

# How to chat?

There are two ways to initiate a chat with company, Showroom (vendor) Representative or fellow buyer.

1. Add a chat message to a meeting request.
2. Simply select the “**chat**” button on an individual’s or company’s profile.

**Click the “Chat” button to initiate a conversation. A box will appear in the lower right of your browser window.**

If you chat with a company, any of the Showroom (vendor) Representatives associated with that company will be able to reply back to your Chat.

This is a great option if you had an initial question without knowing who at the company you should meet or interest with!

*You will receive an email notification if someone sends you a chat, or if someone replies to your chat.*

