Reassigning Meetings Made with Booking Calendars [New]

Managing meeting reassignments effectively ensures that all parties are informed and updated. This article will help you to understand the effects of reassigning meetings and how to properly reassign them.

Note: Meeting reassignment is only available on selected plans..

Effects of Reassigning a Meeting

When you reassign a meeting that was made using a Booking Calendar, several updates occur automatically. Here's what to expect:

- **Calendar Update:** The original calendar event is deleted, and a new calendar event is created using the new host's integrated calendar.
- **Guest Notification:** Reassignment notifications are sent to the guest based on the **Guest notification template** that was used by the Booking Calendar.
- User Notification: Reassignment notifications are sent to the hosts based on their User Notifications settings.

How to Reassign a Meeting to a New Host

Follow these steps to smoothly reassign a meeting to a new host while ensuring all relevant details are updated.

Navigating to the Meeting

- 1. Click on **Activities** in the left-hand navigation menu.
- 2. Select the meeting you want to reassign from your list of activities.

Reassigning the Meeting to a new Host

- 1. Click the **Reassign** button near the top of the meeting information pane.
- 2. Select the new host in the pop-up.
- 3. Click on **Next**.

Updating the Meeting Location

When reassigning you can decide how to manage the Meeting location:

- Keep the original location
- Generate a new meeting link using the new host's video conferencing integrations.

Confirming the Reassignment

Once you've selected your preferred location option, click **Reassign** to confirm the changes.