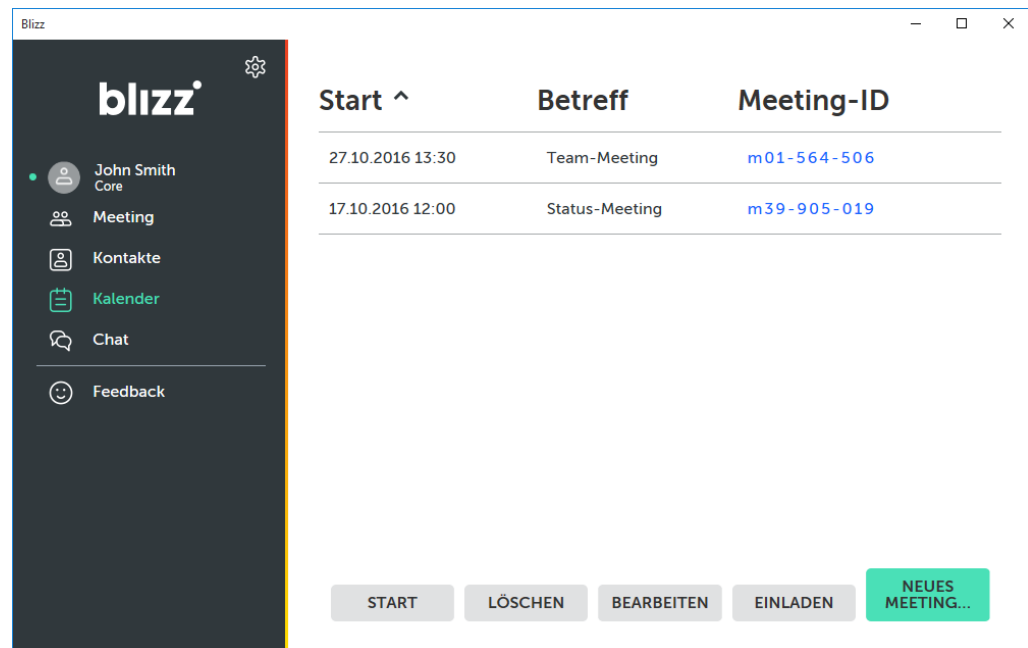


Planning a meeting

In addition to spontaneous meetings, you can plan meetings; that is, you can specify that a meeting will be held at a later point in time. You can create a planned meeting as a one-time or repeating event.



Note: you can only use this function if you are logged in with your Blizz account.

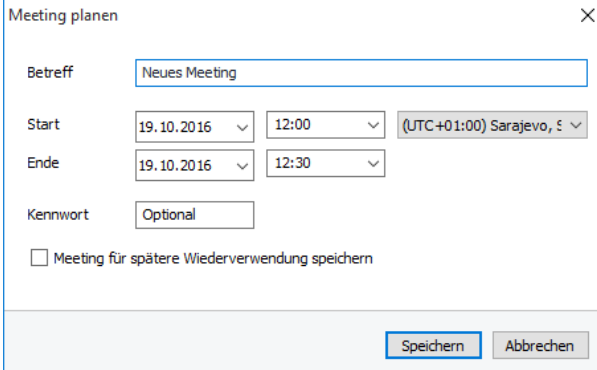
In this article

- Planning a new meeting
- Starting a planned meeting
- Deleting a planned meeting
- Editing a planned meeting
- Inviting participants

Planning a new meeting

1. On the navigation bar, click **Calendar**.
2. Click the **NEW MEETING** button.

The **Plan meeting** dialog appears.



Meeting planen

Betreff: Neues Meeting

Start: 19. 10. 2016 12:00 (UTC+01:00) Sarajevo, €

Ende: 19. 10. 2016 12:30

Kennwort: Optional

Meeting für spätere Wiederverwendung speichern

Speichern Abbrechen

3. Enter a subject, day, and time for the meeting. If you wish, you can change the time zone to which the time references are made.
4. If you want to protect access to the meeting using Blizz client with a password, enter a password.
5. If you want to plan a repeating meeting, activate the **Save meeting for later re-use** check box. You can then re-use this meeting later on. Meetings for which this function is not activated are deleted from the list automatically after they are done.
6. Click **Save**.

Starting a planned meeting

The organizer must start the planned meeting manually.

1. On the navigation bar, click **Calendar**.
2. Select the desired meeting.
3. Click the **START** button.
The meeting is started and the Blizz panel opens.

Deleting a planned meeting

If you no longer need the planned meeting, you can delete it.

1. On the navigation bar, click **Calendar**.
2. Select the meeting that you want to delete.
3. Click the **DELETE** button.

Editing a planned meeting

You can make changes to a planned meeting at any time.

1. On the navigation bar, click Calendar.
2. Select the meeting that you want to edit.
3. Click the **EDIT** button.

The **Plan meeting** dialog appears.

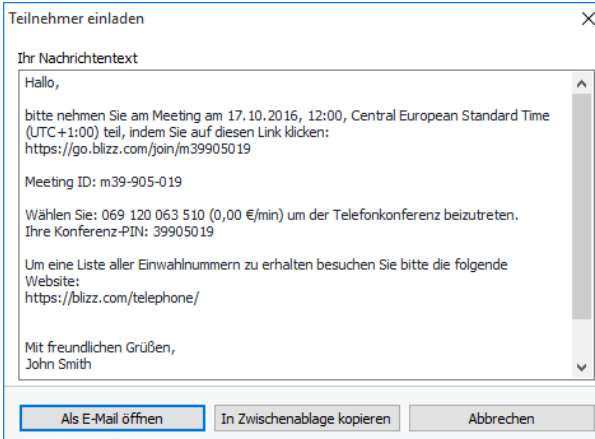
4. Change the data as you wish.
5. Click **Save**.

Blizz automatically creates an e-mail with which you can notify the participants about the change.

Inviting participants

6. On the navigation bar, click **Calendar**.
7. Select the meeting to which you want to invite people.
8. Click the **INVITE** button.

The **Invite participants** dialog opens.



Teilnehmer einladen

Ihr Nachrichtentext

Hallo,
bitte nehmen Sie am Meeting am 17.10.2016, 12:00, Central European Standard Time (UTC+1:00) teil, indem Sie auf diesen Link klicken:
<https://go.blizz.com/join/m39905019>
Meeting ID: m39-905-019
Wählen Sie: 069 120 063 510 (0,00 €/min) um der Telefonkonferenz beizutreten.
Ihre Konferenz-PIN: 39905019
Um eine Liste aller Einwahlnummern zu erhalten besuchen Sie bitte die folgende Website:
<https://blizz.com/telephone/>
Mit freundlichen Grüßen,
John Smith

Als E-Mail öffnen In Zwischenablage kopieren Abbrechen

On the dialog is an invitation text with a link, the meeting ID, the dial-in number, and the password if necessary. Select how the text should be used with the buttons:

- If you click **Open as e-Mail**, an e-mail with this text opens in your default mail program, e.g. Outlook.

- If you click **Copy to clipboard**, you can copy the text to another program using the clipboard and use it there for the invitation.

Related topics

Starting a meeting

Creating an account