

## 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.

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### 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.

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