

How to accept a meeting request?

You can either accept a meeting request via (1) the email notification or (2) within the platform.

- To accept via email notification, click **“Accept”** in the email.
- To accept via the platform, click **“My Schedule”** on the left navigation panel. Then filter by **“Meeting Status”** to view all meeting requests still awaiting a response.

Note: You can also decline or reschedule within the platform.

