

How to use your Networking Tool Personal Profile

- Edit Profile: Your profile information is sourced from Registration information.

NAVIGATION

- Edit Profile**
- Manage My Availability
- Change Email
- Change Password
- Manage Notifications


MORE


- About this Solution
- User Feedback
- Privacy Policy
- Acceptable Use Policy
- Sign Out**

Edit Profile

[View profile](#)

[Save](#)

 First name
khurram

Visitors  Last name
iqbal

Headline
Freeman

(Most Recent) Job Title
CEO

(Most Recent) Company
Khurrams's Consulting

Location

Company Size
1,000 - 5,000 **1**

Seniority Level
C-Level **1**

Objective
Learn about Physics, Invest in new startups **2**

Summary
Write here...

- Manage my Availability:** A pop-up is displayed which allows the user to select specific times to show times they are not available for meetings (Busy). When an exhibitor is inviting an attendee to meet, the blocked times will not be displayed as choices on the meeting scheduler. All times displayed are in the **user's local time**. When the user is invited to a meeting, the meeting time will be blocked off on their calendar, displayed as 'Meeting'. This will stay blocked unless they 'Decline' the meeting. It is recommended that there is a limit to the number of meetings a person can request before the meetings are accepted/declined.

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 in America/Chicago

	Monday September 07	Tuesday September 08	Wednesday September 09
	Mark whole day as Busy		
12:00	Available	Available	Available
12:15	Available	Available	Available
12:30	Available	Available	Available
12:45	Available	Available	Available
13:00	Available	Available	Available
13:15	Available	Available	Available
13:30	Available	Available	Available
13:45	Available	Available	Available

Save

- Change Email Address:** A pop up is displayed allowing the user to enter a new email address. Once entered, all email communications will be directed to this new email.
- Change Password:** A pop up is displayed allowing the user to change their password.
- Manage Notifications:** A pop up is displayed allowing the user to manage their notifications via Email and Desktop. If an option is turned off, those notifications will no longer be sent via email.
- About the Solution:** Displays information about Networking Tool and the platform.
- User Feedback:** Opens a new tab for access to the Networking Tool User feedback.
- Privacy Policy:** Displays the Networking Tool privacy policy.
- Acceptable Use Policy:** Displays the Networking Tool Use policy.
- Sign Out:** Signs the user out of the Networking Tool platform.