

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 shows a user profile for Melissa Gallagher, an Attendee from Connecticut, Manager of Audience Matchmaking at Clarion Events. A dark 'Chat' button is visible below her profile picture. To the right, a 'Meetings with Melissa Gallagher' section contains a 'Request a meeting' form with fields for invitees, date, time, and location. Below the form is a 'Personal Message' section with a text input and a 'Request a meeting' button. At the bottom, a chat input field is labeled 'Type message...'.