



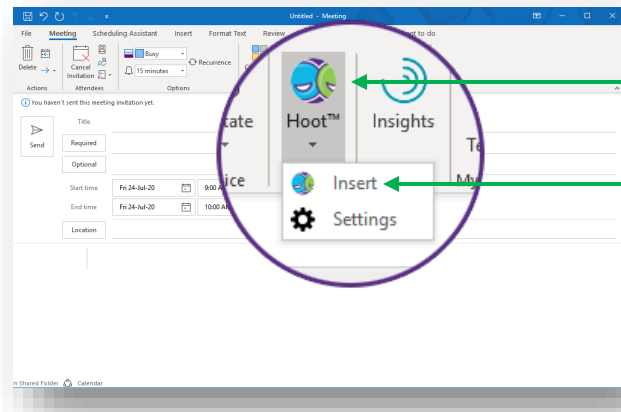
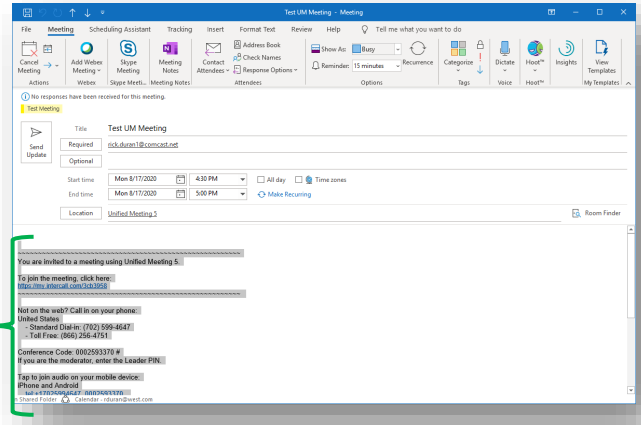
End User Actions | Update Scheduled Meetings Guide

Hoot™ Meeting

To reschedule your Unified Meeting 5 meetings, do the following:

Note:

- As you complete this step, make a list of all your future meetings before continuing to the next steps.
- When updating a recurring meeting, be sure to edit **The entire series** to insure changes are made for all sessions in the series.
- Open your meeting invite
- Highlight all Unified Meeting 5 meeting details from the top line to the very bottom of the meeting details ←
- press the Delete button on your keyboard.
- 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 update with the new Hoot™ meeting details ←

