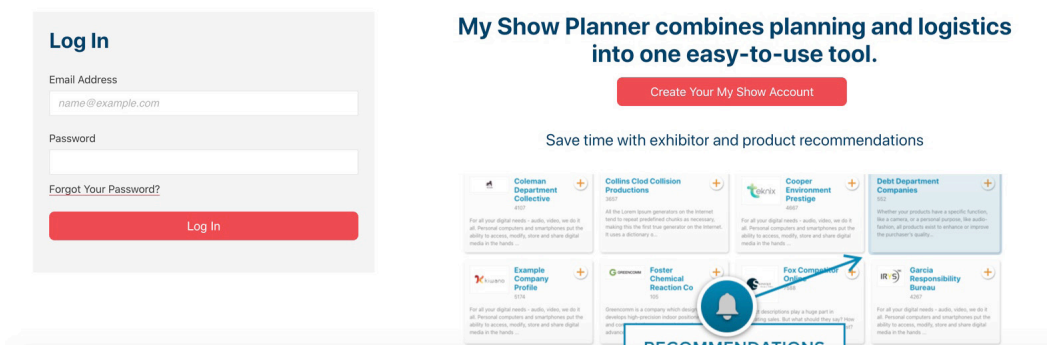


MYS Chat is an easy way for you to connect with exhibitor contacts in real-time. My Show Planner users can chat with exhibitor contacts using the one-to-one chat function through online contacts listed on an exhibitor listing, or through the chat interface within the planner dashboard.

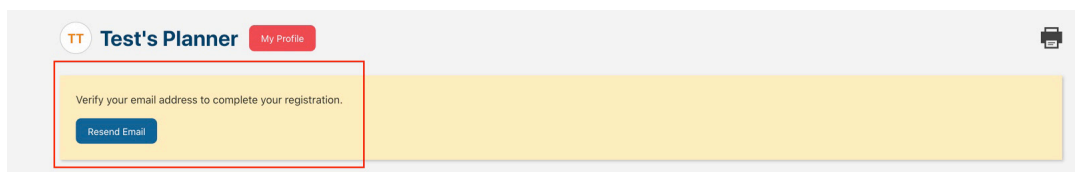
Follow the directions below to access the chat feature and maximize your networking experience.

Getting Started

1. Log into your existing My Show Planner account or create a new account by selecting the **Create Your My Show Account** button.



Verify your email address if you have not already done so. You must complete this step to access the chat feature.



How to Chat

There are two ways you can initiate a chat with an exhibitor contact:

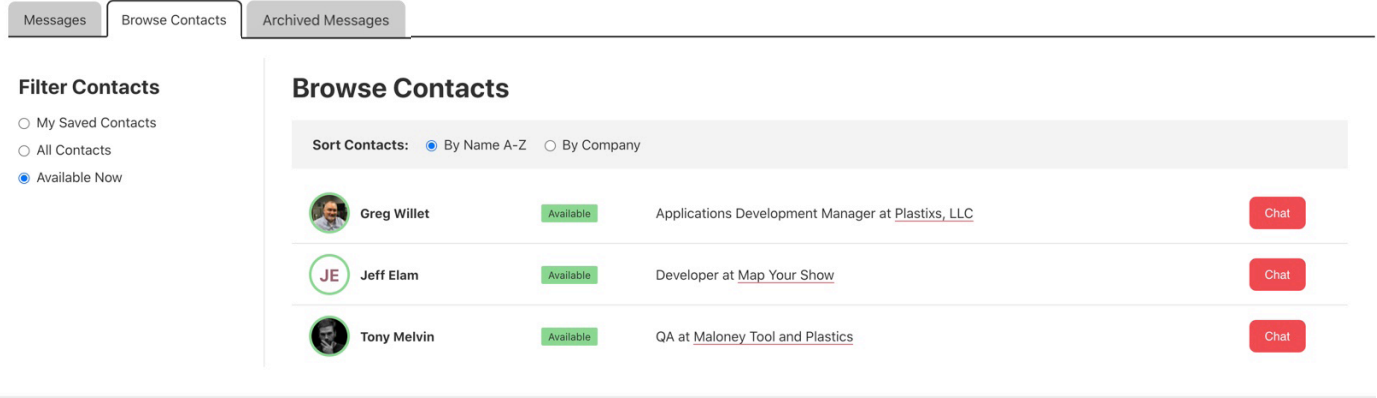
Option 1: My Chat Tab

1. Click the **My Chat** tab located to the right of your name at the top of your planner home page.

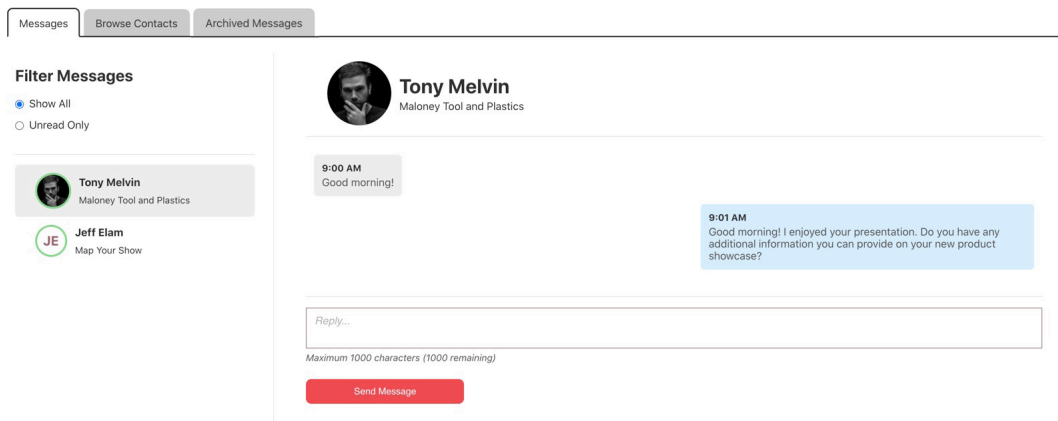
Share My Planner'." data-bbox="199 794 792 939"/>

- Select the **Browse Contacts** tab and filter by **Available Now**. This will display all exhibitor contacts currently available for live online chat.

Chat



- Click the **Chat** button next to a contact to open a chat window. Enter your message and hit the **enter/return** button on your keyboard or click the **Send Message** button on the screen to start your chat.



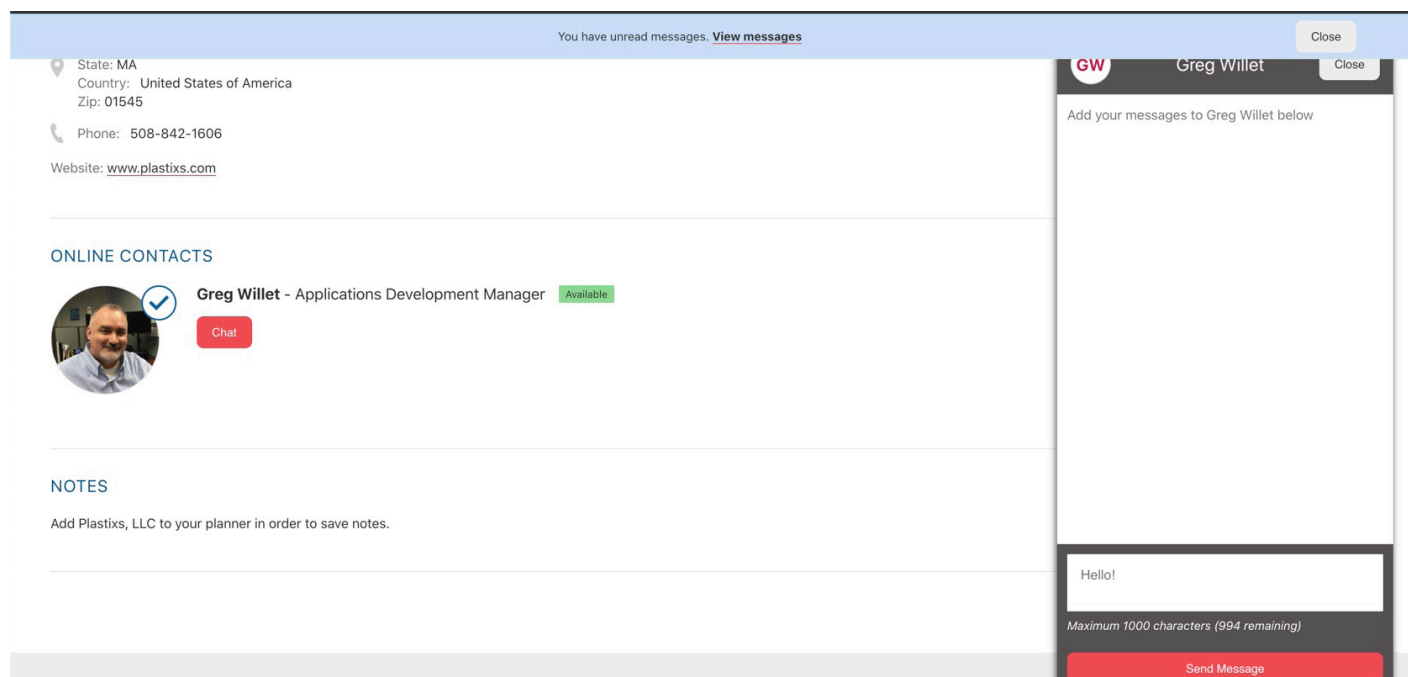
Option 2: Online Contacts

- As you browse the online directory and click into exhibitor listings, navigate to the **Online Contacts** section of the listing. Any contacts who are currently available to chat will have the green **Available** tag along with the chat button displaying.

ONLINE CONTACTS



- Click the **Chat** button to open a chat window onscreen. Enter your message and hit the **enter/return** button on your keyboard or click the **Send Message** button on the screen to start your chat.



Chat Tips

Here are some tips to maximize your experience using the MYS Chat:

- Use the chat to network, ask questions, request additional information, or to set up a demo of a product/service to learn more.
- Don't forget to save Online Contacts to your My Show Planner! These contacts will be saved under the **My Saved Contacts** section of your **Browse Contacts** tab so you can easily access them and see their online status.
- As you are browsing the online directory, a notification will appear at the top of your-screen if you have unread messages. Click **View Messages** to redirect to the chat home page or select **Close** to view new messages at a later time.
- All chat history will be saved in the **Archived** tab so you can access important information previously exchanged at any time.
- Use the **Filter** and **Sort** options in your **Browse Contacts** tab to make locating specific contacts easy.
- If an exhibitor contact is not available, you can send them an email message by selecting the **Email** option.