

A503 - Sharing your Internal Visits

Table of content

Overview

- [Send the outcome of your meeting to your colleagues](#)

Convergence Internal Visits allow you to share information with your Solvay colleagues, as well as collaborating with them on common projects.

To achieve that you can :

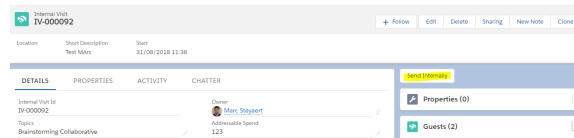
- Send a predefined email template with the outcome of your meeting with direct access to a specific Internal Visit
- And still use the [Chatter](#) to work and collaborate in an efficient and fluid way !

Send the outcome of your meeting to your colleagues

Convergence allows you to send the outcome of your meeting to your colleagues and give them access to your Internal Visit so they can work along with you.

STEP 1

Access your Internal Visit and click on the **"Send Internally"** button



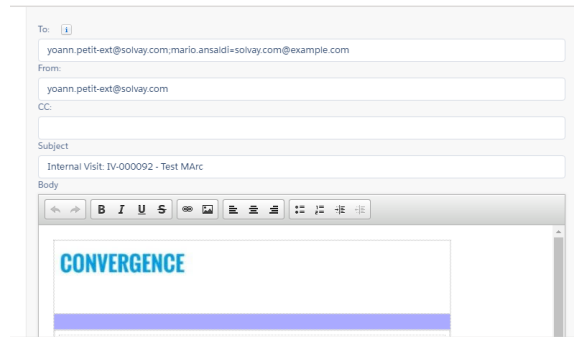
STEP 2

On the next screen is displayed an email template collecting the elements of the Internal Visit.

The "To:" field is pre-populated with the [Guests](#) you previously logged in ; you can add other recipients as long as they have a "@solvay.com" email address.

Should you add an email address, separate the different ones by a " ; "

You can also modify the body of the email before sending it



STEP 3

Once you are done with adapting the email, you can send it by clicking on the **"Send Email"** button

CONVERGENCE

Dear all,

Thanks again for your participation to our [Internal Visit](#).

Here are the key points of the meeting:

Topics: Brainstorming Collaborative

Addressable Spend: 123 EUR

Send Email