

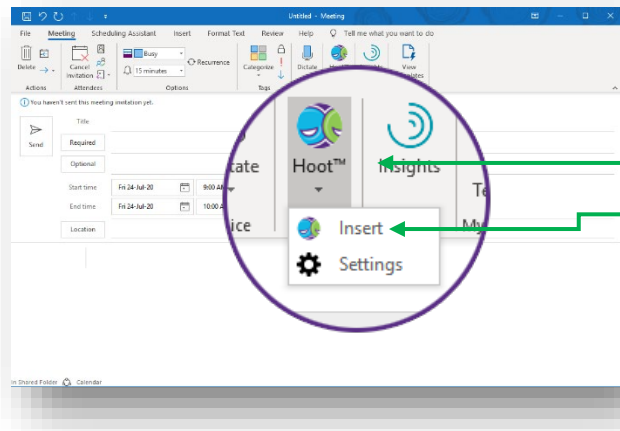
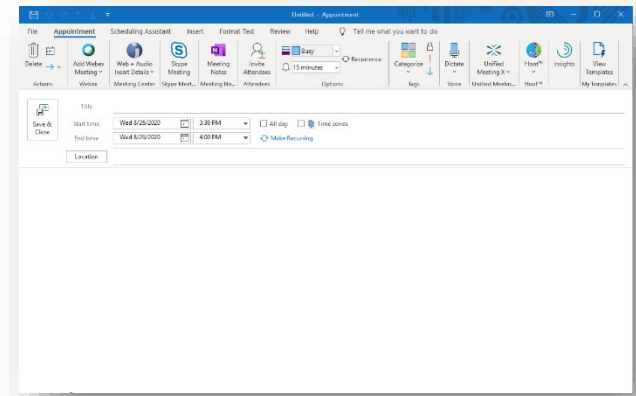


End User Actions | Schedule New Meetings Guide

Hoot™ Meeting

To schedule your new Hoot™ meetings do the following:

- Open your meeting invite
- Enter in your invitees
- Modify your date and time
- Change Title and Location if needed.



- Locate your Hoot™ icon in your scheduling ribbon
- Click the down arrow and select Insert

- Your new Hoot™ meeting details will be inserted into the meeting invite
- Click on Send update, your attendees will receive an invite with the new Hoot™ meeting details

