



# EasyMeet 365

Hassle-Free Meeting Scheduling



## Feature List



#MEETTHEUNICORN



| FEATURE                      | DESCRIPTION   |
|------------------------------|---|
| Meeting Poll Creation        | Users can create a meeting poll by providing essential details like title, description, location, and duration.                 |
| Participant Management       | Invite participants from within and outside the organization using an autocomplete feature for ease of selection.               |
| Calendar Integration         | View participants' availability in the calendar, with timeslots appearing in red if they conflict with other events.            |
| Custom Timeslot Selection    | Add multiple timeslots for a meeting, with options to find the most suitable time.  |
| Notification & Sharing       | Automatically notify participants via email about the poll or share the poll link manually.                                     |
| Vote Adjustment              | Participants can change their votes by selecting or deselecting timeslots, with changes synchronized to their calendars.        |
| Automatic Meeting Scheduling | Automatically schedule the meeting if all participants agree on a time slot; otherwise, the organizer can manually schedule it. |
| Manual Poll Reminder         | Send manual reminders to participants who have not yet voted, ensuring timely responses.  |
| Conflict Notification        | Highlight timeslots that conflict with other events, providing details for better decision-making.                              |
| Delegate Functionality       | Schedule meetings or create polls on behalf of others within your organization.   |
| Flexible Poll Options        | Organizers have the flexibility to adjust settings, add additional timeslots, and manage poll options as needed.                |



## Easy Authentication for Microsoft 365 Accounts

Anyone with a Microsoft 365 account can easily access the system.

## Magic Links for External Users

If you don't have a Microsoft 365 account, you can sign in using a magic link sent to your email.

## Microsoft 365 Integration

EasyMeet 365 is fully integrated with both Outlook and Microsoft Teams, offering a unified experience across your communication and collaboration tools.



EASYMEET 365 IS  
TOTALLY FREE IN 2025!

### Microsoft 365 Tool Supported

Teams | Outlook | Exchange

### Resources

Meetings





# EasyMeet 365



Looking for a place to create Chaos!

EasyLife 365 simplifies your path to smart collaboration. Our suite of innovative apps brings order to the chaos of today's workplaces, boosting productivity along the way. In a world where collaboration often equals to chaos, we are the champions of order.

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