

Attendee Guide

To send a meeting or chat request to someone:

- Click on **Meet**, and select from the dropdown box how you want to connect:
 - Virtually via online video call
 - Connect over messages chat
- Enter an optional message to the other party.
- Click "**Send meeting request**" to confirm your arrangement.

To accept a meeting request:

- Select "**Requests Received**" to view all pending meeting requests.
- Click on **Accept request** and choose a suitable date and timing for your meeting.
- After the other party accepts your request, meetings can be scheduled, and you will be able to chat with them via the message icon at the top right corner of the screen.

Having Problems?

Contact the Help Desk at gabiohelpdesk@jublia.com

View the Jublia FAQ here: <https://match-faq.jublia.com/collection/4-user-guide---english>