

Visionable Collaboration Platform


How to view your calendar

1 Hit the calendar icon


You'll be able to see:

- Your scheduled meetings for today
- What's on tomorrow


2 View your past meetings

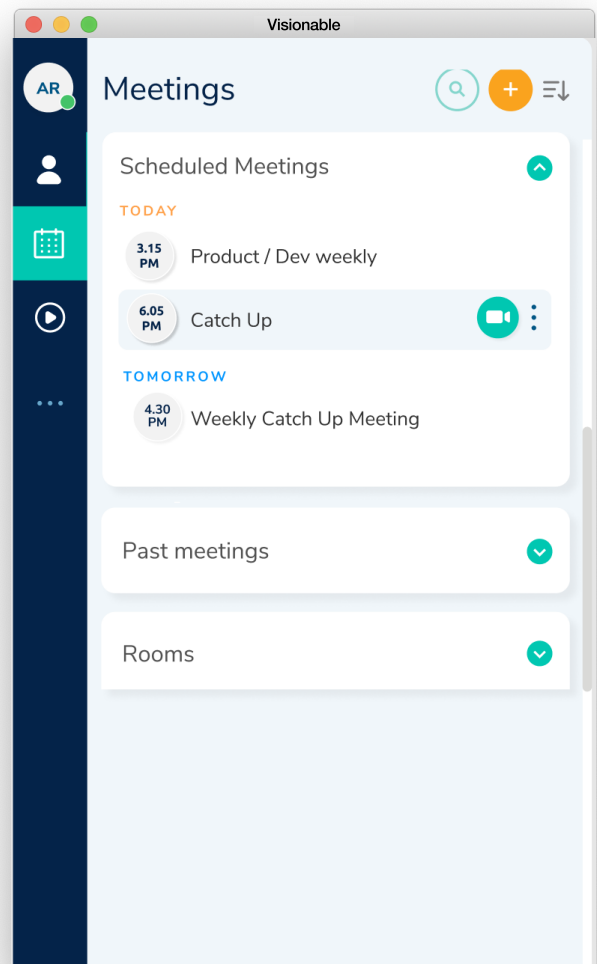
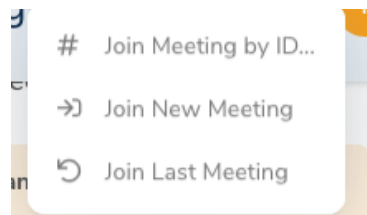
Hit  to see your past meetings or rooms.

3 Schedule your own meeting

Hit  to open the meeting scheduler.

4 Meeting IDs

Each meeting has a unique ID. This can be used to join the meeting. If someone sends you a Meeting ID, hit  and choose 'Join Meeting by ID'.



i What's a room?

These are meetings that are always running. Anyone who has the room in their meetings list can join. They're especially useful for:

- Informal chats between teams
- Recurring calls that change time or date