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.

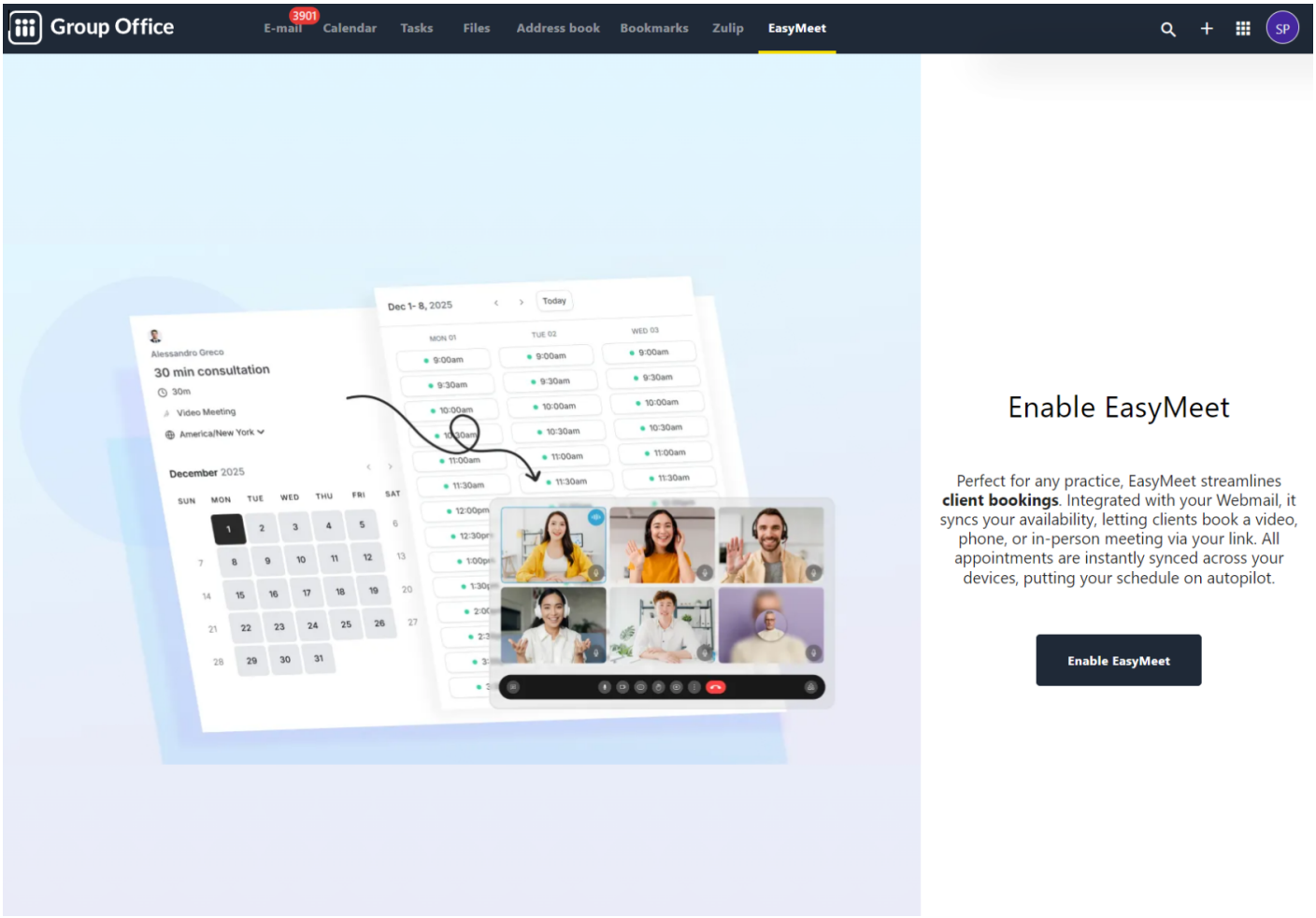
> **Note:** This feature is available exclusively for **Enhanced** accounts.

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.

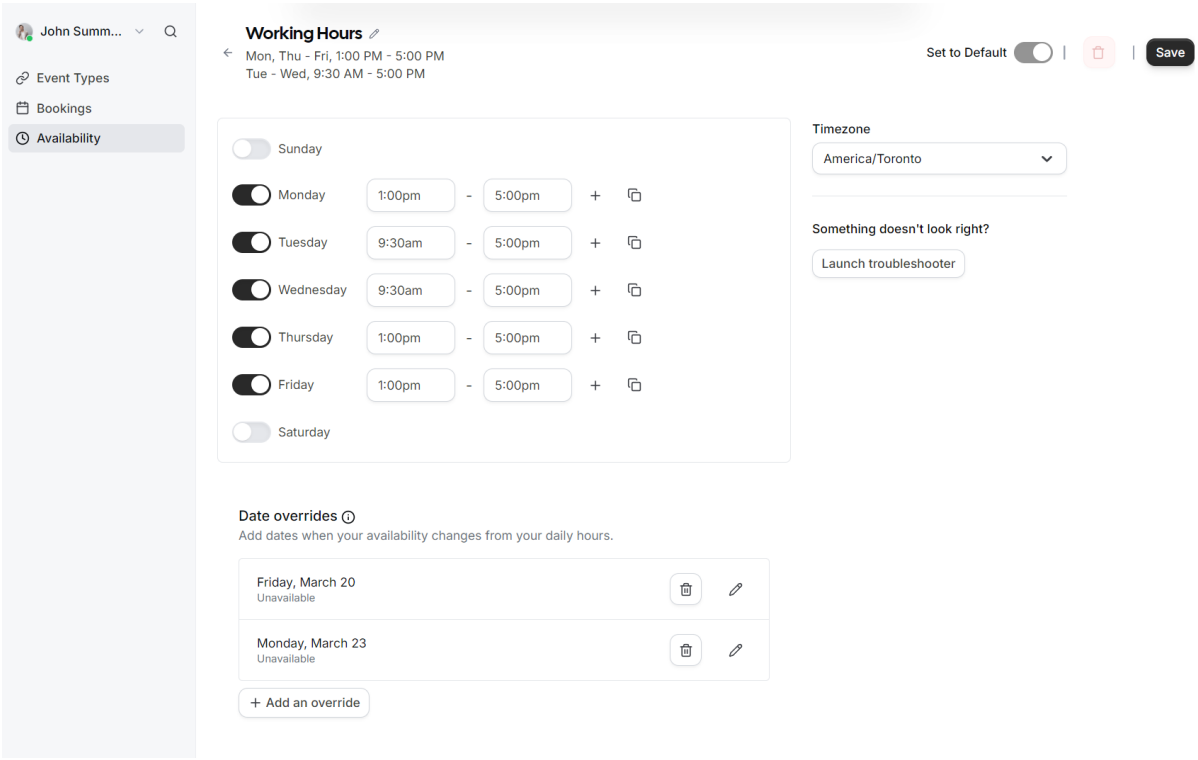


Configuring Your Availability

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

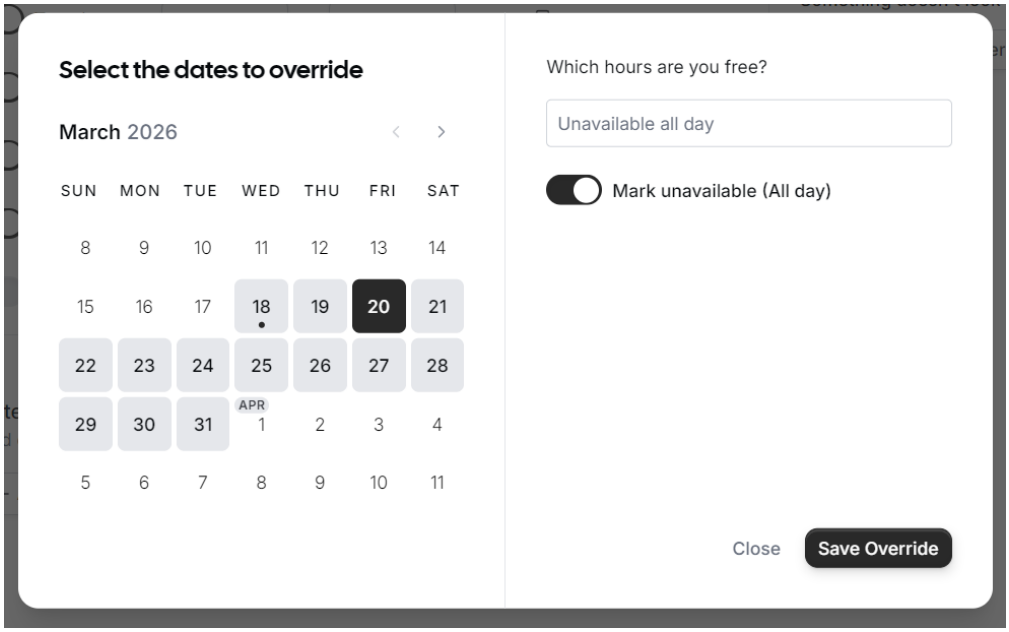
1. Select the **Availability** tab.
2. Toggle the days of the week you are available.
3. Define your time slots for each day (e.g., 9:30 AM to 5:00 PM).
4. Select your correct **Timezone** from the dropdown menu to ensure appointments are synced accurately for both you and your guests.
5. Click **Save**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



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**.

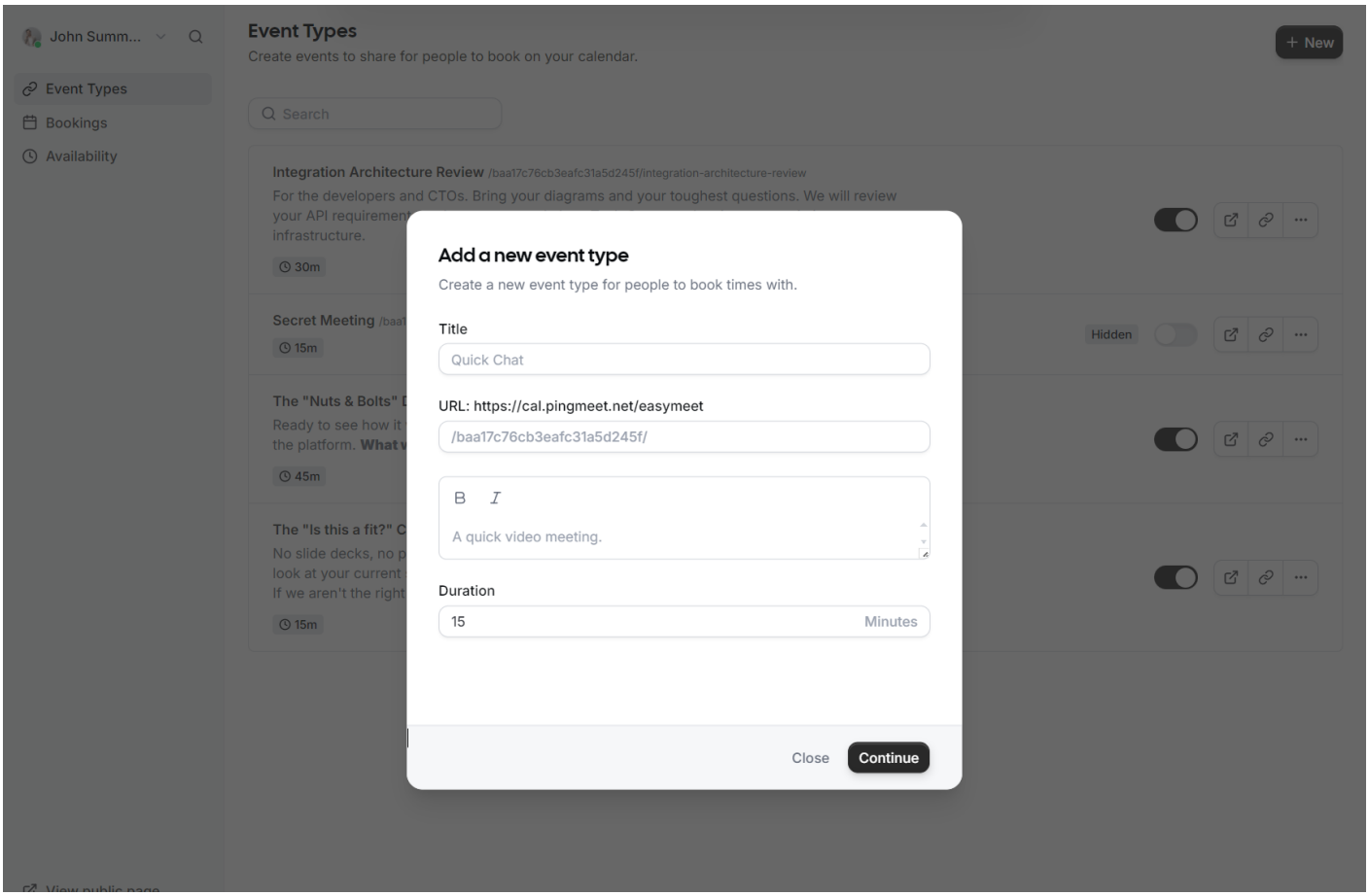
- Click **Add an override**.
- Select the specific date on the calendar.



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

Managing Event Types

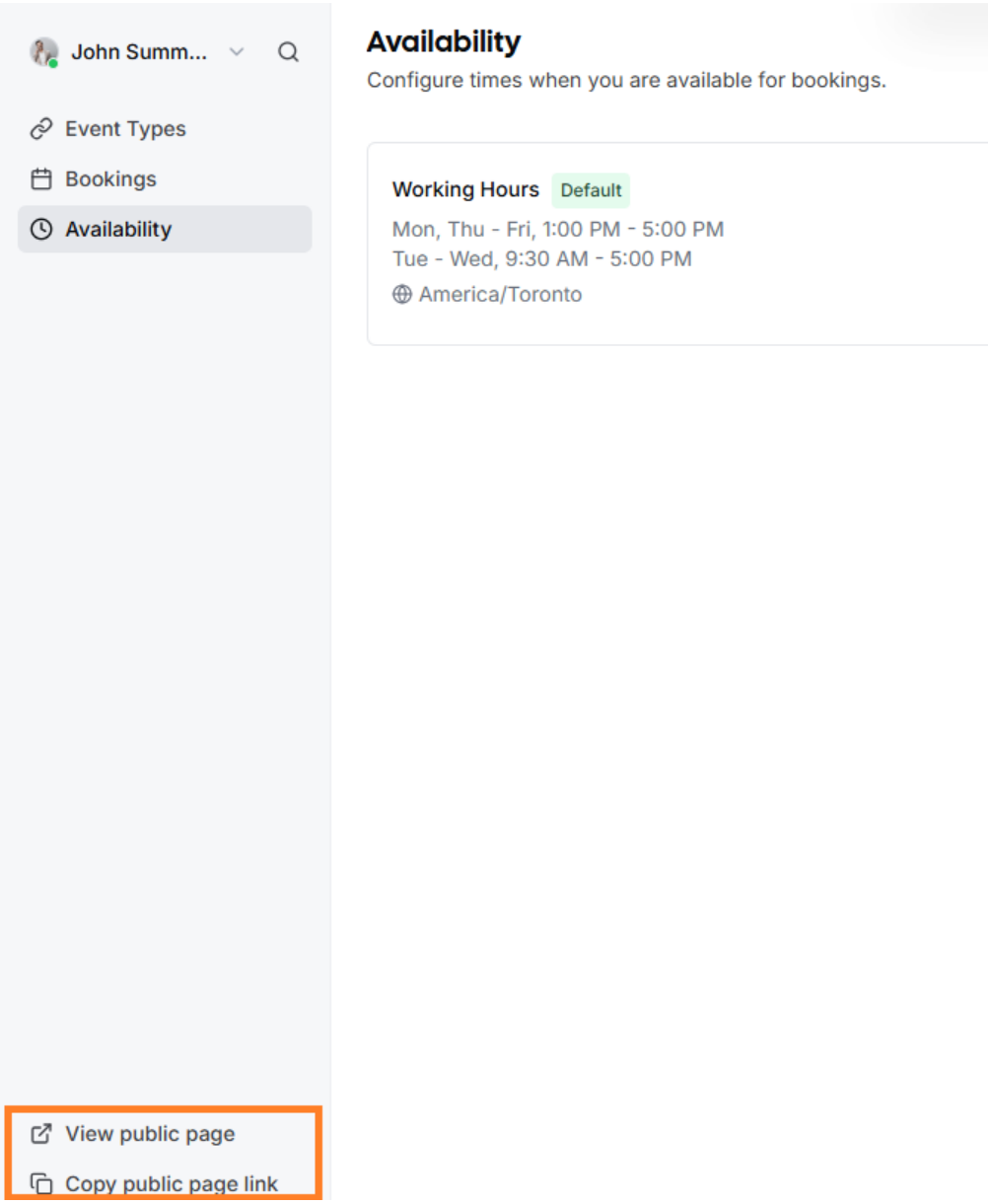
Event Types allow you to define different kinds of meetings, such as a 15-minute "Quick Chat" or a 60-minute "Consultation."



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

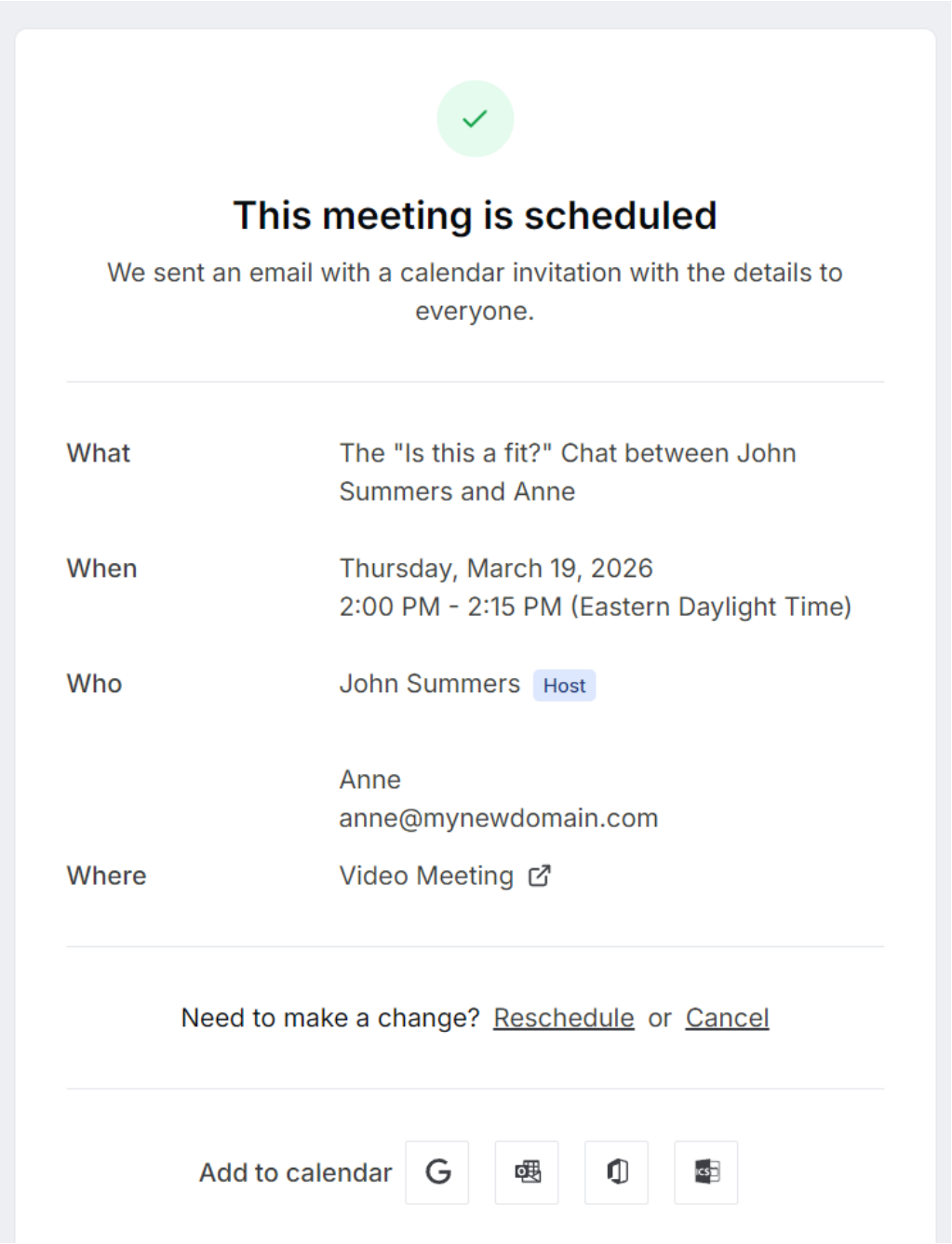
Once your event types are set up, you can share them with the world:



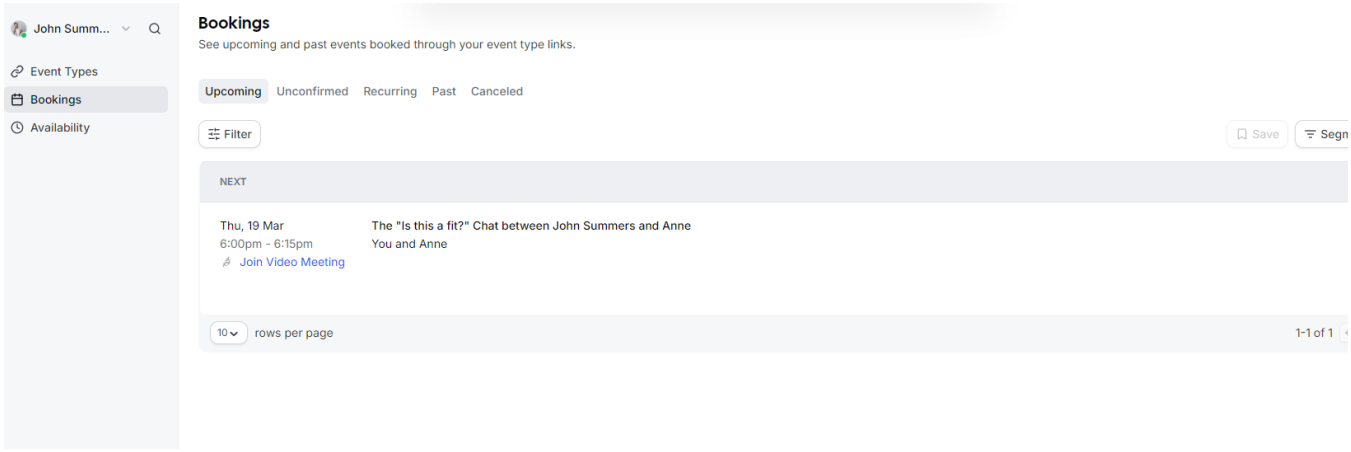
- **Public Page:** In the bottom left corner of the EasyMeet interface, click **View public page** to see what your customers see.
- **Copy Link:** Use the **Copy public page link** to grab your URL and add it to your email signature or share it directly in a chat.

Managing Bookings

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



- 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.



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