

Creating Meetings in Stories

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Users can add meeting details to stories. This introduces the readers to a possible event relating to the story. For instance, a story can have webinar details in the description and using the Meetings option users can include the webinar date. Navigate to "Meetings" tab at the top of the Create Content Page.

Add Meeting to a Story

1. Click the "Meetings" tab at the top of the Create Content Page.
 2. Click "Add Meeting"
 3. Designate the Meeting Name.
 4. Choose the appropriate time zone.
 5. Designate a Start Time.
 6. Designate a Stop Time.
 7. *Users may also indicate if the meeting will last all day with the representative check box.
 8. Click Add to finalize.
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