

# How do Virtual Meetings work?

The screenshot displays a user profile for Melissa Gallagher, an Attendee from Connecticut, with a role of Manager at Clarion Events. Below the profile is a 'Chat' button. To the right, a 'Meetings with Melissa Gallagher' section shows a 'Request a meeting' button and a list of 'Confirmed Meetings (1)'. The meeting details include the date 'Wed 21 Oct 2020', time '11:00am - 11:20am (America/New\_York)', location 'Virtual Meeting Room - October 21st and 22nd', and participants 'Melissa Gallagher (Organizer)' and 'Melissa Gallagher (Invitee)'. At the bottom of the meeting details are buttons for 'Open Virtual Meeting Room', 'Cancel', and 'Reschedule'. A note states 'Virtual meeting room will be available X minutes before meeting starts.' An arrow points from the 'Reschedule' button to the text in the adjacent list.

**Meetings with Melissa Gallagher**

+ Request a meeting

Confirmed Meetings (1)

Wed 21 Oct 2020

11:00am - 11:20am (America/New\_York)

Virtual Meeting Room - October 21st and 22nd

Melissa Gallagher (Organizer) ✓  
Melissa Gallagher (Invitee) ✓

Open Virtual Meeting Room

Cancel Reschedule

Virtual meeting room will be available X minutes before meeting starts.

Once you have a meeting scheduled:

- You will receive an email reminder 10 minutes before the meeting is set to begin with a link to join the virtual meeting room.
- You can also join directly from the platform. Under **"My Schedule"**, click the meeting details. The **"Open Virtual Meeting Room"** button will become active 5 minutes before the meeting starts.
- The virtual meeting room will open a new tab on your computer and your browser will request access to your microphone and camera.

*Google Chrome is the preferred browser for Grip Virtual Meetings.*