

EasyMeet

Introducing EasyMeet - a professional appointment scheduling powered by Cal.com, built directly into your webmail. Just seamless online scheduling where you already work. Available for **Enhanced** mailboxes only.

- No separate apps
- No data sharing
- Seamless Webmail integration
- **Lives directly in your Webmail**, and syncs with all your calendars to prevent double-bookings
- **Share your availability** with a single link
- Your clients see your real-time calendar and **book a meeting in the slot that's open for both of you**
- [EasyMeet - Online Appointment Scheduling](#)
- [Event Advanced Setup](#)

EasyMeet - Online Appointment Scheduling

EasyMeet is an integrated scheduling tool that eliminates the back and forth of finding the perfect meeting time. By sharing a public link, you allow clients and partners to view your availability and book appointments directly into your calendar.

You can set your working hours, create event types, share a public booking link, and view bookings from the Webmail.

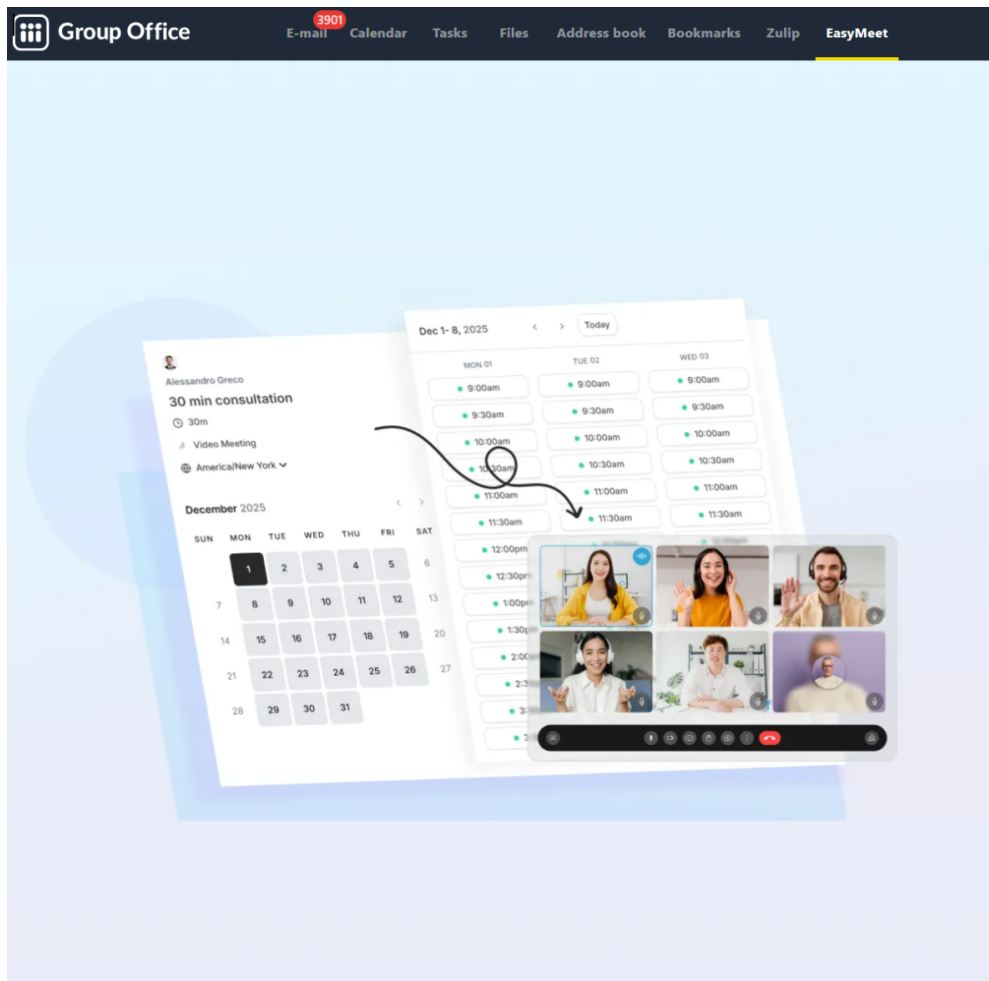
Note: This feature is available exclusively for **Enhanced** accounts.

Before you start

Log in to the **Webmail** before following these steps. If you need help, see [How to log in to the Webmail](#).

Getting Started

To begin using EasyMeet, log in to your Webmail and look for the **EasyMeet** tab in the top navigation bar. If you are using it for the first time, you will see an enablement screen. Click **Enable EasyMeet** to activate the feature for your mailbox.



Enable EasyMeet

Perfect for any practice, EasyMeet streamlines **client bookings**. Integrated with your Webmail, it syncs your availability, letting clients book a video, phone, or in-person meeting via your link. All appointments are instantly synced across your devices, putting your schedule on autopilot.

Enable EasyMeet

Configuring Your Availability

Your availability determines when guests can book time with you. You can manage this under the **Availability** section in the left sidebar.

Setting Working Hours

1. Select the **Availability** tab.
2. Toggle the days of the week you are available.
3. Define your time slots for each day (e.g., 9:30 AM to 5:00 PM).
4. Select your correct **Timezone** from the dropdown menu to ensure appointments are synced accurately for both you and your guests.
5. Click **Save** to apply your schedule.

Working Hours

Mon, Thu - Fri, 1:00 PM - 5:00 PM
Tue - Wed, 9:30 AM - 5:00 PM

Set to Default | | **Save**

Timezone
America/Toronto

Something doesn't look right?
[Launch troubleshooter](#)

Date overrides
Add dates when your availability changes from your daily hours.

Friday, March 20 Unavailable		
Monday, March 23 Unavailable		

[+ Add an override](#)

Date Overrides

If you have specific days where your schedule differs from your standard working hours (such as holidays or a one-off afternoon off), you can use **Date overrides**.

- Click **Add an override**.
- Select the specific date on the calendar.

Select the dates to override

March 2026

SUN	MON	TUE	WED	THU	FRI	SAT
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	APR 1	2	3	4
5	6	7	8	9	10	11

Which hours are you free?

Unavailable all day

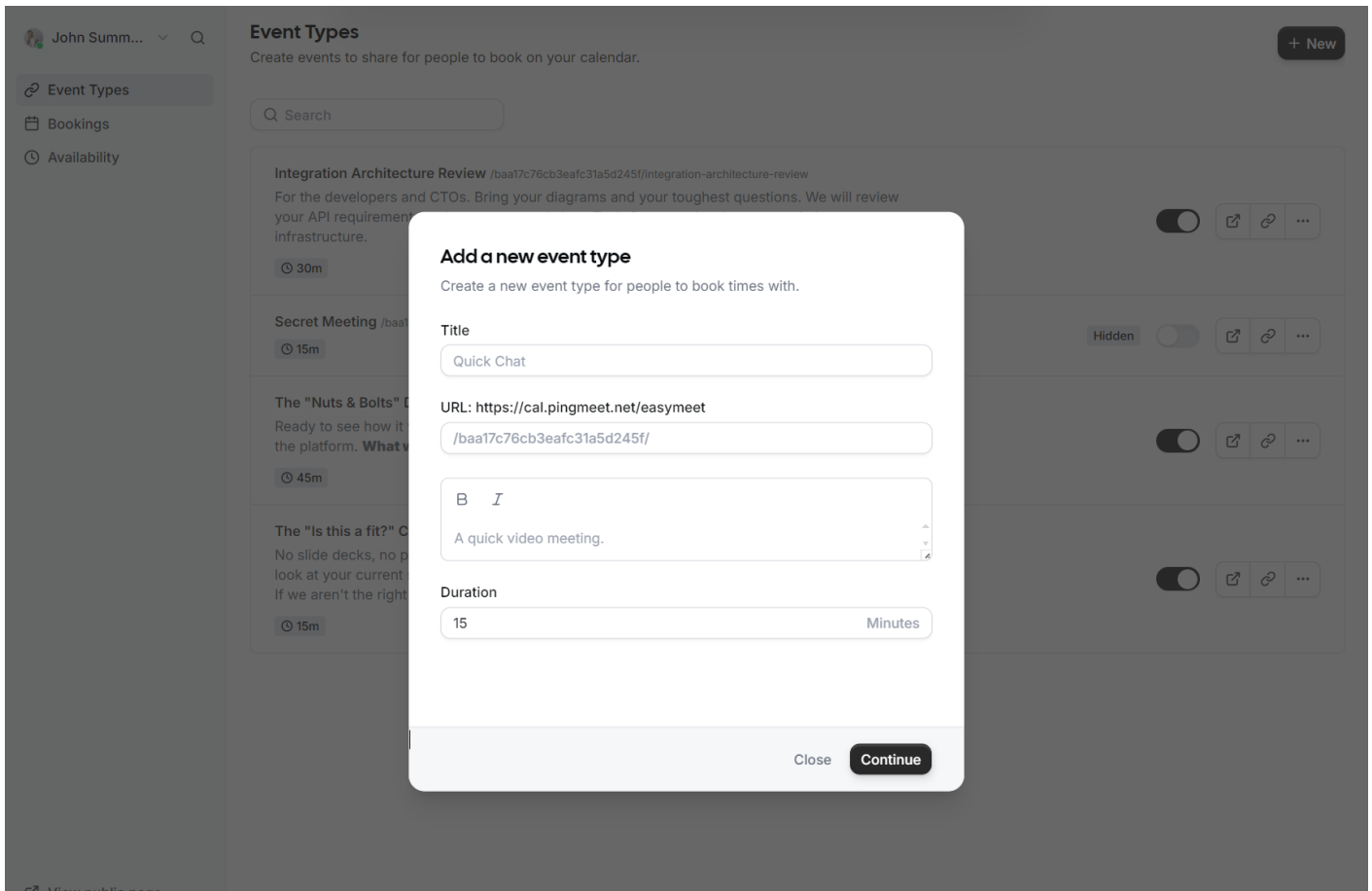
☒ Mark unavailable (All day)

[Close](#) **Save Override**

- Choose to either mark yourself as **Unavailable (All day)** or set specific custom hours for that date only.
- Click **Save Override**.

Managing Event Types

Event Types allow you to define different kinds of meetings, such as a 15-minute "Quick Chat" or a 60-minute "Consultation."



1. Navigate to **Event Types** in the sidebar.
2. Click **+ New** to create a meeting type.
3. Provide a **Title** and a brief **Description** so your guests know what the meeting is about.
4. Set the **Duration** (e.g., 15, 30, or 60 minutes).
5. Choose a **Location** (e.g., Video Meeting).
6. Customize the **URL** slug for this specific event.
7. Click **Continue** or **Save** to publish the event type.

Sharing Your Link

Once your event types are set up, you can share them with the world:

John Summ... ▾ 🔍

🔗 Event Types

📅 Bookings

🕒 **Availability**

Availability

Configure times when you are available for bookings.

Working Hours Default

Mon, Thu - Fri, 1:00 PM - 5:00 PM
Tue - Wed, 9:30 AM - 5:00 PM
🌐 America/Toronto

🔗 View public page

📄 Copy public page link

- **Public Page:** In the bottom left corner of the EasyMeet interface, click **View public page** to see what your customers see.
- **Copy Link:** Use the **Copy public page link** to grab your URL and add it to your email signature or share it directly in a chat.

Managing Bookings

When a guest books a meeting, you will receive an email notification, and the event will automatically appear in your calendar.



This meeting is scheduled

We sent an email with a calendar invitation with the details to everyone.

What	The "Is this a fit?" Chat between John Summers and Anne
When	Thursday, March 19, 2026 2:00 PM - 2:15 PM (Eastern Daylight Time)
Who	John Summers Host Anne anne@mynewdomain.com
Where	Video Meeting ↗

Need to make a change? [Reschedule](#) or [Cancel](#)

Add to calendar



- To view a list of all scheduled meetings, go to the **Bookings** tab.
- You can filter between **Upcoming**, **Past**, and **Canceled** events.
- Each booking includes a direct link to the **Video Meeting** if applicable.
- If you need to change a meeting, you can use the **Reschedule** or **Cancel** options directly from the booking details.

 John Summ...

Event Types

Bookings

Availability

Bookings

See upcoming and past events booked through your event type links.

Upcoming

Unconfirmed

Recurring

Past

Canceled

Filter

Save

Segn

NEXT

Thu, 19 Mar

6:00pm - 6:15pm

Join Video Meeting

The "Is this a fit?" Chat between John Summers and Anne

You and Anne

10

rows per page

1-1 of 1

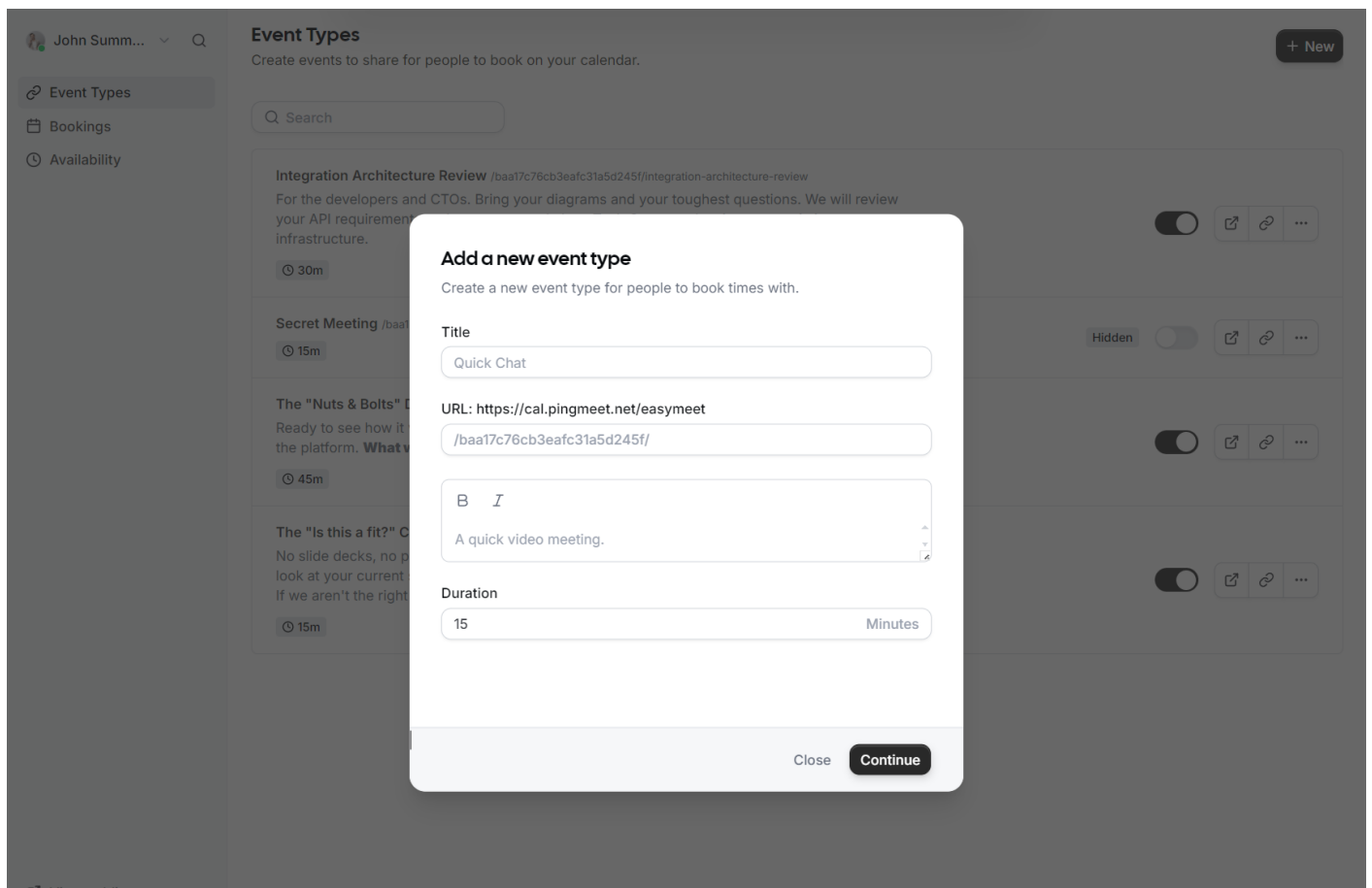
Event Advanced Setup

This guide details how to configure your **Event Types** to perfectly match your meeting requirements, from basic setup to advanced booking rules.

Creating a New Event Type

To start, navigate to the **Event Types** tab and click the **+ New** button. A modal will appear where you can define the core parameters of your meeting:

- **Title:** Give your event a clear name, such as "Consultation" or "Quick Chat".
- **URL:** Customize the specific link slug guests will use to book this event.
- **Description:** Briefly explain what the meeting is for so guests know what to expect.
- **Duration:** Select how long the meeting will last in minutes.



Event Setup

Once the event is created, you can access more granular settings in the **Event Setup** section:

- **AI Translation:** You can toggle an option to automatically translate your title and description to the visitor's browser language using AI.
- **Interface Language:** Set the default language for the booking interface or allow it to match the visitor's browser language.
- **Duration Flexibility:** In addition to a fixed duration, you can enable an option that allows the booker to select their preferred meeting length.
- **Location:** Define where the meeting takes place, such as a **Video Meeting**.

The screenshot shows the 'Event Setup' interface for an event titled 'The "Is this a fit?" Chat'. The interface is divided into three main sections: a left sidebar, a middle settings list, and a right main configuration area.

Left Sidebar: Contains navigation links for 'Event Types', 'Bookings', and 'Availability'. The 'Event Types' link is currently selected.

Middle Settings List: A vertical list of settings categories with icons and brief descriptions:

- Event Setup** (15 mins)
- Availability** (Working Hours)
- Limits** (How often you can be booked)
- Advanced** (Calendar settings & more...)
- Recurring** (Set up a repeating schedule)
- Apps** (0 apps, 0 active)
- Workflows** (0 active)
- Webhooks** (0 active)

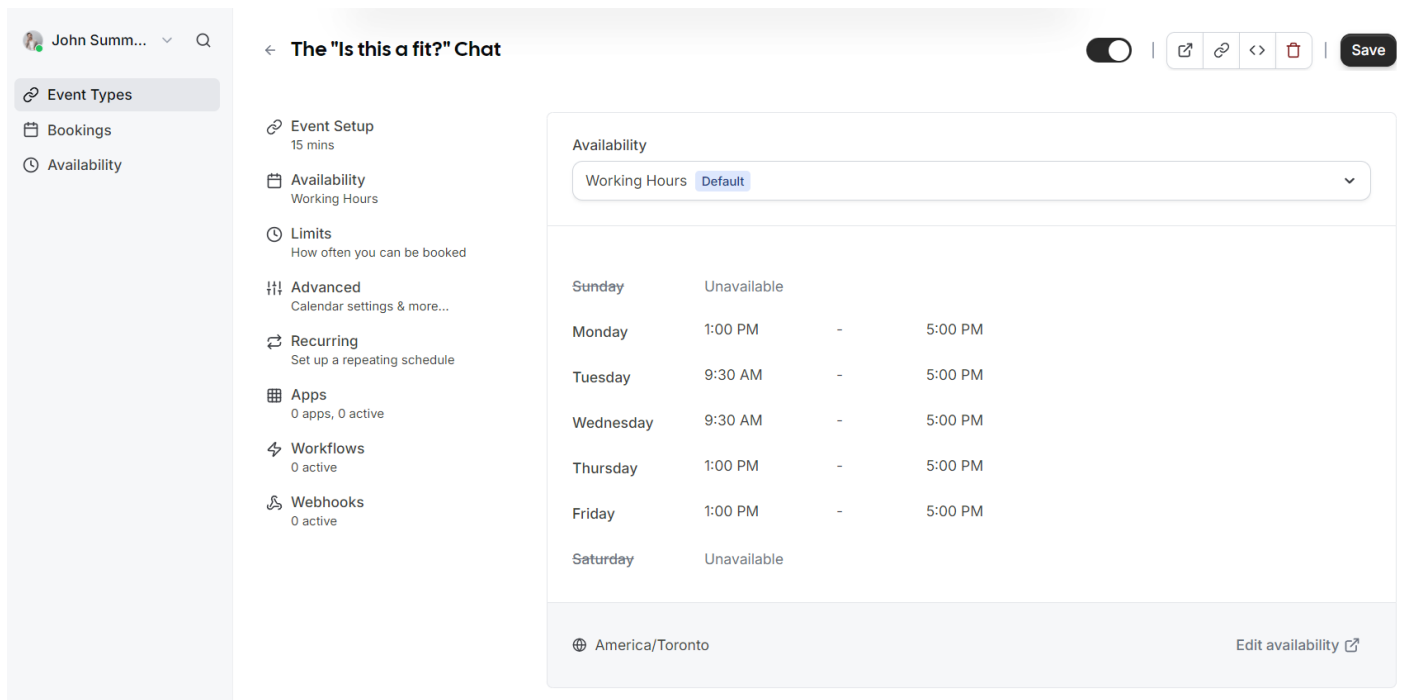
Right Main Configuration Area: Contains the following settings:

- Title:** A text input field containing 'The "Is this a fit?" Chat'.
- Description:** A rich text editor with bold (B), italic (I), and link (🔗) icons. The text reads: 'No slide decks, no pressure. Let's grab a virtual coffee and discuss what you are building. We'll look at your current setup, identify the gaps, and see if Tech Connect is the right tool to fill them. If we aren't the right fit, I'll happily point you toward someone who is.'
- AI Translation:** A toggle switch labeled 'Translate title/description to the visitor's browser language using AI'.
- Interface Language:** A dropdown menu currently set to 'Visitor's Browser Language'.
- URL:** A text input field containing 'cal.pingmeet.net/easymeet/baa17c76cb3eafc31a5d245f/15min'.
- Duration:** A numeric input field set to '15' with a 'Minutes' label. Below it is a toggle switch labeled 'Allow booker to select duration'.
- Location:** A dropdown menu currently set to 'Video Meeting' with a close icon (X). Below it is a link '+ Add a location'.

At the top right of the main configuration area, there is a dark toggle switch, a share icon, a link icon, a code icon, a trash icon, and a 'Save' button.

Availability

Assign which schedule this event type should follow. By default, this uses your standard **Working Hours**, but you can select different schedules if you have created them.



Limits

- **Buffers:** Add "No buffer time" or specific intervals before and after events to prevent back to back meetings.
- **Minimum Notice:** Prevent last minute surprises by requiring a minimum amount of notice (e.g., 2 hours) before someone can book.
- **Time-slot intervals:** Choose how frequently slots are displayed (e.g., every 15 minutes or based on event length).
- **Booking Frequency:** Limit how many times this specific event can be booked overall.
- **Future Bookings:** Set a limit on how far into the future guests are allowed to schedule a meeting.

John Summ...

Event Types

Bookings

Availability

View public page

The "Is this a fit?" Chat

Event Setup15 mins

AvailabilityWorking Hours

LimitsHow often you can be booked

AdvancedCalendar settings & more...

RecurringSet up a repeating schedule

Apps0 apps, 0 active

Workflows0 active

Webhooks0 active

Before event

No buffer time

After event

No buffer time

Minimum Notice

2

Hours

Time-slot intervals

Use event length (default)

Limit booking frequency

Limit how many times this event can be booked

Only show the first slot of each day as available

This will limit your availability for this event type to one slot per day, scheduled at the earliest available time.

Limit total booking duration

Limit total amount of time that this event can be booked

Booker active booking limit

Limit the number of active bookings a booker can make for this event type

Limit future bookings

Limit how far in the future this event can be booked

Advanced Options

The image displays four sequential screenshots of the 'Advanced' settings tab for an event type named '10 Minute Meeting'. The first screenshot shows the 'Check for conflicts' section with a 'Check for conflicts' button and a 'Check for conflicts' dropdown. The second screenshot shows the 'Booking process' section with a 'Booking process' dropdown and a 'Booking process' dropdown. The third screenshot shows the 'Booking process' section with a 'Booking process' dropdown and a 'Booking process' dropdown. The fourth screenshot shows the 'Booking process' section with a 'Booking process' dropdown and a 'Booking process' dropdown.

The **Advanced** tab provides granular control over your calendar integration, the booking process, and how your event appears to guests.

Calendar and Syncing

Manage how bookings interact with your existing calendar to prevent double bookings.

- **Add to calendar:** Select the specific calendar where new bookings should be recorded.
- **Event name:** Customize the format of the meeting name as it will appear in your calendar.
- **Check for conflicts:** Toggle which calendars the system should monitor to prevent overlapping appointments.
- **Organizer identity:** Choose whether to use the default calendar email as the meeting organizer.

Layout and Booking Questions

Customize what your guests see and what information they must provide.

- **Display Layout:** Enable different views like **Month**, **Weekly**, or **Column** to allow bookers to switch their preferred view.
- **Confirmation Method:** Choose whether bookers receive confirmations via **Email** or **Phone**.
- **Custom Questions:** While **Name** and **Email** are required by default, you can add or edit fields for **Phone Number**, **Additional notes**, or **Reason for reschedule**.
- **Guest Invitations:** Enable the **Add guests** option to allow bookers to invite additional attendees during the scheduling process.

Booking Rules and Workflow

Define the logic and restrictions for every appointment.

- **Requires confirmation:** Enable this if you want to manually approve each booking before it is finalized and added to your calendar.
- **Disable Cancel or Reschedule:** Prevent guests from changing or cancelling their appointments through the automated links.
- **Email Verification:** Require bookers to verify their email address before they can successfully schedule an event.
- **Redirect on booking:** Automatically send guests to a custom URL after they finish scheduling.
- **Offer seats:** Use this for group sessions where multiple guests can book the same time slot.

Privacy and Advanced Customization

Protect your sensitive data and tailor the communication style.

- **Private Links:** Generate unique URLs with configurable expiry and usage limits to avoid exposing your main username.
- **Hide Personal Details:** You can choose to hide your email address from the booking screen or hide event notes in the calendar entry for privacy reasons.

- **Lock Timezone:** Fix the timezone on the booking page, which is particularly helpful for coordinating in-person events.
- **Custom Reply-To:** Specify a different email address to receive replies to confirmation emails instead of the default organizer email.
- **Rescheduling Logic:** Toggle whether users can reschedule past events or create new bookings through a reschedule link.

Administrative Settings

- **Offer Seats:** Enable this for group sessions where multiple guests can book the same time slot.
- **Custom Reply-To:** Use a specific email address for confirmation replies instead of the default organizer email.
- **Event Type Color:** Assign a color to the event type to help differentiate bookings within your internal dashboard.