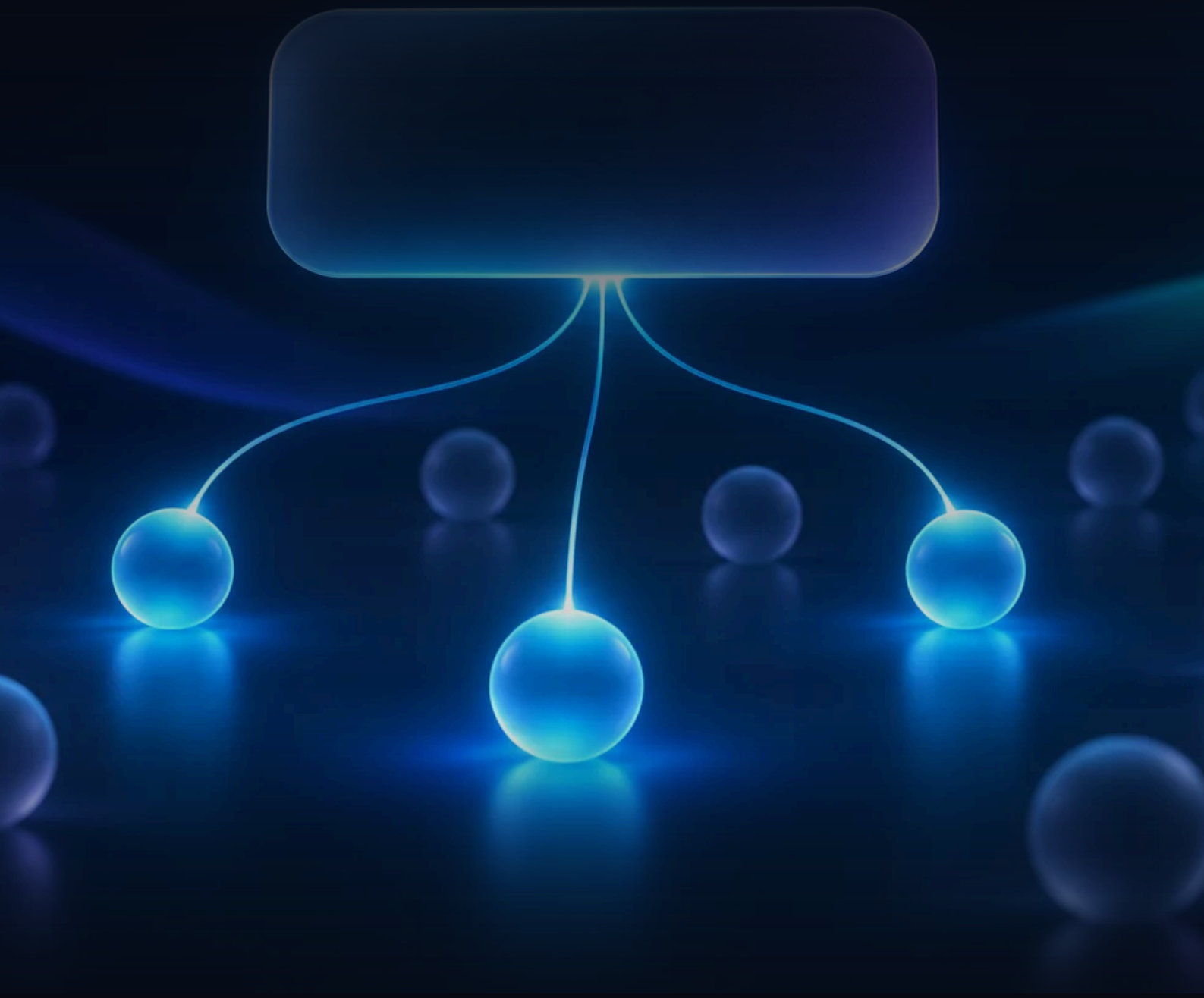
Convium

How to work with Convium

A short guide: signing in, today's meetings, replies, creating a meeting, notifications. The last page is for administrators.

WE PLAN TOGETHER



app.convium.com.ua

GETTING STARTED

Signing in and the first screen

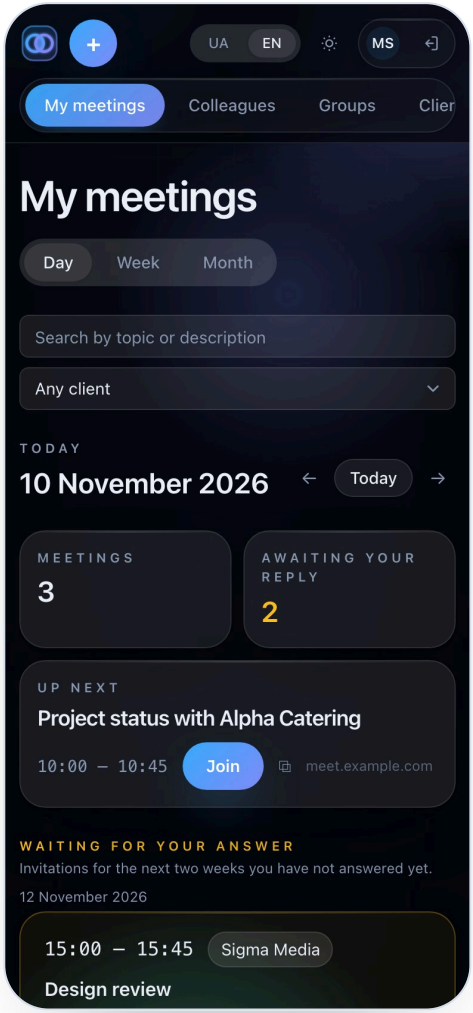
Convium runs in the browser on a phone and a computer: app.convium.com.ua. There is nothing to install.

1. **Open the invitation email.**
   Your organization's administrator invites you by email address. The email has a link where you set your own password.

2. **Or send a request using the organization's link.**
   If you were given such a link, fill in the form and confirm your address from the email. An administrator will open access.

3. **Sign in.**
   Your login is your email address. If you forget the password, “Forgot your password?” on the sign-in page sends a recovery email.

4. **Look at “My meetings”.**
   The first screen shows today's meetings, the next one with a “Join” button, and the invitations awaiting your reply.



Day, week, month. The switch at the top right shows the wider picture. The “Today” button brings you back to the current day.

INVITATIONS

Replying to an invitation

The organizer sees your reply straight away. The sooner you reply, the fewer questions in the chat.

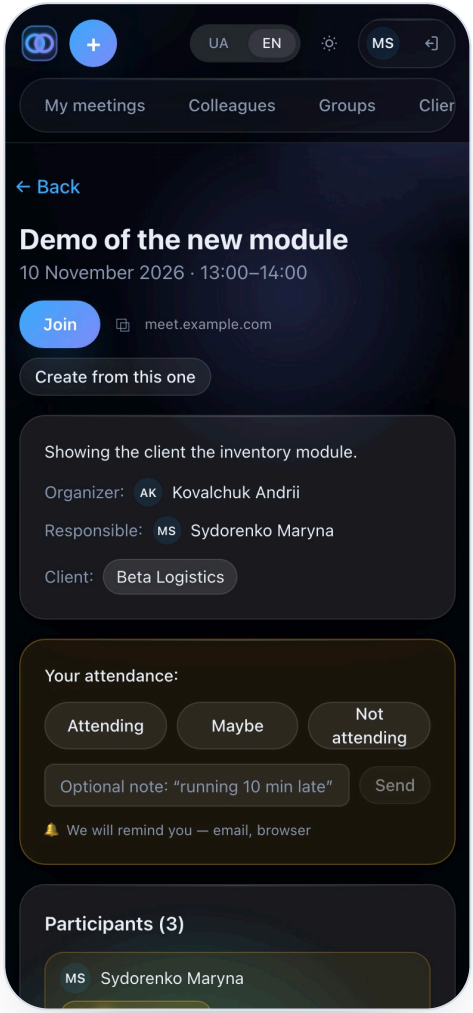
1. **Pick one of three replies.**
   “Attending”, “Maybe” or “Not attending” — in the meeting list or in the meeting card.

2. **Add a note if you need to.**
   For example, “running 10 minutes late”. The note goes with your reply and the meeting's participants see it.

3. **You can reply right from the email.**
   The invitation email has three buttons. A button opens a page where you confirm the reply.

4. **A recurring meeting.**
   “Attending all” or “Not attending any” replies to the whole series at once. You can change a single day later.

5. **Join.**
   The “Join” button in the card opens the call link.



Plans changed? You can change your reply at any time: open the meeting and pick another one.

ORGANIZER

Creating a meeting

Anyone in the organization can create a meeting. Whoever creates it is the organizer.

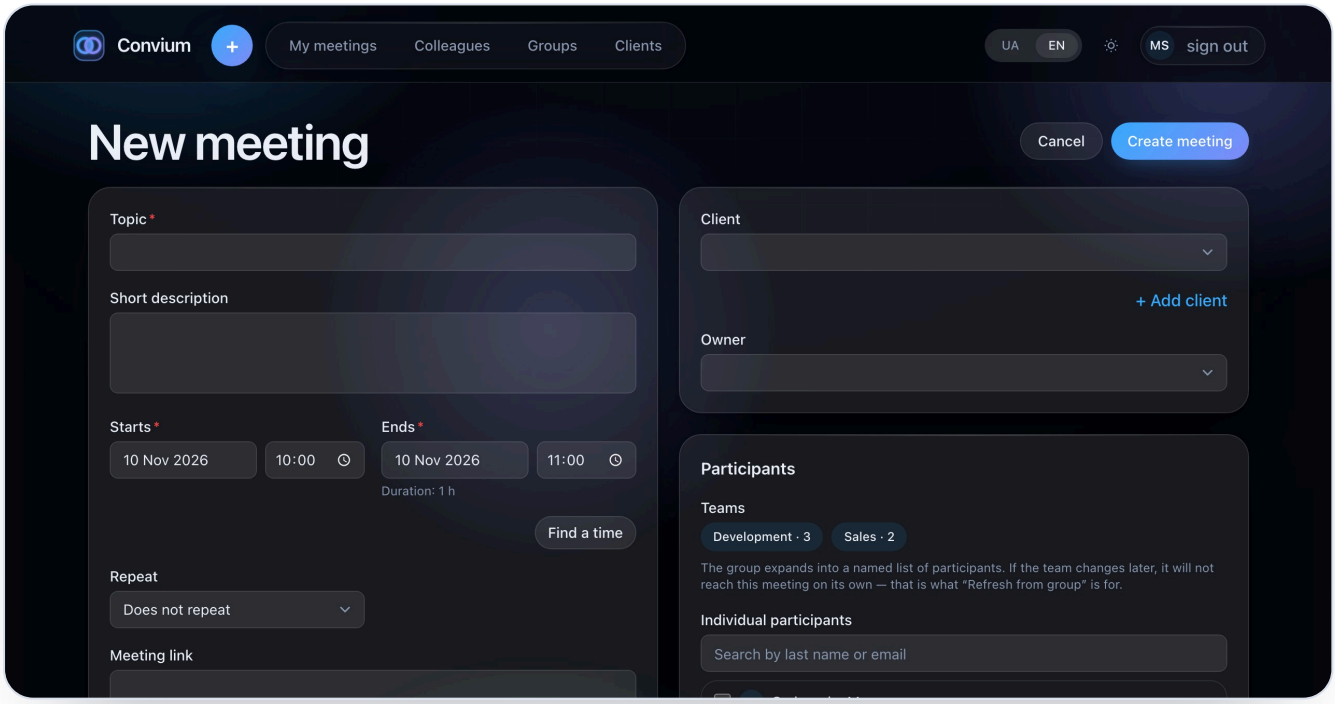
1. **Press “+” at the top.**
   Enter the topic, start and end. “Find a time” shows when participants are busy.

2. **Add the meeting link.**
   Zoom, Meet or anything else: it appears in the card and in the reminder email. For an in-person meeting, enter the place.

3. **Choose the client and the person responsible.**
   Both fields are optional. A new client can be added right from the form.

4. **Add participants.**
   One by one or as a whole team. A group expands into a list of names: if its members change later, this meeting is not updated by itself.

5. **Set a recurrence if the meeting is regular.**
   Daily, on workdays, weekly, every two weeks or monthly.



Not happening? “Cancel” is better than “Delete”: participants get an email and see that the meeting was called off.

PROFILE

Notifications and reminders

Everything is set in your profile: press your initials at the top right.

1. **Choose your channels.**
   Email, browser notifications, Telegram: several at once is fine. Emails about sign-in and passwords always come by email.

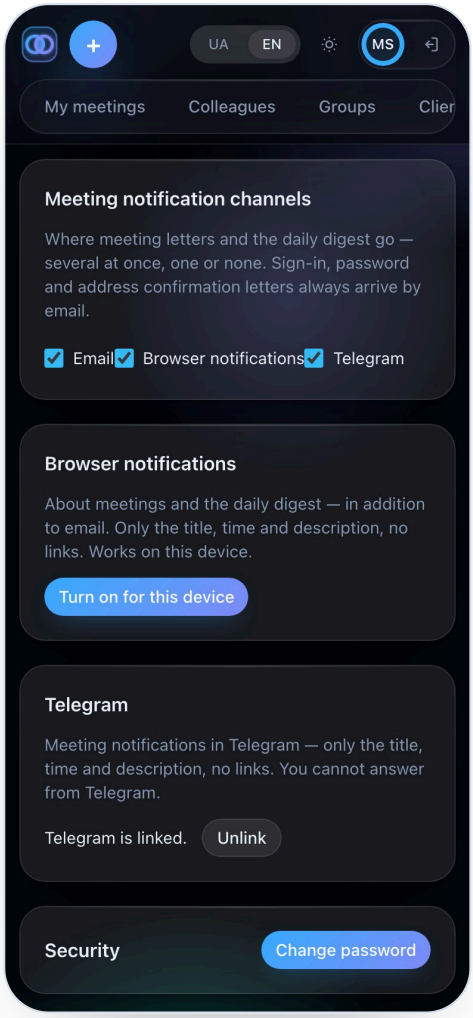
2. **Turn on browser notifications.**
   They work on the device where you turned them on. They carry only the topic, time and description.

3. **Link Telegram.**
   “Link Telegram” opens the bot. You can't reply to an invitation from Telegram, only read it.

4. **“Remind me”.**
   An email with the link arrives the chosen time before the meeting starts.

5. **“Daily overview by email”.**
   Every day at the time you choose: your meetings for the day and what awaits a reply. No email on a day without meetings.

6. **Check your time zone.**
   It defines “today” and the time shown in emails.



Who sees my meetings. The profile has the full list: your manager and the administrator see them by rule, and you share your calendar with colleagues yourself.

TEAM

Colleagues, groups and guests

Colleagues' calendars

Ask for access

The “Colleagues” section shows the calendars open to you. You can ask for a closed one to be opened.

Withdraw access

Approved access can be removed at any time in your profile, in “Who sees my meetings”.

Groups

Who manages them

Managers create groups in the “Groups” section: “Development”, “Sales”.

What for

To invite a team to a meeting in one click instead of picking people one by one.

Inviting someone outside the organization

1. **Open your meeting's card, the “Meeting links” block.**
   A general link is one per meeting, for a group chat. A personal link is for one person, with their address already filled in.

2. **Copy the invitation and send it.**
   By the link the person sees only the topic, time, organizer and number of participants, and can send a request.

3. **An administrator decides.**
   Once the address is confirmed, the administrator sees the request. A guest joins without an account and gets emails with reply buttons.

FOR ADMINISTRATORS

People, requests and permissions

All of this is in the “Users” section, which only an administrator sees.

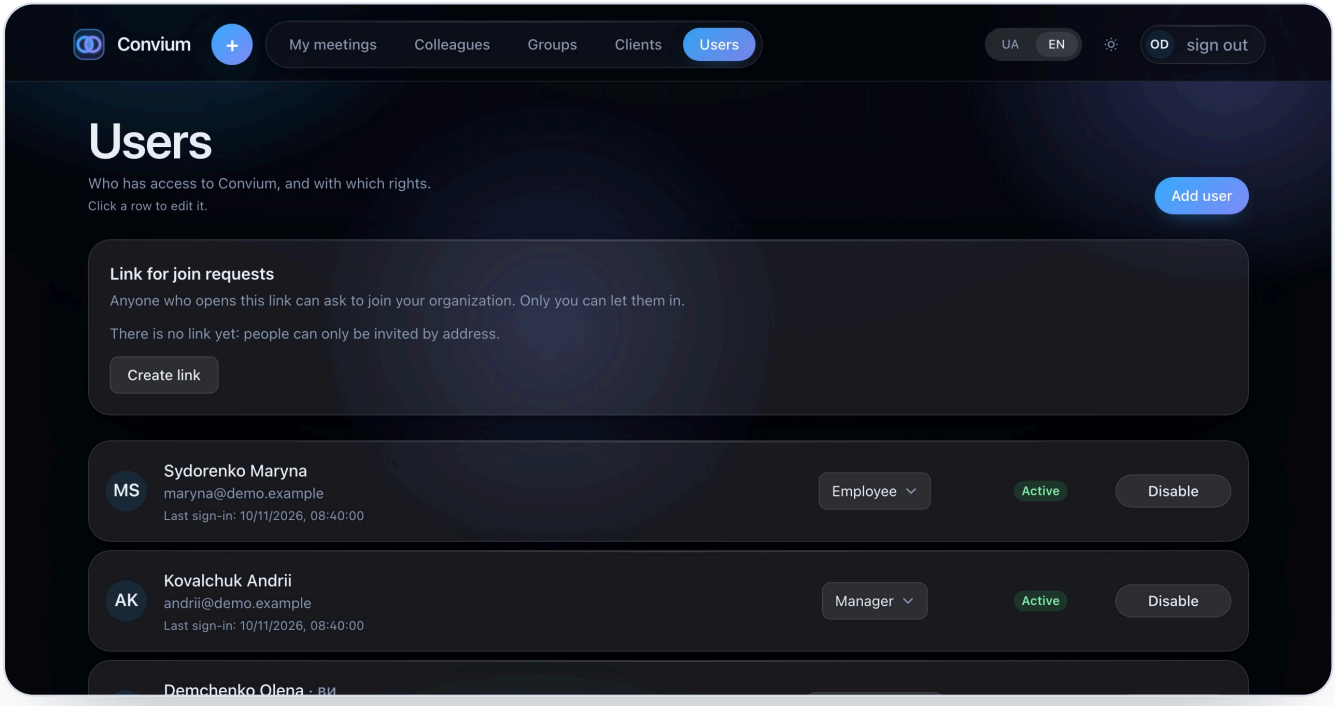
1. **Invite a person by address.**
   “Add user”: the person gets an email and sets their own password.

2. **Or create a link for join requests.**
   Anyone who opens it can ask to join your organization. Only you can let them in. Reissuing the link cancels the old one.

3. **Set the role and the manager.**
   An employee sees their own meetings; a manager also sees their direct reports' meetings. You assign each person's manager.

4. **Review meeting requests.**
   “Member” gets an account in the organization and joins the meeting. “Guest” joins without an account and only gets emails. “Reject” deletes the request's data.

5. **If a person leaves, disable the account rather than delete it.**
   Sign-in is closed, emails stop, and past meetings and replies stay truthful.



Questions? hello@convium.com.ua