




# STAY ORGANIZED

## EXPORT YOUR CONFIRMED MEETINGS AND SESSIONS

Easily add them to your calendar on your computer.

1. Go to **“My Event”** and then click on **“My Schedule”** or **“My Meetings”** section.
2. Click on **“Export to My Calendar”** on the left side of your screen to download your confirmed meetings or sessions.
3. Once you export, you can then open the downloaded iCal file to save to your calendar.

## EXPORT YOUR CONTACTS:

1. In the top right corner of the platform, click on the icon directly to the left of your name  to see a full list of your contacts.
2. Use the **“Export My Contacts”** button on the left to download an Excel file with all of this information

