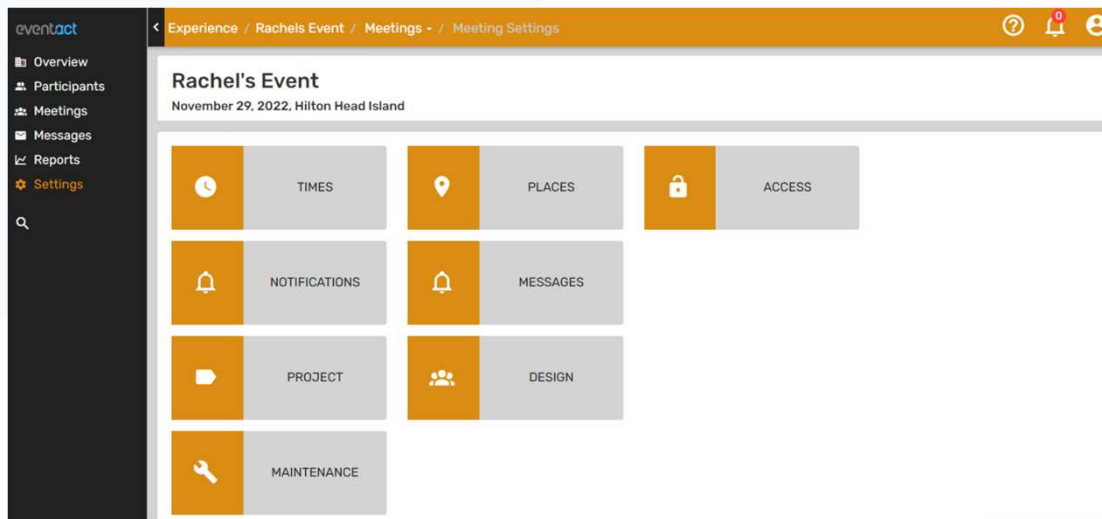


# Eventact

## Meeting settings

To change your meeting settings, click Meetings > Settings

You should see this page.



# Eventact

If you click TIMES you can edit your time slots manually.

If you click PLACES you can edit your meeting spaces.

If you click ACCESS you can edit who has access to meetings.

If you click NOTIFICATIONS you can edit the notifications sent to participants.

If you click MESSAGES you can edit the message templates you can send to participants.

If you click PROJECT you can edit your event details.

If you click DESIGN you can edit the design formats and images of your app.

If you click MAINTENANCE you can add PAX field to import to meetings and others.