REALSCREEN

SUMMIT 2021

VIRTUAL MARKETPLACE

JANUARY 25 - FEBRUARY 4, 2021

realXchange

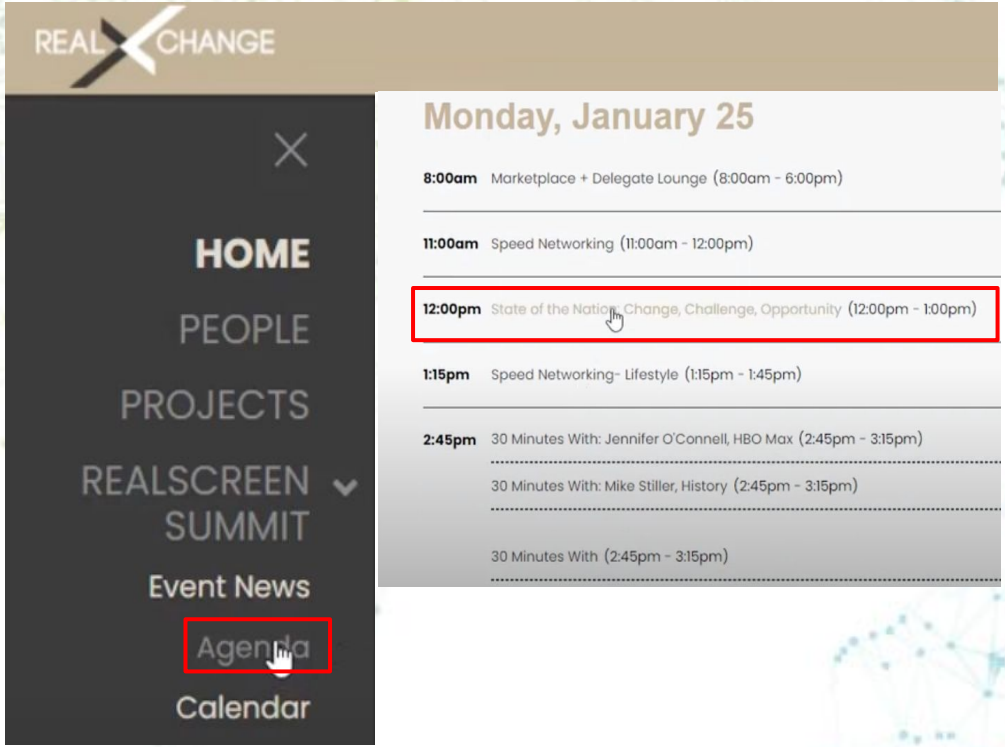
Viewing Agenda and Personal Calendar

Viewing Agenda and Personal Calendar

To view the Agenda click on **Agenda** in the left hand side menu

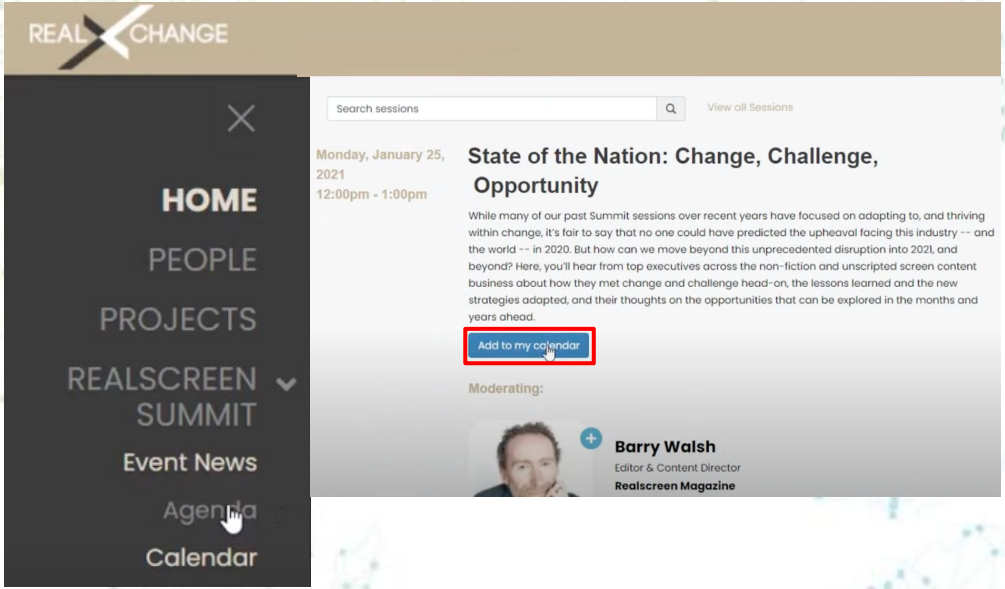
From the resulting Agenda you have the option to add sessions to your Personal Calendar

To add a session click on any **session** you would like to add to your calendar



Viewing Agenda and Personal Calendar

Clicking on a session followed by **Add to my calendar** will insert the session and its date and time in to your Personal Calendar

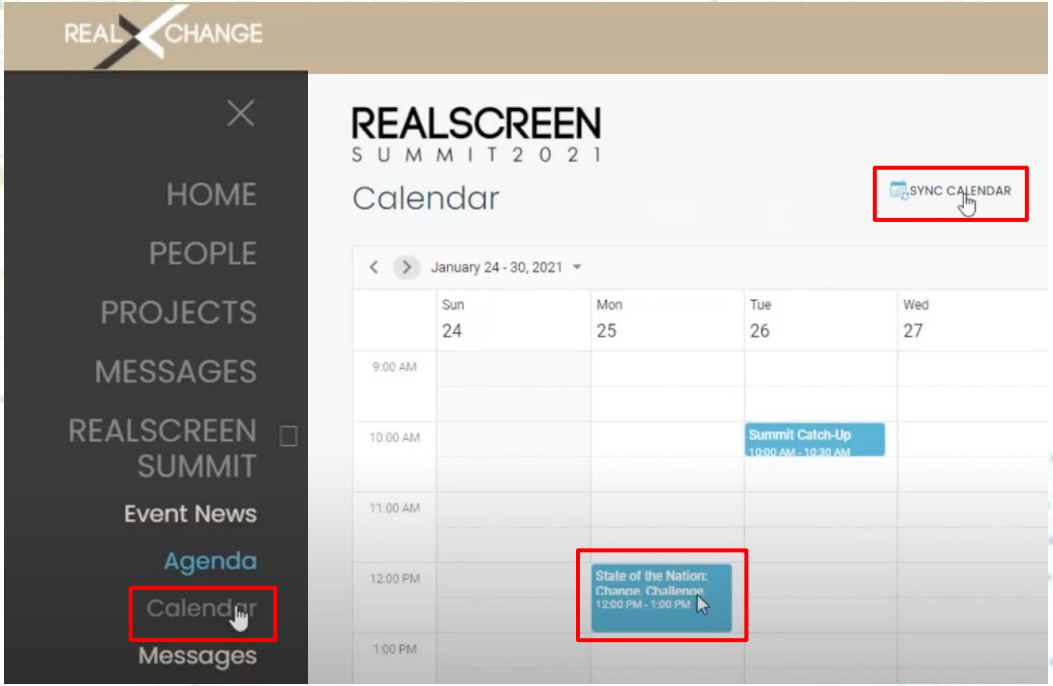


Viewing Agenda and Personal Calendar

To view the the added session in your Personal Calendar click on **Calendar** in the left hand side menu

Here you will be able to see the session added to your Personal Calendar according to its corresponding date and time

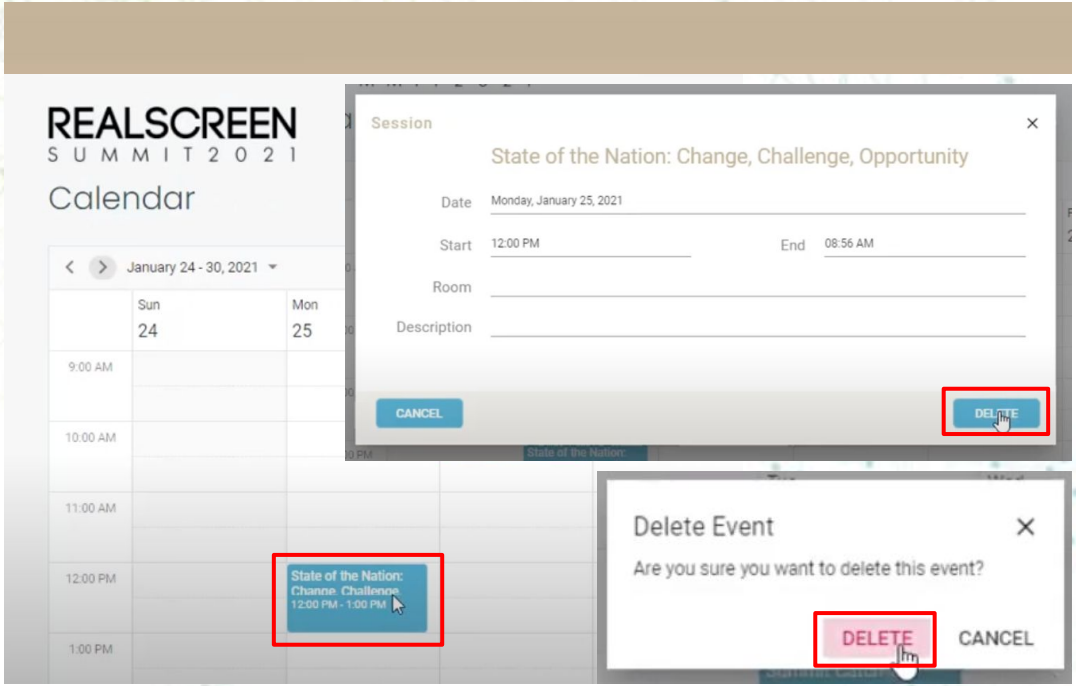
If you wish to sync this session to your external calendar such as your iCal or gCal you can do so by clicking on **Sync Calendar** on the top right of your screen



Viewing Agenda and Personal Calendar

If you wish to delete a session from your Personal Calendar click on the **session you would like to delete**

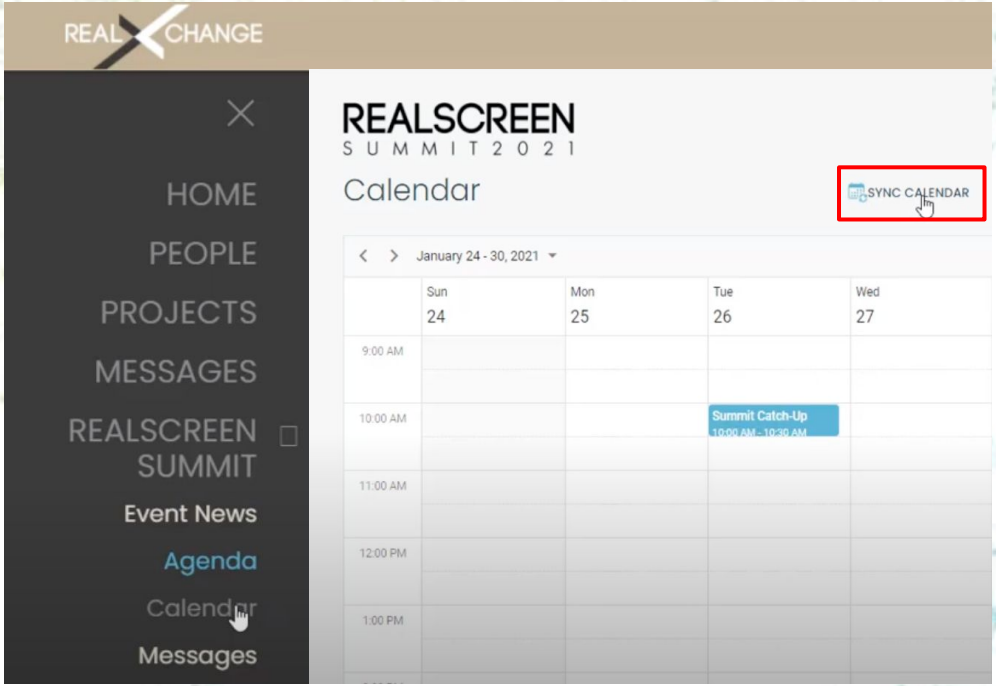
In the following pop-up click on **Delete**



Viewing Agenda and Personal Calendar

This **removes the session** from your Personal Calendar

It is recommended that you click on **Sync Calendar** after any changes to your Personal Calendar



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For more information, please visit our FAQ page

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