

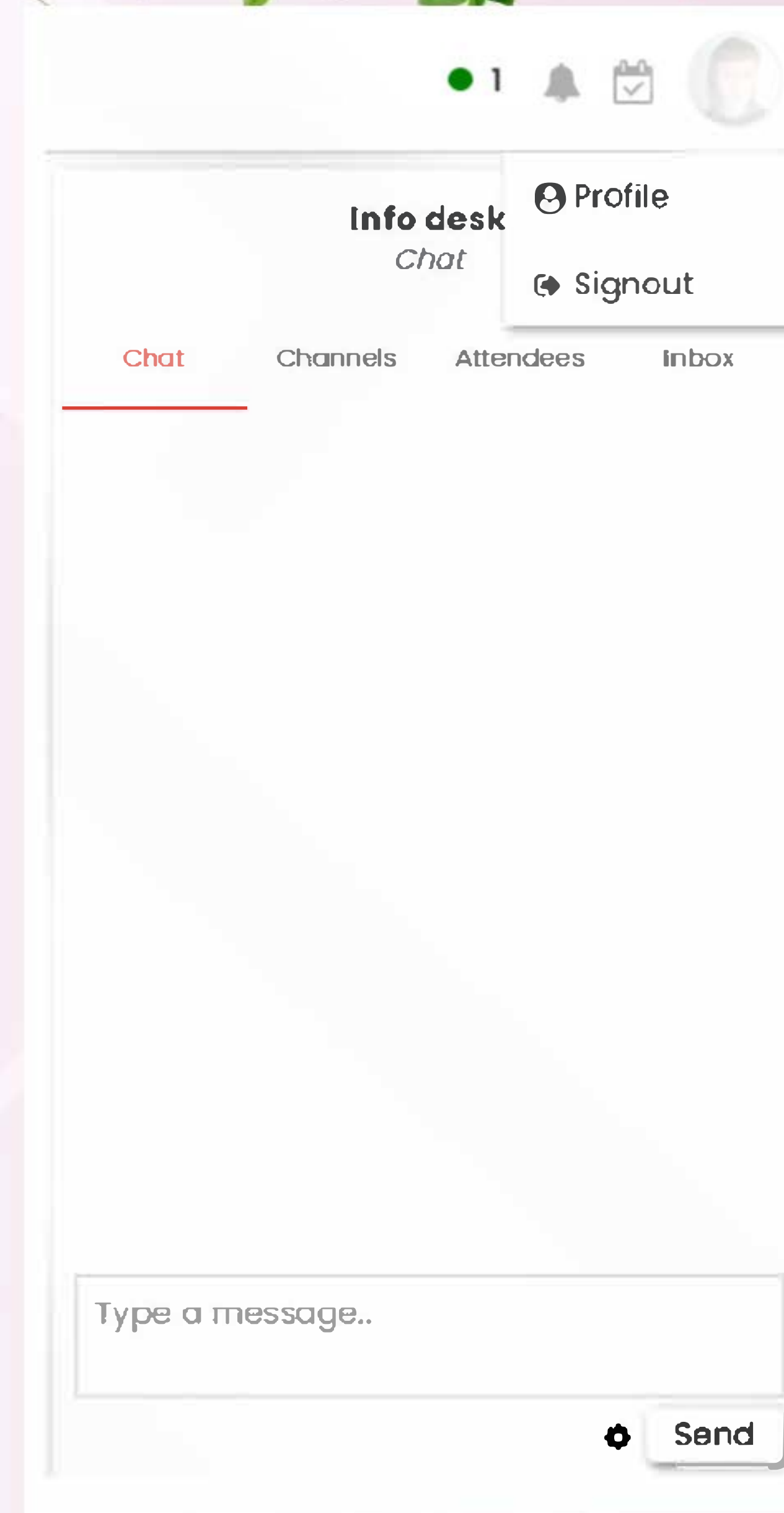
MATCHMAKING IN LIVETO



Matchmaking in Liveto

1. UPDATE YOUR PROFILE. WHEN YOU LOGIN TO THE LIVETO PLATFORM, YOU WILL SEE A CIRCLE IN THE UPPER RIGHT CORNER. WHEN YOU CLICK THE CIRCLE, YOU ARE ABLE TO SEE AND EDIT YOUR PROFILE OR SIGN OUT. FILL IN YOUR INFORMATION AND CLICK *SAVE CHANGES*.

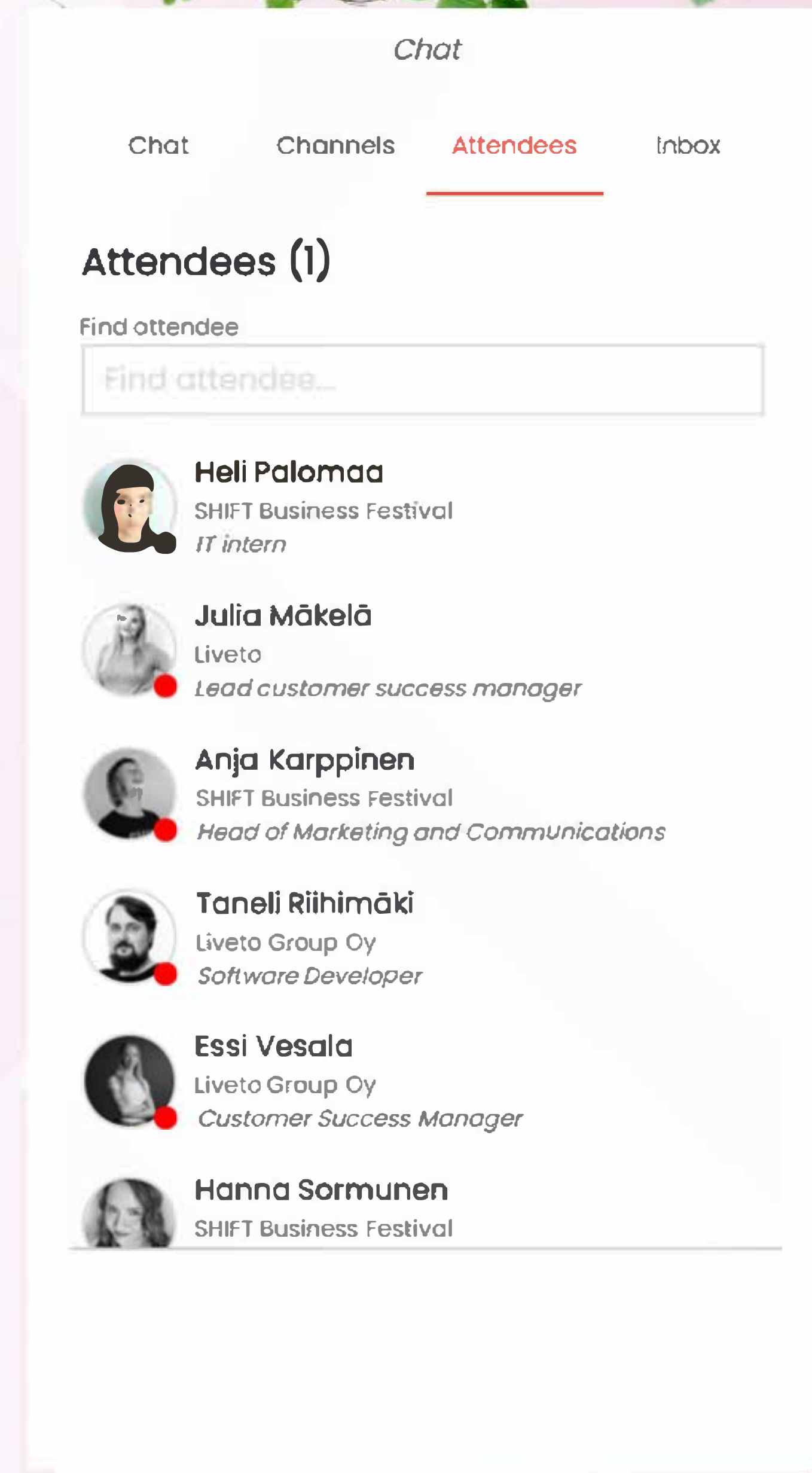
THE NUMBER NEXT TO THE GREEN DOT WILL TELL YOU HOW MANY ATTENDEES ARE ONLINE AT THE MOMENT.



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2. IN A CHAT BOX ON THE RIGHT SIDE, YOU ARE ABLE TO FIND ALL ATTENDEES. FIRST IN THE LIST IS YOURSELF. THE GREEN DOT WILL TELL WHO IS ONLINE AND THE RED ONE WHO IS OFFLINE AT THE MOMENT. YOU CAN SEARCH FOR AN ATTENDEE IN THE SEARCH BOX "FIND ATTENDEE..."



The screenshot shows a chat interface with a navigation bar at the top containing 'Chat', 'Channels', 'Attendees' (highlighted with a red underline), and 'Inbox'. Below the navigation bar, the title 'Attendees (1)' is displayed. A search bar labeled 'Find attendee' contains the placeholder text 'Find attendee...'. Below the search bar, a list of attendees is shown, each with a profile picture, a red dot indicating online status, and their name and role:

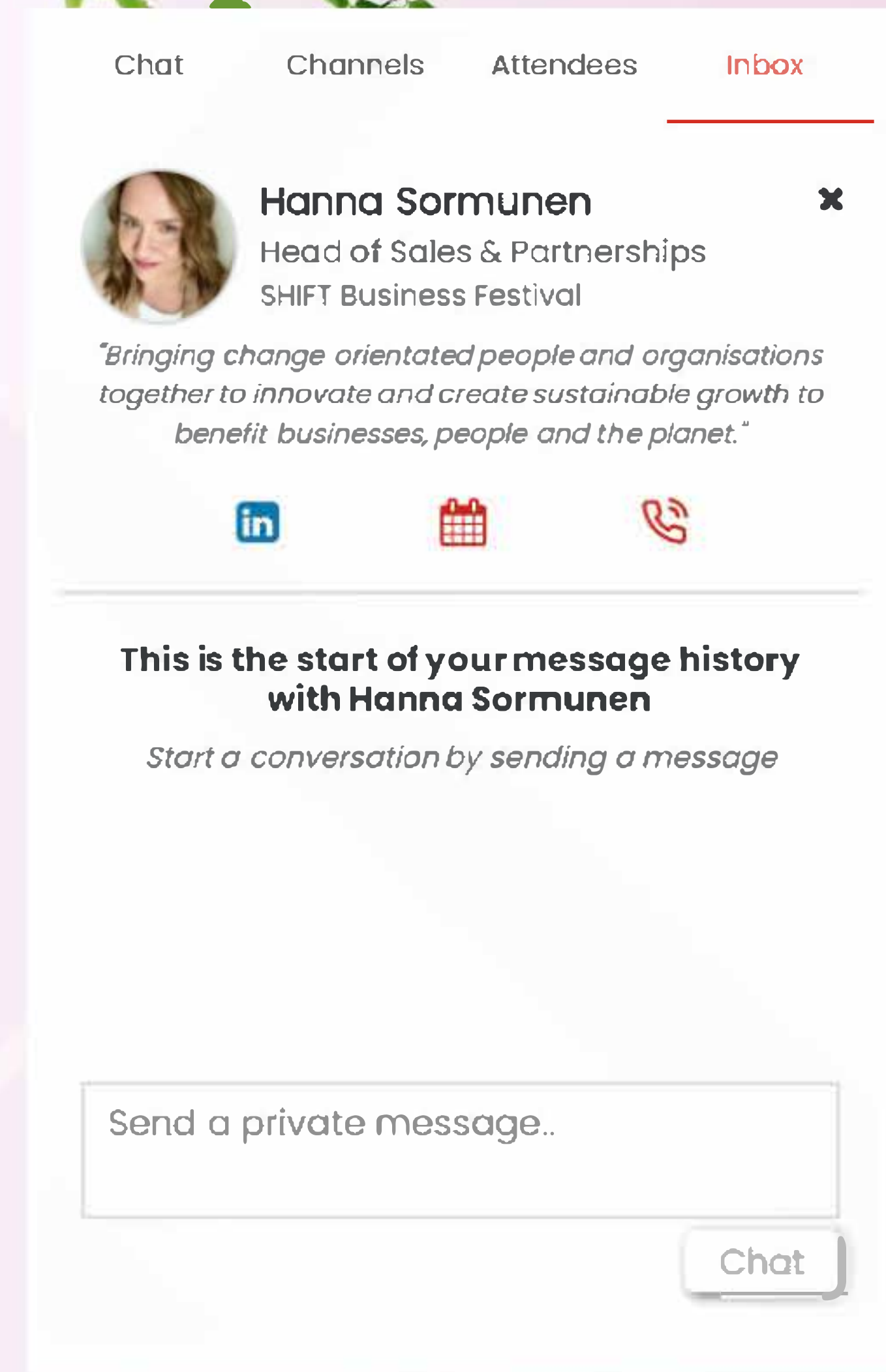
- Heli Palomaa**
SHIFT Business Festival
IT intern
- Julia Mäkelä**
Liveto
Lead customer success manager
- Anja Karppinen**
SHIFT Business Festival
Head of Marketing and Communications
- Taneli Riihimäki**
Liveto Group Oy
Software Developer
- Essi Vesala**
Liveto Group Oy
Customer Success Manager
- Hanna Sormunen**
SHIFT Business Festival

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3. WHEN YOU CLICK THE NAME OF AN ATTENDEE, YOU WILL MOVE TO YOUR INBOX AND THEN ARE ABLE TO START A CONVERSATION WITH THAT PERSON.

YOU MIGHT WANT TO INTRODUCE YOURSELF FIRST AND THEN FIND OUT IF THE PERSON IS ATTENDING VIRTUALLY OR ON-SITE.



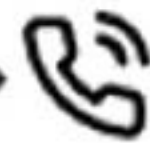
The screenshot displays the 'Inbox' tab of the Liveto app. At the top, there are navigation options: 'Chat', 'Channels', 'Attendees', and 'Inbox' (which is highlighted with a red underline). Below the navigation, a profile card for 'Hanna Sormunen' is shown. The card includes a circular profile picture, her name, a close button (an 'x' icon), her title 'Head of Sales & Partnerships', and the event 'SHIFT Business Festival'. A quote is displayed below her name: "Bringing change orientated people and organisations together to innovate and create sustainable growth to benefit businesses, people and the planet." Underneath the quote are three icons: LinkedIn, a calendar, and a telephone. Below the profile card, a message history section begins with the text: "This is the start of your message history with Hanna Sormunen" followed by "Start a conversation by sending a message". At the bottom of the screen, there is a text input field with the placeholder text "Send a private message.." and a "Chat" button to its right.

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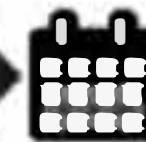
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4. CLICKING THE PHONE ICON IT IS POSSIBLE TO START A VIDEO CALL. JUST REMEMBER YOU BOTH HAVE TO BE ONLINE. THERE IS ALSO A POSSIBILITY TO MAKE AN INVITATION TO A MEETING.

Start a video call with this person



Invite to a meeting



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5. WHEN CLICKING "INVITE TO A MEETING", IT WILL OPEN A POP UP WINDOW. FILL IN THE DETAILS.

REMEMBER THAT IF YOU BOTH ARE ON-SITE AT KAKOLA, IT IS POSSIBLE TO HAVE A MEETING ALSO THERE.

This user's calendar is private, you can request a timeslot

Date

16.08.2021

Choose the date (default: today)

Slot name

Slot name can not be empty

Slot duration

15min ▾

Select slot duration (default: 15min)

Invitation message

0/150

Available slots

09:15 - 09:30

09:30 - 09:45

09:45 - 10:00

Select slot

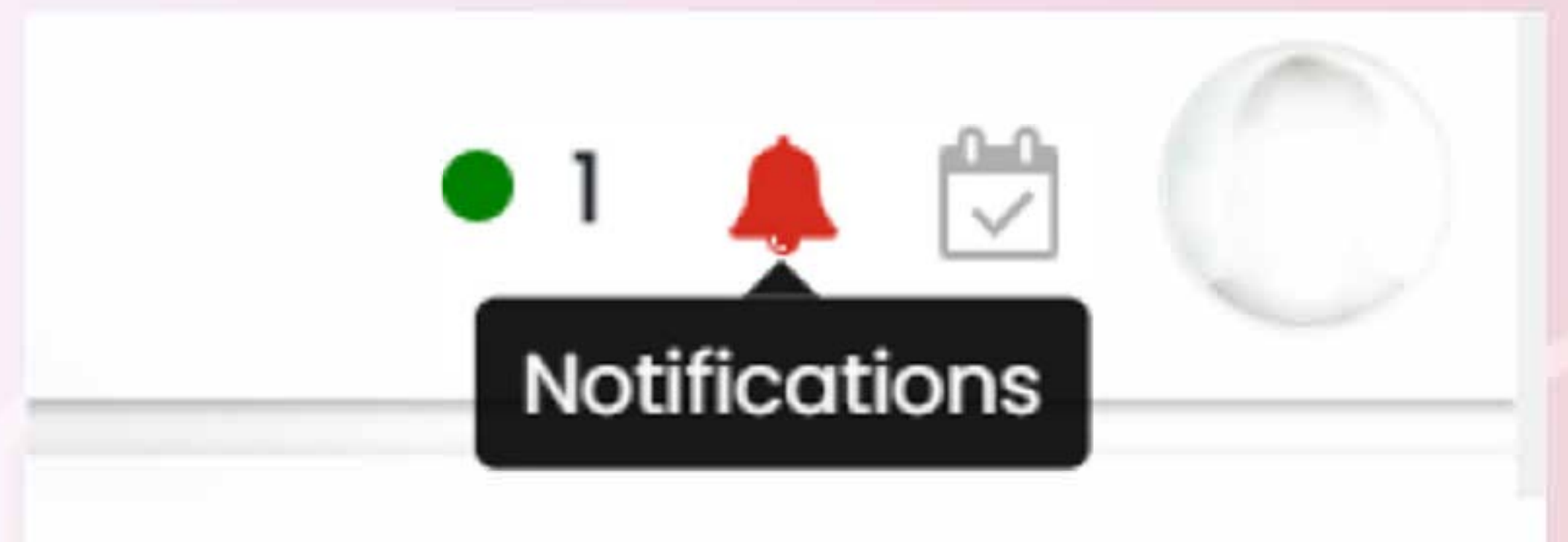
Invitation message can not be empty

Submit

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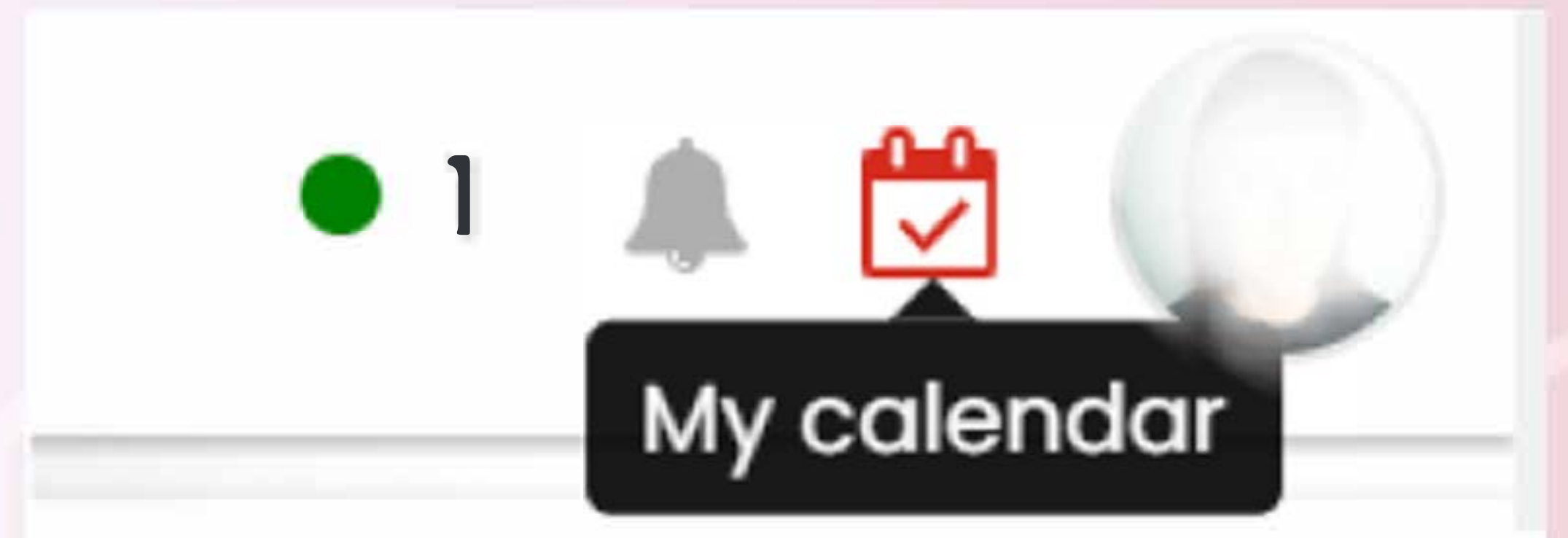
6. IF SOMEONE SENDS YOU AN INVITATION, YOU WILL GET A NOTIFICATION. YOU CAN FIND YOUR NOTIFICATIONS IN THE UPPER RIGHT CORNER (BELL SYMBOL). YOU CAN EITHER ACCEPT OR DECLINE THE INVITATIONS.



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7. IF YOU ACCEPT, THE MEETING WILL APPEAR IN YOUR PERSONAL LIVETO CALENDAR (THE SYMBOL BETWEEN THE NOTIFICATIONS AND YOUR PROFILE BUTTON).



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8. THE CALENDAR VIEW.

My Calendar

The screenshot shows a calendar view with a sidebar on the left containing navigation icons for 'SHIFT Business Festival', 'Innovation Stage', 'Future Stage', 'Roundtables & Workshops', 'Experience Garden', and 'Partners'. The main content area displays a meeting event titled 'tapaaamine...' with the status 'Meeting: accepted' and the time '10:30 - 10:45'. Below the event, there are sections for 'More specific instructions', 'Settings', and 'Sessions, video meetings', each with a list of instructions.

connections from job.liveto.io from gate 30300 - 11.08.00, 25.08.

10:00

11:00

tapaaamine...
Meeting: **accepted**
10:30 - 10:45

More specific instructions

Settings

- You can go to the settings from top corner, by clicking your profile picture. From there you can edit the information and settings on your profile.

Sessions, video meetings

- You can discuss with microphone and video camera with other participants in sessions, video meetings, or follow performers held in there.
- Before you participate, please check that your headphones/computer's voice and microphone works correctly. If possible, use your computers microphone and speakers.
- You can go to session from "Join". Your microphone and camera are automatically off.

The screenshot shows a meeting invitation details panel. It includes the title 'tapaaaminen', the time '10:30 - 10:45', and the participants 'Meeting between Elsa Ervasti and Heli Palomaa'. Below this, it states 'Received from Elsa Ervasti' and 'Invitation message: "Nähänks boothilla nr 3?"'. The status is 'accepted'. There are two buttons: 'Proceed to profile' (green) and 'Cancel Invitation' (red).

tapaaaminen

10:30 - 10:45

Meeting between Elsa Ervasti and Heli Palomaa

Received from **Elsa Ervasti**

Invitation message: "Nähänks boothilla nr 3?"

Status **accepted**

[Proceed to profile](#)

[Cancel Invitation](#)

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