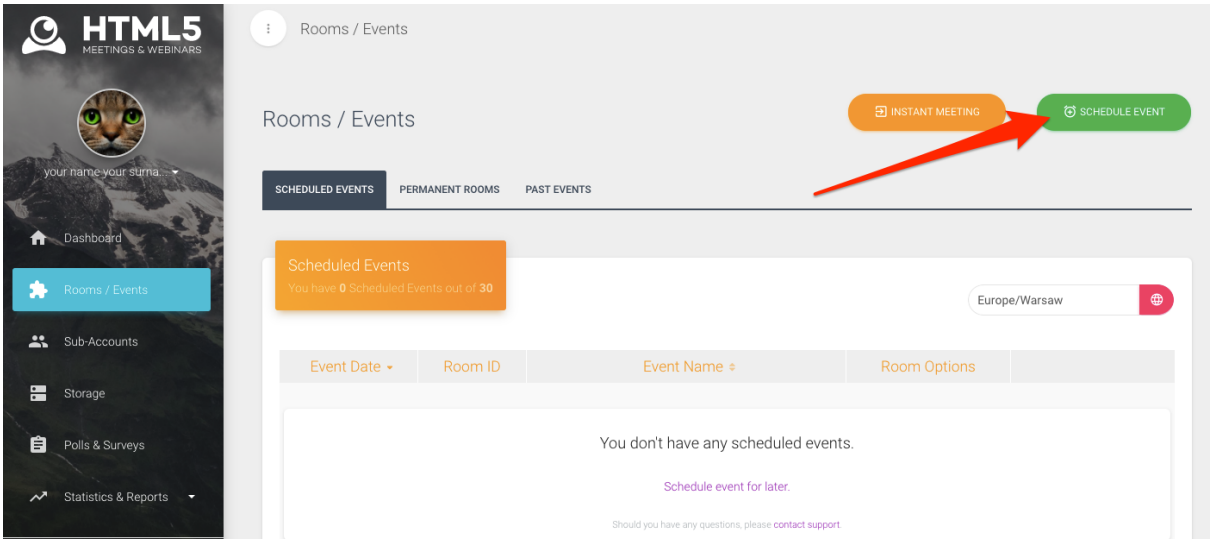
Schedule Event

Manual

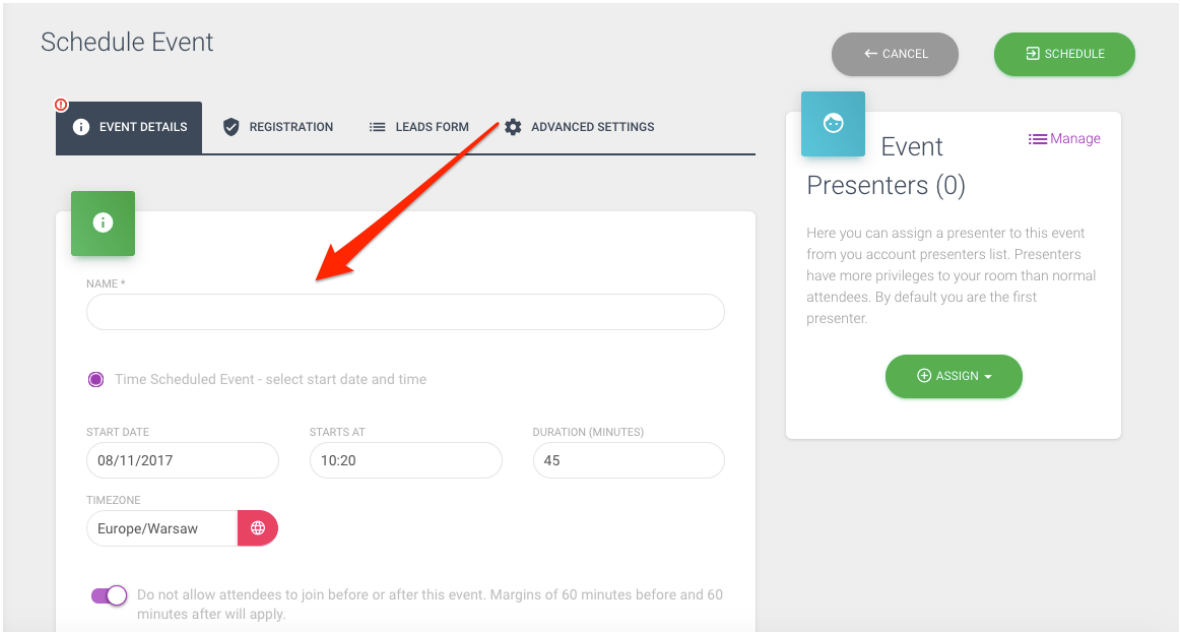
"Schedule Event" feature allows you to plan a meeting in advance. You can also add the participants to this meeting and activate all the needed features during the event schedule. You will find all the manuals for inviting participants and other in next manuals. To schedule an event, you need to be logged in your user panel on html5meeting.com

Who can use it: Host, Presenter

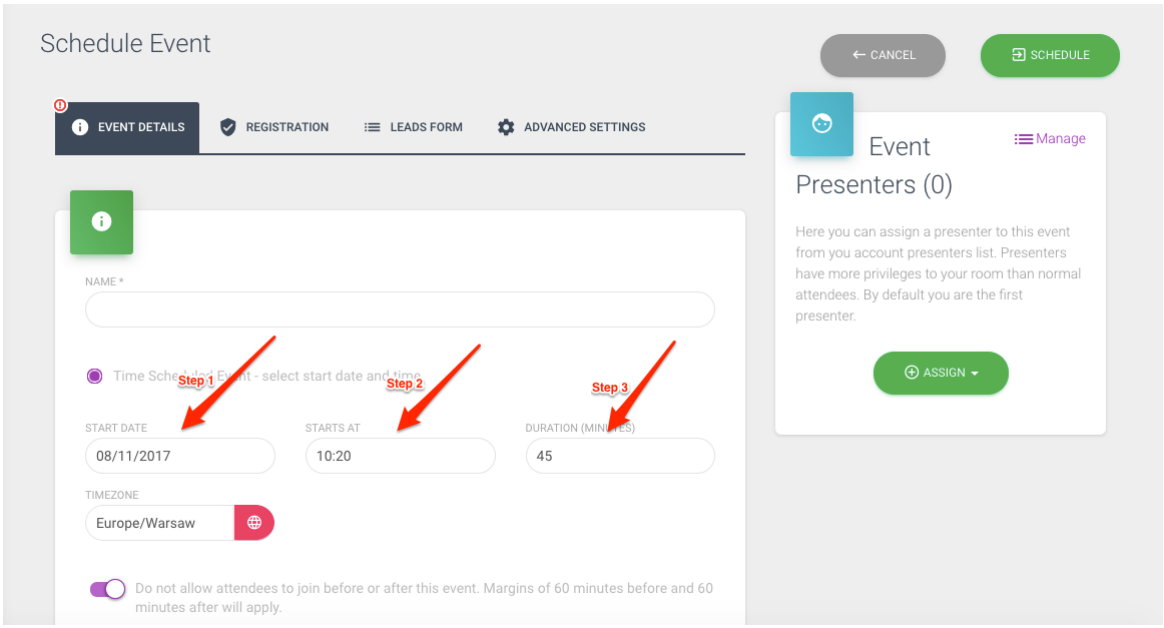
1. Find the green "schedule event" button on the right upper corner of the screen and click it.



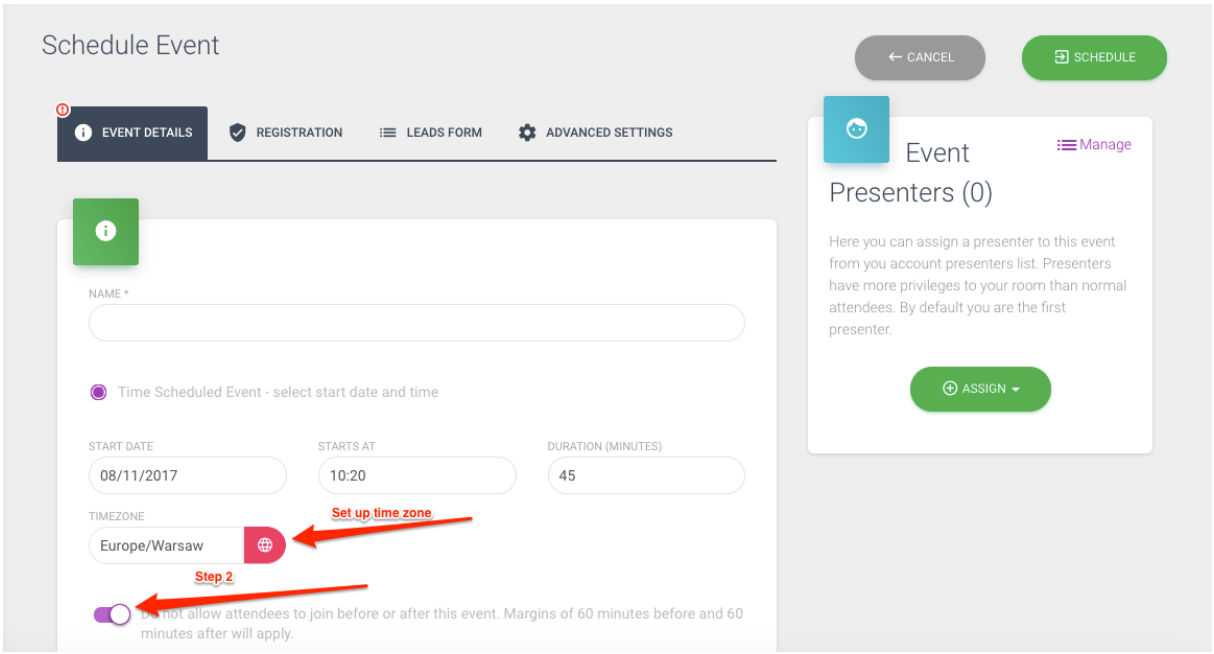
2. On the next screen, you will need to put the name of you event.



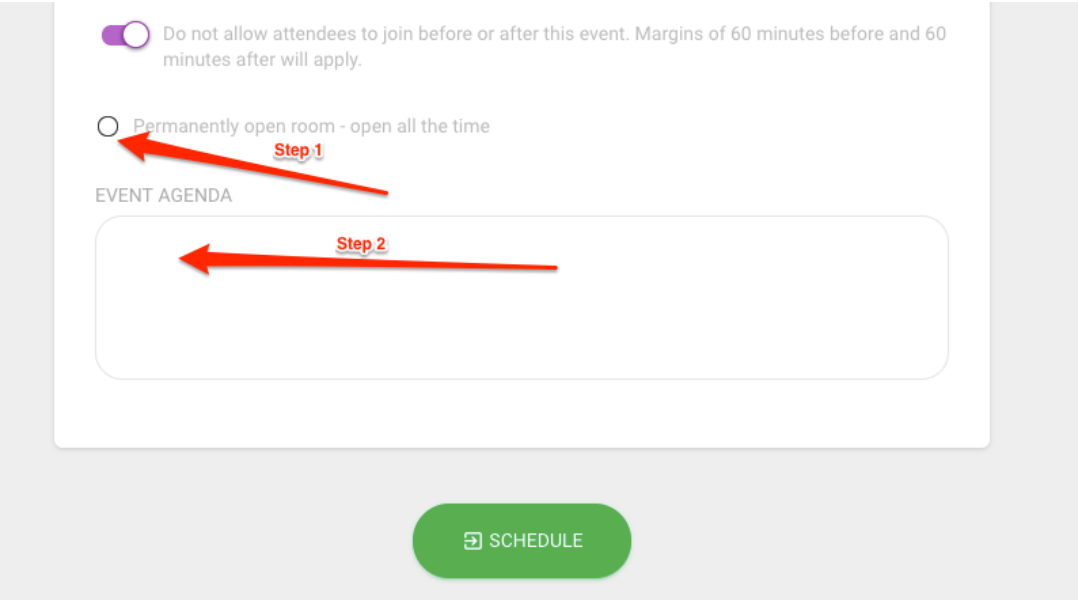
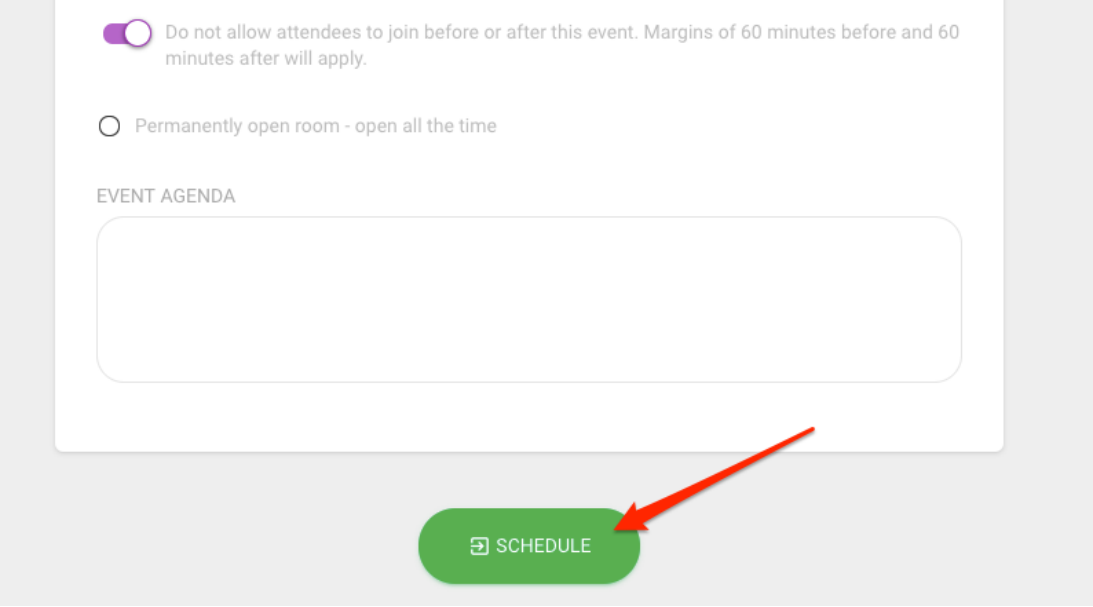
3. Next step is to set up the date, time and duration of your meeting.



4. You can also set up a time zone by clicking on the name and select your time zone or by clicking in the “globe” icon and choose it from the map. You can also close the room and hour before and after the event for the participants. This will allow you to prepare for the meeting without any attendees watching you before the event.



5. You can also leave the room permanently open. Then you don't need to set up a date, time and duration of your meeting. The room will be open all the time for all the attendees. To add the agenda of your event simply write it in the "Event Agenda" window.



6. To schedule the event, click green button "Schedule".