

mesago

## How-To APPOINTMENT SETTINGS FOR EMPLOYEES

# DIGITAL DAYS

30.11. &amp; 01.12.2021

formnext

An employee who has been activated as a visible contact must maintain his or her availability

## How do I access the appointment settings under "My Schedule"?

You need a valid Messe-Login and an exhibitor pass. After successfully logging in, click on "My Schedule" in the vertical navigation on the right-hand side of the screen or use the option from the dashboard "My Schedule".

The screenshot shows the formnext dashboard interface. At the top, there is a navigation bar with the 'formnext' logo and menu items: Dashboard, Live, Event calendar, Exhibitors, Networking, and a dropdown menu. The main content area features a large banner for 'DIGITAL DAYS' with the dates '30.11. & 01.12.2021' and a 'Welcome to the fAMILY!' message. Below the banner, there are sections for 'Visit Exhibitor area' and 'Recommended contacts'. On the right side, there is a vertical navigation menu with icons for home, search, and a grid icon, which is highlighted with a red box. At the bottom of the dashboard, there are two buttons: 'MY SCHEDULE' and 'MY WATCHLIST', both of which are also highlighted with red boxes.

Then use the button „Appointment settings“.

APPOINTMENT SETTINGS

## How can I specify that I am available for Instant video calls?

Use the checkbox "Instant video calls activated".

If you do not want to be available for Instant video calls, please deactivate this checkbox.

The checkbox "Employee online" must be activated in order to be able to offer the option Instant video call.



Instant video calls activated

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## Where can I specify my products?

Under "Settings" you can specify the products for which you are responsible within your company. These will appear in your profile.

## Where can I specify absences?

Under "Settings" and "Absences" you can use the button "Manage absence" to specify time periods in which you are not available for appointment requests. To maintain your absence, fill in the fields and click on "save".

### Absences

Define time periods in which you are not available for appointment requests.

### Absences

All events are CET (Berlin/Amsterdam)







Do you have any questions? We will be happy to help you by e-mail  
support@mesago.digital