

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.

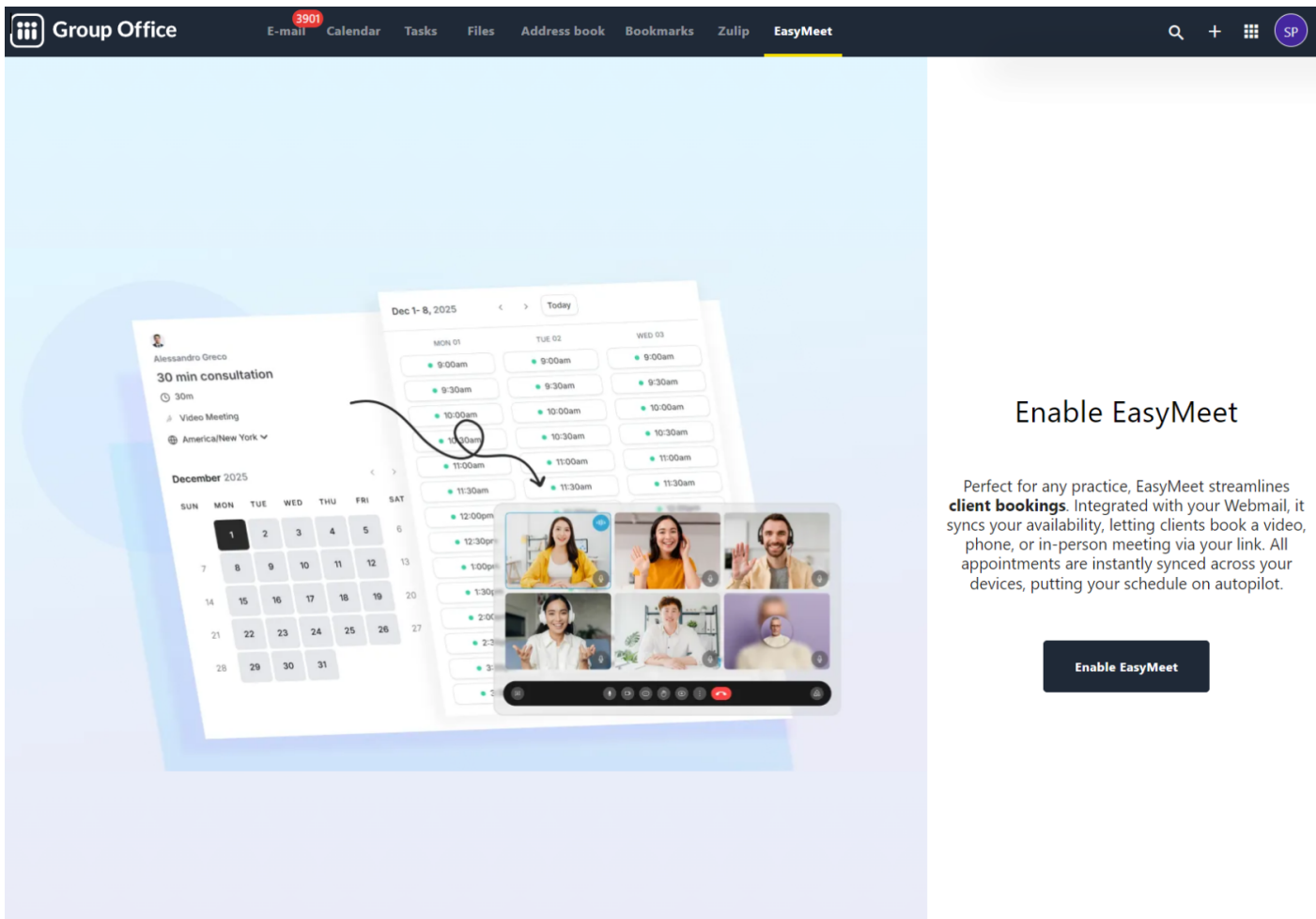
Note: This feature is available exclusively for **Enhanced** accounts.

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.



The screenshot shows the Group Office webmail interface. At the top, there is a navigation bar with the Group Office logo and several tabs: E-mail (with a red notification badge for 3901), Calendar, Tasks, Files, Address book, Bookmarks, Zulip, and EasyMeet. Below the navigation bar, the main content area displays a calendar for December 2025. A video meeting overlay is shown, featuring a 3x3 grid of participants. A circular arrow highlights the 'EasyMeet' tab in the navigation bar, and another arrow points to the video meeting overlay.

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 | |

Timezone
America/Toronto

Something doesn't look right?

Date overrides ⓘ

Add dates when your availability changes from your daily hours.

Friday, March 20 Unavailable	<input type="button" value="🗑️"/>	<input type="button" value="✎"/>
Monday, March 23 Unavailable	<input type="button" value="🗑️"/>	<input type="button" value="✎"/>

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

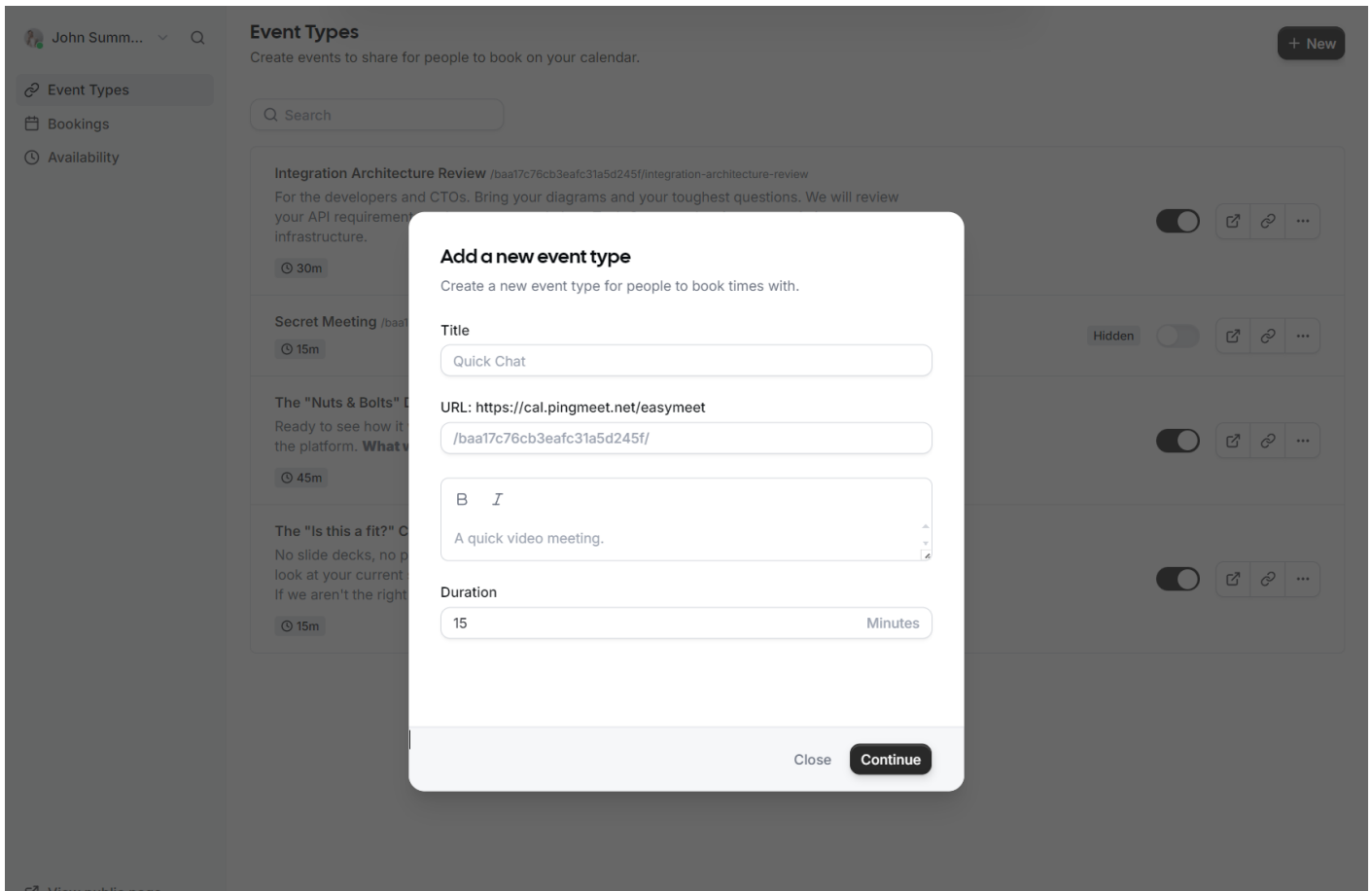
Which hours are you free?

Mark unavailable (All day)

- 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... Q

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
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Revision #3

Created 6 May 2026 19:35:34 by Admin

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