

How to chat?

A chat box only appears on an individual profile when there is a mutual connection. If you don't see the chat box, first mark them as "Interested". They can then mark you back as interested to create the "Connection".

There are two ways to initiate a chat with buyer.

1. Add a chat message to a meeting request.
2. Simply select the **"chat"** button on an individual's profile.

Click the "chat" button to initiate a conversation. A box will appear in the lower right of your browser window.

You will receive an email notification if someone sends you a chat, or if someone replies to your chat.

The screenshot displays a user profile for Cameron Litcher, an Audience Engagement Coordinator at Clarion Events. A prominent green 'Chat' button is visible on the profile card. Below the profile, the 'Details' section shows a 'Potential Handshake' where Cameron is interested in meeting the user, and lists 'Products and Services Interested' such as Retail Services, Costumes, Props and Decor, Business Services, Toy/Gift, Party and Paper Products, Accessories, Novelties, Lighting, Scenic Design Products, Other, Makeup/Body Paint, Animatronics and Building Materials. A 'Show more' link is provided. The 'Speaking at' section lists an 'EXHIBITOR WEBINAR - HOW TO SET UP YOUR VIRTUAL EXPERIENCE' on 17 December 2020. On the right, a 'Meetings with Cameron Litcher' panel shows a 'Request a meeting' form with fields for invitees, date, and time. A meeting request for Cameron Litcher is shown with a 'Request a meeting' button. A chat window is open, displaying a message from Cameron Litcher: 'Hi! Looking forward to connecting with you!' and a text input field for the user.