

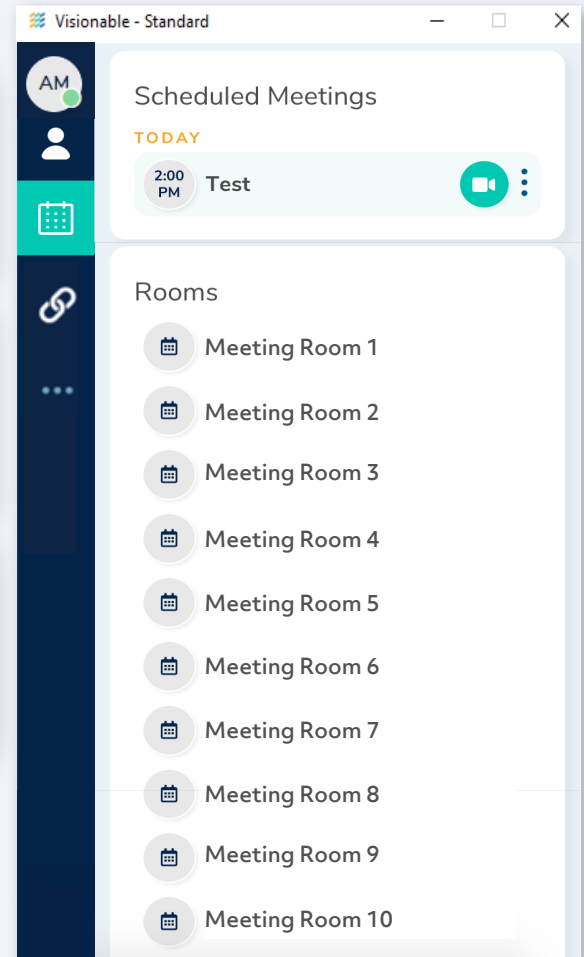
Visionable Consultation Platform

How to view your calendar

- 1 Hit the calendar icon**
You'll be able to see:
 - Your scheduled meetings
 - Available rooms

- 2 Join a meeting**
When it is time for your meeting, click on video icon to join. Alternatively, you can click the three dots to open up your joining options

- 3 Enter a room**
To enter a meeting room, click on the room you wish to enter and the video icon will appear. Click this to enter the room



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