

How to accept a meeting request?

You can accept a meeting request two ways. The first is via the email notification or the second is 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.

You can also decline or reschedule within the platform.

The screenshot displays the 'My Schedule' interface. At the top, there are filters for 'Dates' and 'Meeting Status'. Below this, it shows the date 'Wednesday 21 October' and a meeting entry for '11:00am - 11:20am' titled 'Meeting: Melissa Gallagher (Clarion Events)' with a 'Pending' status. The meeting details include 'Virtual Meeting Room - October 21st and 22nd' and a 'Virtual Meeting' icon. Action buttons for 'Accept', 'Message', 'Reschedule', and 'Decline' are visible. An arrow points from the 'Accept' button in the meeting entry to the 'Accept' button in the 'Meetings with Melissa Gallagher' sidebar. The sidebar shows a list of pending meetings for the date 'Wed 21 Oct 2020' and includes an 'Accept' button circled in red.