A Guide to Viewing Appointments as a Guest or Host

Welcome to StreamLode. Your go-to streaming website for all your appointment needs. Whether you're a guest looking to find a subject expert or as a subject expert managing your appointments efficiently, this guide will walk you through the simple steps required to make the most of StreamLode's appointment viewing features. Let's dive in!

Viewing Appointments as a Guest:

- As a guest, you will receive an email with your scheduled appointments. The email will provide all the necessary details related to your appointments.
- To access and view your appointments, simply open the email, and locate the appointment information. Check your spam folder, just in case the email ends up there.
- If you use Google Calendar, you have the option to add these appointments to your calendar directly from the email. Click on the "Add to Google Calendar" button, and the appointment details will be automatically added to your calendar.

Viewing Appointments as a Host:

- To view appointments as a host, start by logging into your registered StreamLode account using your credentials.
- After logging in, you will be directed to the Host's dashboard, where you can manage your appointments.
- In the Host Dashboard, you will find multiple tabs, including "Total Appointments" and "Today's Appointments."
- To view all your appointments, navigate to the "Total Appointments" tab. Here, you will see a comprehensive list of all your scheduled appointments.
- If you prefer to view only today's appointments, select the "Today's Appointments" tab. This tab will display appointments specifically scheduled for the current day.
- Alternatively, you can access the "**Appointments**" tab from the left navigation menu. Click on it to view all your appointments in one place.

StreamLode provides a seamless experience for both guests and hosts when it comes to viewing appointments. As a guest, you can conveniently access your scheduled appointments through the email you receive(check your spam folder just in case). Moreover, Google Calendar users can easily integrate their appointments into their calendars with a single click. As a host, logging into your StreamLode

account grants you direct access to the Host Dashboard, where you can effortlessly manage all your appointments. Whether you need to check all your appointments, view today's schedule, or navigate through the appointments tab, StreamLode simplifies the process for you. Enjoy your appointment viewing experience with StreamLode!

Remember, for further assistance or any additional questions, you can always reach out to our dedicated customer support team. Email us a support@streamlode.com for further help.