

Creating And Managing Calendar Meetings

Junovy Talk integrates with Junovy Calendar, allowing you to schedule and manage meetings directly from your conversations.

Scheduling a Meeting from a Conversation

To schedule a meeting within a Talk conversation:

1. Open the conversation where you want to schedule a meeting
2. Click the calendar icon (📅) in the top toolbar next to the conversation name
3. Select a date and time for your meeting
4. Add a title and description
5. Click "Create meeting" to schedule

The meeting will be added to the calendar of all conversation participants.

Meeting Settings in Conversations

Access meeting-related settings in Conversation Settings under the "Meeting" section:

Enable lobby: When enabled, participants must wait in a lobby until a moderator admits them. This helps control who can join your meeting and when.

Import email participants: Import a list of participants from a CSV file to quickly add multiple people to your meeting.

Poll drafts: Browse and manage poll drafts that can be used during your meeting for audience engagement.

Viewing Upcoming Meetings

To see upcoming meetings:

1. Click the "Upcoming meetings" button (calendar icon) in the conversation toolbar
2. View all scheduled meetings for this conversation
3. Click on a meeting to see details or join when it's time

Joining a Scheduled Meeting

When a scheduled meeting time arrives:

1. You'll receive a notification (if enabled)
2. Open the conversation associated with the meeting
3. Click "Join call" to enter the meeting

Calendar Integration

Meetings created in Junovy Talk automatically sync with Junovy Calendar. You can:

- View Talk meetings in your Junovy Calendar
 - Receive calendar notifications before meetings
 - Add meetings to external calendars via iCal export

Meeting Permissions

Control meeting behavior through Conversation Permissions:

All permissions: Participants can start calls, join calls, enable audio/video, and share screens freely.

Restricted: Participants can join calls but cannot enable audio, video, or share screen until a moderator grants permission. This is useful for webinars or large meetings.

Advanced permissions: Customize specific permissions for fine-grained control.

Best Practices for Meetings

- **Set a clear agenda:** Use the conversation description to outline meeting topics
 - **Enable lobby for important meetings:** Control when participants can join
 - **Use polls for engagement:** Create polls beforehand to gather feedback during the meeting
 - **Record important meetings:** Consider using the call summary bot to capture meeting notes
 - **Start on time:** The host should be ready to admit participants promptly

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