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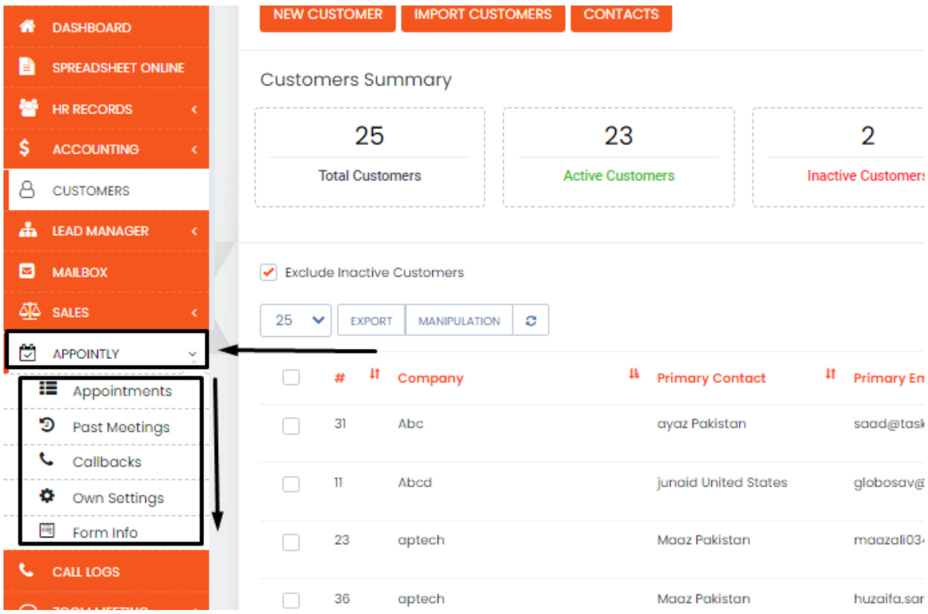
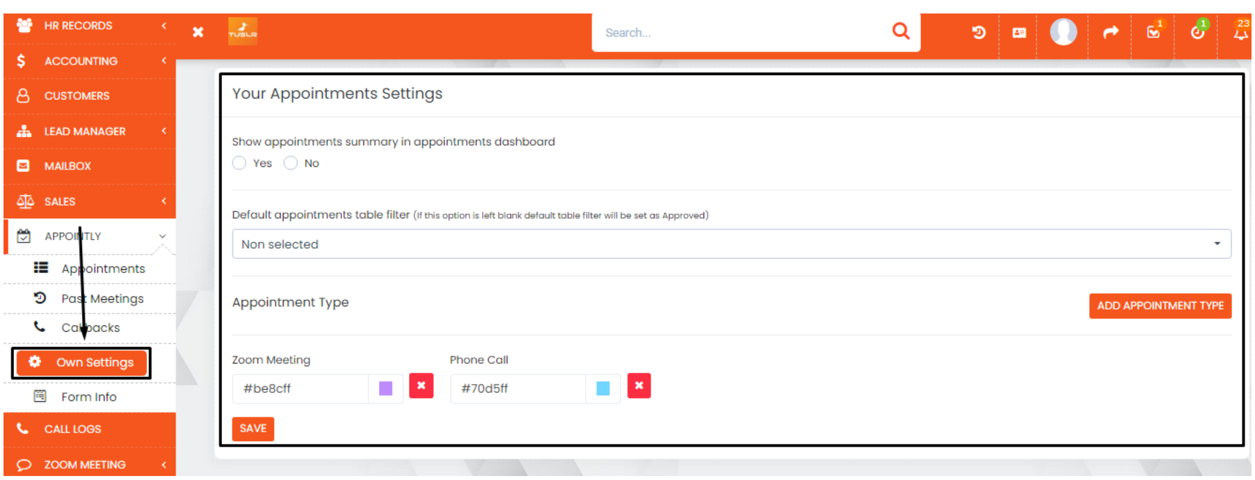
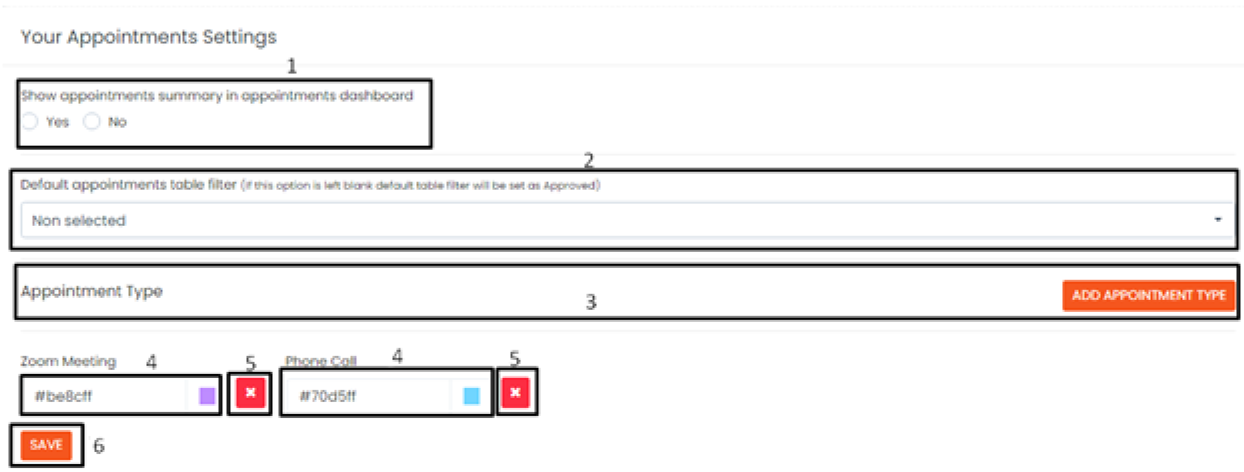


If you click Appointly, you will get a drop-down list.

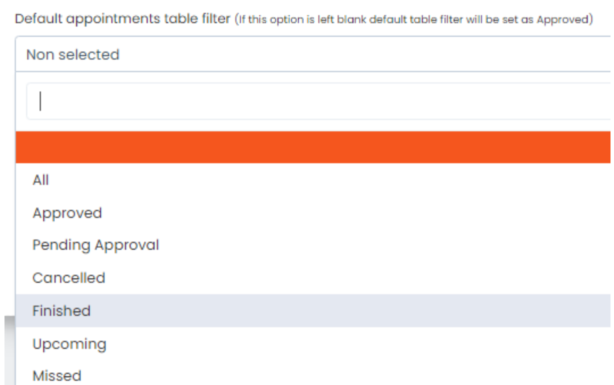
OWN SETTINGS



After clicking the "Own Settings" option, the above page will get loaded.



1. If you want to allow the appointment's summary to be shown in the appointment's dashboard, then click "Yes" else "no".
2. This option allows you to add more fields to filter.



3. This button allows you to add a new appointment type. Enter the appointment type name and choose the color you would like to represent that meeting. This color will be shown in your calendar to help you keep track of which meetings you have easily.

4. In our demonstration we currently have zoom meetings and phone calls as options to choose from. You can edit the color by clicking the color code underneath your current meeting types to represent your meetings.
5. This button allows you to delete the existing appointment type.
6. Finally, click the "save" button to update the changes successfully.