Schedule a Meeting

You can use Pod Meeting to schedule a one-off or recurring meeting.

Select the **Schedule A Meeting** option from Pod Desktop, from the CommPortal dashboard, or directly from your Outlook calendar to launch the **Schedule A Meeting** window. Here, you can set the date, time, and length of the meeting, and specify various other audio and video settings for the meeting.

Then click **Schedule** to open the meeting invitation and select the participants you want to invite to the meeting before sending the invite. The Pod Meeting is added to the participant’s calendar.

Revision #1
Created Fri, Feb 28, 2020 8:31 PM by Admin
Updated Fri, Feb 28, 2020 9:33 PM by Admin