

How to Create Your Digital Business Card (Using a QR Code)

1. Open the Contacts tab (found under More)
2. Click on the Menu icon (three horizontal lines), then My Contact Info
3. Enter your details and keep them as short as possible (all fields are optional):
 - First Name
 - Last Name
 - Professional Title
 - Organization
 - Phone
 - Email
 - URL (do not include http, only www. Ex: www.ativsoftware.com)
 - Notes (up to 1000 char)
4. Press **DONE**

How to Share Virtual Business Cards

1. Open the Contacts tab (found under More)
2. To share your card:
 1. Click the Menu icon (three horizontal lines), then Display Contact Code to share your virtual card
3. To collect another attendee card:
 1. Click the Menu icon (three horizontal lines), then Scan Contact Code to collect another attendee's card
4. All attendees whose cards you collect will show up in your Contacts tab

How to Export Your Contacts After the Meeting

1. Open the Contacts tab (found under More)
2. Click the Menu icon (three horizontal lines), then Export Contacts
3. Enter your email address and a report with all your contacts info will be emailed to you
 1. If you cannot find your report, check your spam folder. The email comes from alerts@ativsoftware.com