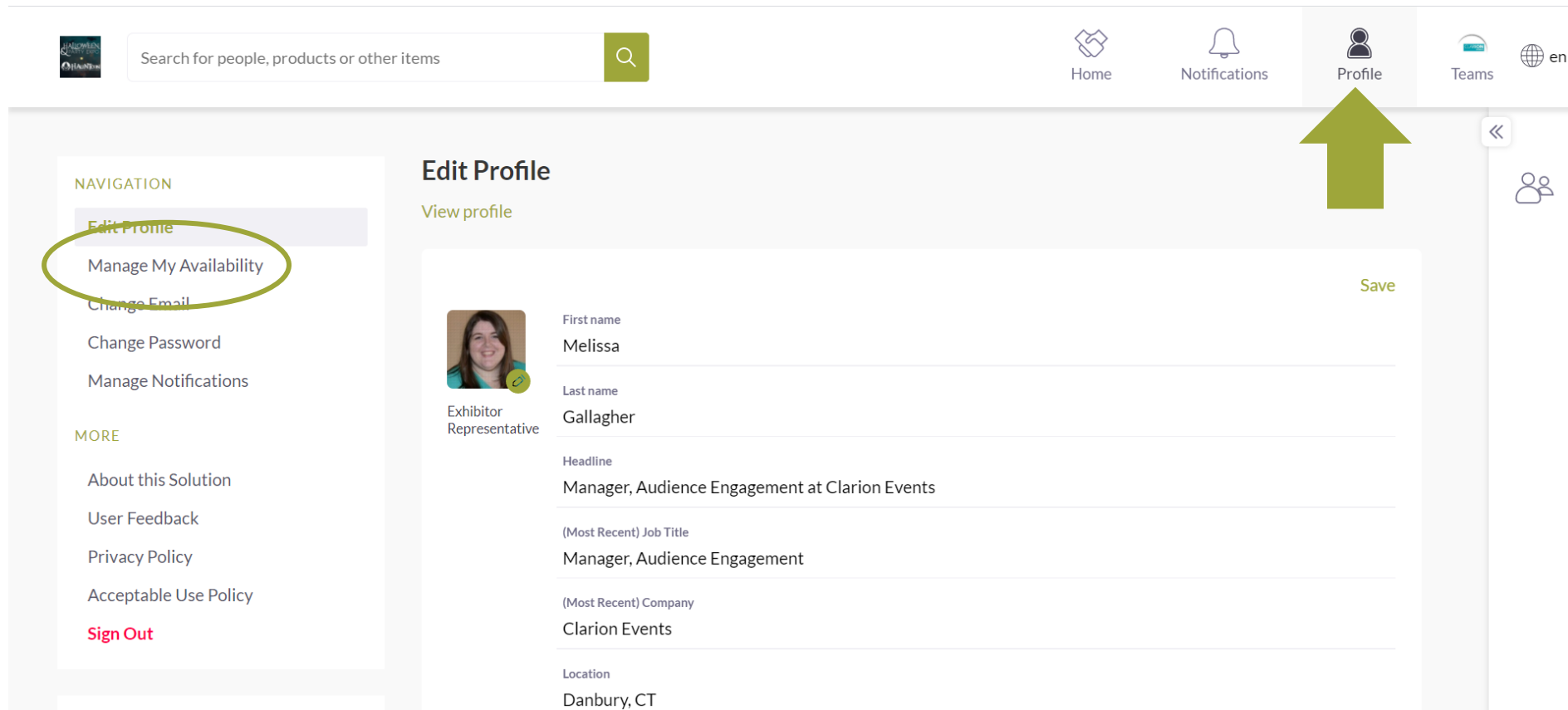


How to manage my calendar availability? Part I of II

Click "**Profile**" – located at the top right-hand corner of the page to access your profile.

- Then click "**Manage My Availability**" on the left navigation bar to keep your calendar up-to-date of days/times you're available to meet.



The screenshot shows a user interface for managing a profile. At the top right, there is a navigation bar with icons for Home, Notifications, Profile, and Teams. The Profile icon is highlighted with a green arrow. On the left side, there is a navigation menu with the following items: Edit Profile, Manage My Availability (circled in green), Change Email, Change Password, and Manage Notifications. Below these are links for About this Solution, User Feedback, Privacy Policy, and Acceptable Use Policy, followed by a red Sign Out button. The main content area is titled "Edit Profile" and shows a user profile for Melissa Gallagher, an Exhibitor Representative. The profile details include: First name: Melissa; Last name: Gallagher; Headline: Manager, Audience Engagement at Clarion Events; (Most Recent) Job Title: Manager, Audience Engagement; (Most Recent) Company: Clarion Events; Location: Danbury, CT. A Save button is located at the top right of the profile details section.

How to manage my calendar availability? Part II of II

Once you select **"My Availability,"** you'll see the screen on the right:

- A box will pop-up with the event schedule.
- Times will automatically adjust to your time-zone.
- Other participants can request a meeting with you during the dedicated meeting times, and whenever you are marked as "Available."
- To block off time, just toggle each time block, or an entire day, then click "Save".

Note: If your schedule changes, you can always suggest a new time for a meeting with a fellow event participant.

My Availability

Select the times you are not available for meetings at the event. This will affect your availability both in the matchmaking platform as well as the Smart Calendar.

All times shown for **America/New_York**

	Tuesday October 20	Wednesday October 21	Thursday October 22	Tuesday October 27
	Mark whole day as Busy	Mark whole day as Busy	Mark whole day as Busy	Mark whole day as Busy
12:00pm	Meeting	Meeting	Available	Available
12:25pm	Available	Available	Available	Available
12:50pm	Available	Available	Available	Meeting
1:15pm	Available	Available	Available	Available
1:40pm	Available	Available	Available	Available
2:05pm	Available	Available	Available	Available

Save