

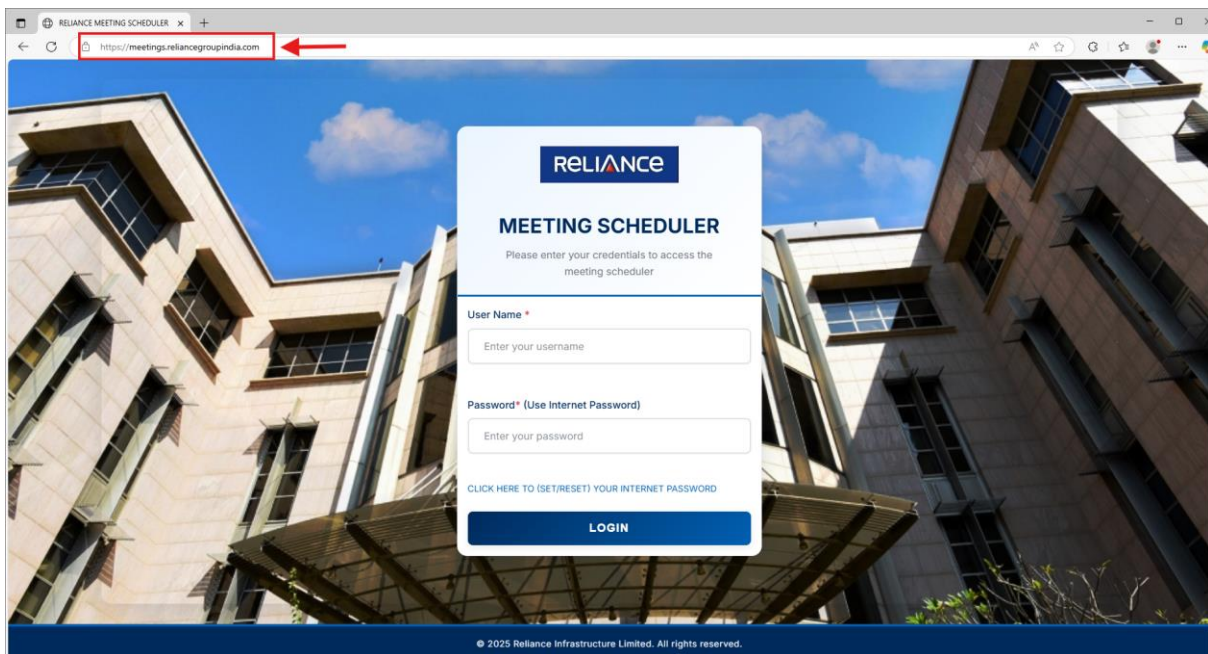
RELIANCE MEETING SCHEDULER

(ONLINE PORTAL TO SCHEDULE WEBEX MEETINGS)

FOLLOW THESE STEPS TO SUCCESSFULLY SCHEDULE A MEETING:

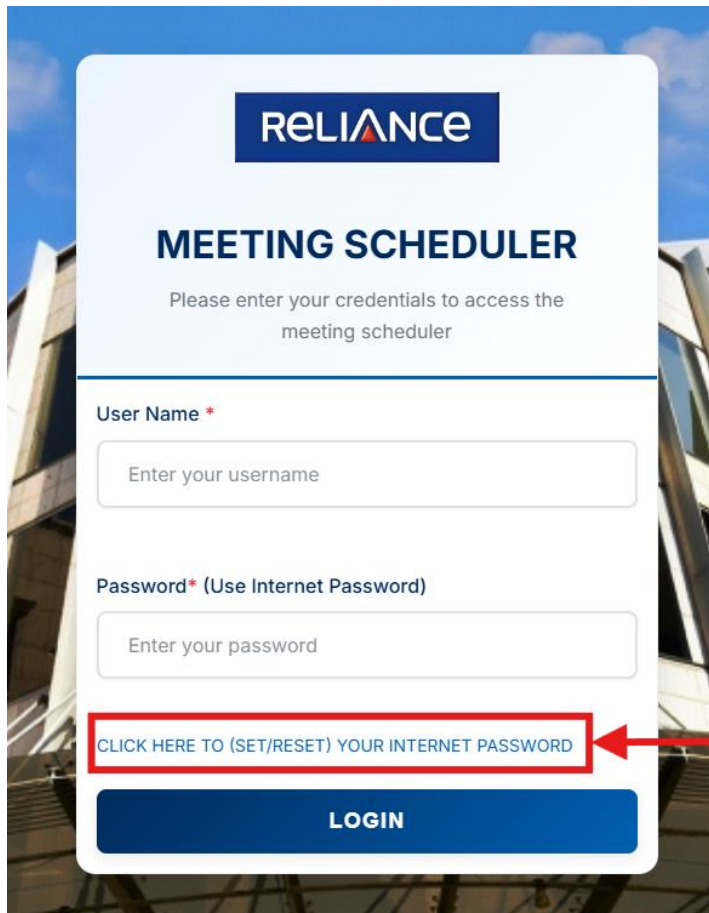
STEP 1 :

Click on the link : <https://meetings.reliancegroupindia.com>



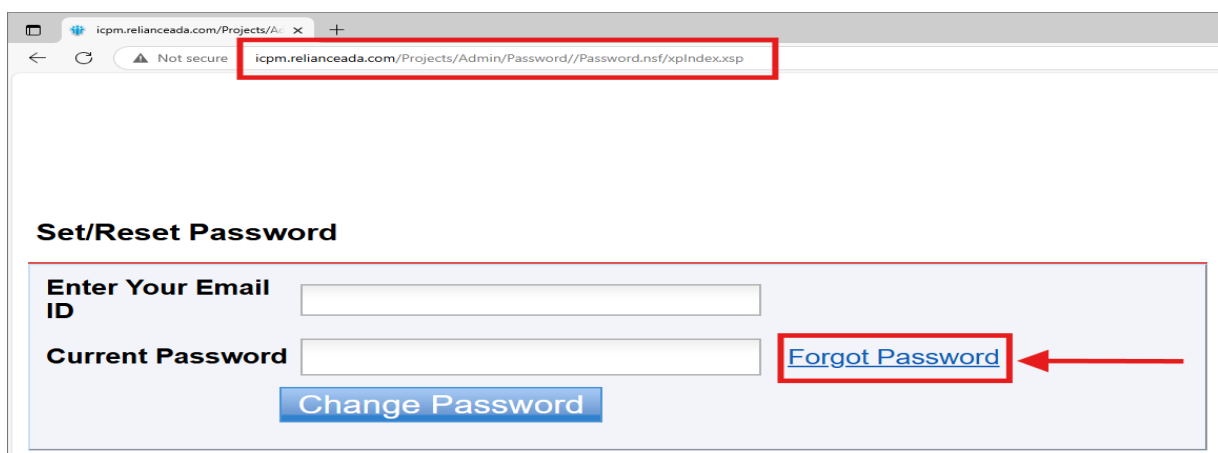
STEP 2.1:

In case you don't remember your internet password , you can click on the link shown below in the picture.



The image shows a login form for the 'RELIANCE MEETING SCHEDULER'. At the top is the Reliance logo. Below it, the title 'MEETING SCHEDULER' is displayed. A message asks the user to enter credentials. The form has two input fields: 'User Name *' and 'Password* (Use Internet Password)'. Below the password field is a link that says 'CLICK HERE TO (SET/RESET) YOUR INTERNET PASSWORD'. This link is highlighted with a red rectangle, and a red arrow points to it from the right. At the bottom of the form is a blue 'LOGIN' button.

STEP 2.2: Then click on forgot password

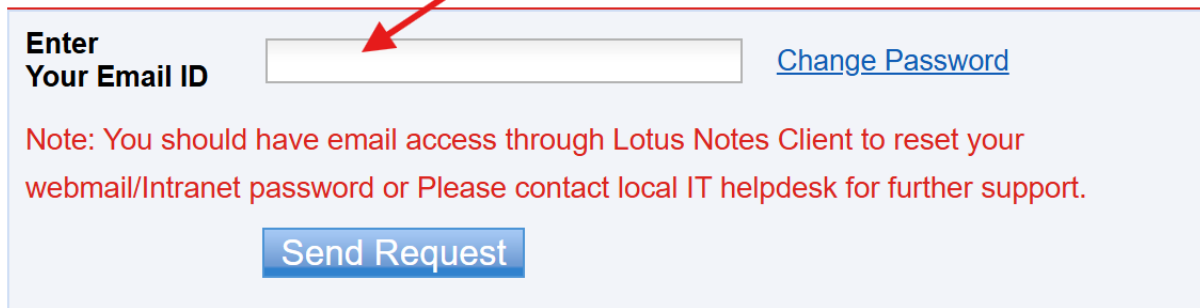


The image shows a web browser window. The address bar contains the URL 'icpm.relianceada.com/Projects/Admin/Password//Password.nsf/xplindex.xsp', which is highlighted with a red rectangle. The page title is 'Set/Reset Password'. There are two input fields: 'Enter Your Email ID' and 'Current Password'. Below the 'Current Password' field is a blue 'Change Password' button. To the right of the 'Current Password' field is a link that says 'Forgot Password'. This link is highlighted with a red rectangle, and a red arrow points to it from the right.

STEP 2.3:

Enter your company email id here and click on send request button

Set/Reset Password



Enter Your Email ID [Change Password](#)

Note: You should have email access through Lotus Notes Client to reset your webmail/Intranet password or Please contact local IT helpdesk for further support.

[Send Request](#)

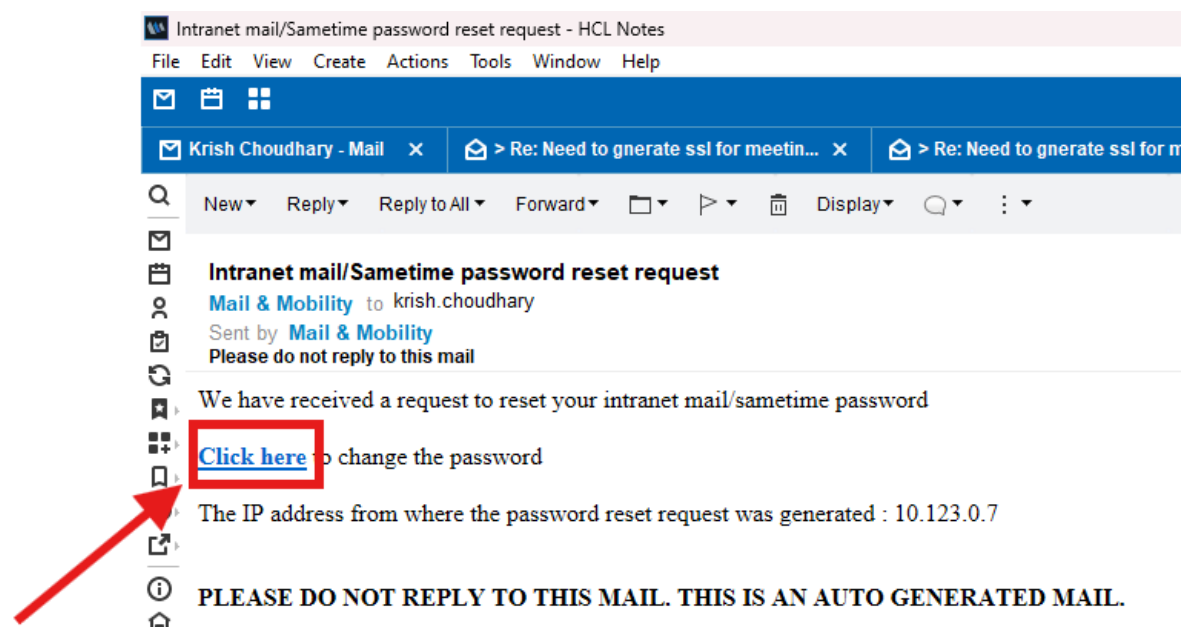
STEP 2.4:

You will see this message on your screen:

**Your password reset request has been submitted.
Please check your mail to reset password**

STEP 2.5:

You will receive an email to reset the password , click on the link as shown below



STEP 2.6:

Enter your new password and click on submit request button , the password will be reset.

Set/Reset Password

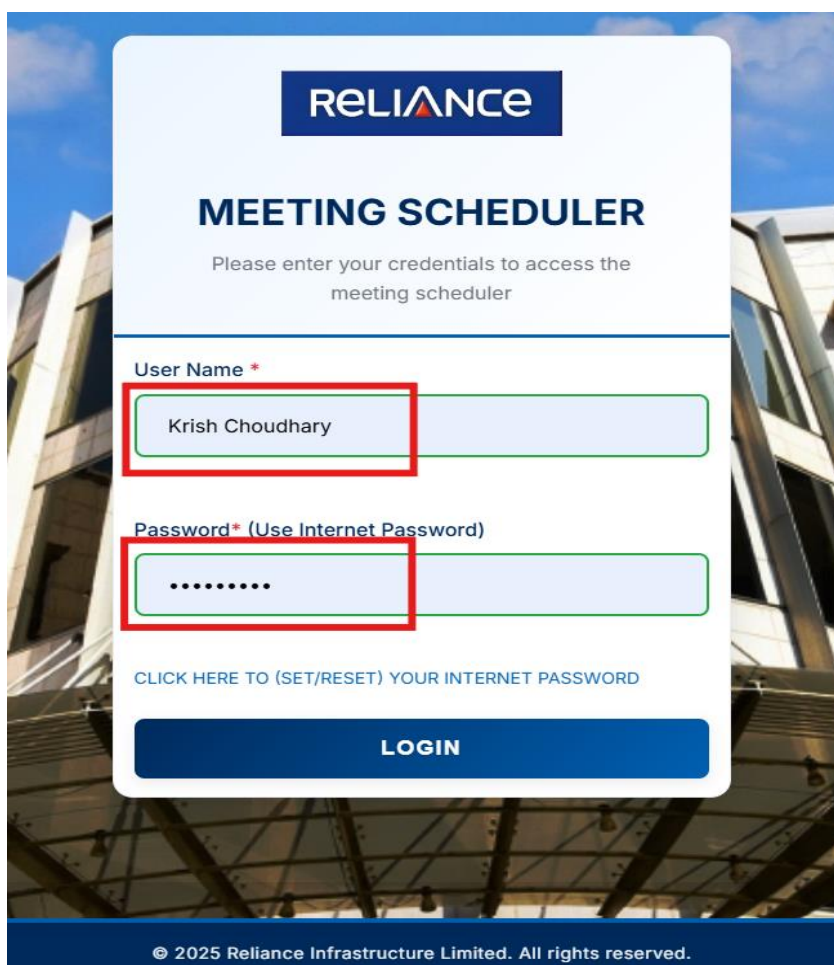
Your Email ID	krish.choudhary@reliancegroupindia.com
New Password	<input type="password"/>
Retype Password	<input type="password"/>

As per the password policy, password should be complex and must be a combination of Alphanumeric and special Character, with minimum of 8 characters.

[Submit Request](#)

STEP 3:

Enter your username and password and click on login



The image shows a login screen for the 'RELIANCE MEETING SCHEDULER'. The background is a photograph of a modern building with a glass facade. The login form is a white card with a blue header containing the 'RELIANCE' logo. Below the logo, the title 'MEETING SCHEDULER' is displayed in bold blue letters. A subtitle reads 'Please enter your credentials to access the meeting scheduler'. The form has two input fields: 'User Name *' with the text 'Krish Choudhary' and 'Password* (Use Internet Password)' with masked characters '.....'. Both input fields are highlighted with red rectangular boxes. Below the password field is a link that says 'CLICK HERE TO (SET/RESET) YOUR INTERNET PASSWORD'. At the bottom of the form is a blue button labeled 'LOGIN'. The footer of the page, in a dark blue bar, contains the text '© 2025 Reliance Infrastructure Limited. All rights reserved.'

RELIANCE

MEETING SCHEDULER

Please enter your credentials to access the meeting scheduler

User Name *

Krish Choudhary

Password* (Use Internet Password)

.....

[CLICK HERE TO \(SET/RESET\) YOUR INTERNET PASSWORD](#)

LOGIN

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STEP 4:

Enter your meeting details:

Meeting Details

Meeting Title *

ENTER THE MEETING TITLE HERE

Meeting Description

ENTER THE MEETING DESCRIPTION HERE

Meeting Password (Optional)

YOU CAN SET A PASSWORD OF YOUR CHOICE HERE

STEP 5:

Enter the required date and time and

Click on check availability button.

Meeting Schedule

Meeting Date *

24/07/2025



Start Time *

15:00



End Time *

17:00



 Check Availability

If your slot is available you can proceed:

Your selected time slot is available! You can now proceed to schedule.

Or else you can choose for the available slots:

The screenshot displays a grid of time slots for scheduling a meeting. The slots are as follows:

11:00 AM - 1:00 PM Conflicts: 1	2:00 PM - 4:00 PM	2:15 PM - 4:15 PM	2:30 PM - 4:30 PM
2:45 PM - 4:45 PM	3:00 PM - 5:00 PM	3:15 PM - 5:15 PM	3:30 PM - 5:30 PM
3:45 PM - 5:45 PM	4:00 PM - 6:00 PM		

A red arrow points to the 3:00 PM - 5:00 PM slot. Below the grid, a blue box contains the text "Selected Time Slot: 3:00 PM - 5:00 PM" and a button labeled "Update Meeting Time" with a calendar icon. Another red arrow points to this button.

STEP 6:

Enter the participants email ids seperated by comma

And click on schedule meetings button.

Meeting Participants

Enter participant email addresses separated by commas

Participant Emails *

~~XXXXXXXXXX~~@RELIANCEGROUPINDIA.COM


💡 Separate multiple email addresses with commas

👤 1 participant detected

SCHEDULE MEETING

STEP 7:

The meeting will be scheduled and a confirmation will be shown:



Meeting Scheduled Successfully!


Title: ENTER THE MEETING TITLE HERE
Date: Wednesday, July 23, 2025
Time: 3:00 PM - 5:00 PM
Description: ENTER THE MEETING DESCRIPTION HERE
Host Email (Scheduled By): reliance.itsupport@reliancegroupindia.com
Participants: Krish.Choudhary@reliancegroupindia.com, ~~XXXXXXXXXX~~@RELIANCEGROUPINDIA.COM
Webex Meeting Link: <https://relianceinfrastructure.webex.com/relianceinfrastructure/j.php?MTID=m4504e0a947502cd4602a01cfb2d5c454>

[SCHEDULE ANOTHER MEETING](#)

STEP 8:

The scheduler and the participants will receive an email with the meeting link

Accept Decline Respond Request Information... Check Calendar...



Invitation: ENTER THE MEETING TITLE HERE

Wed 23-07-2025 15:00 - 17:00
Attendance is required for Krish Choudhary

Chair	Reliance ITSupport@REL/RelianceADA
Sent By	"Reliance ITSupport" <messenger@webex.com>
Location	https://relianceinfrastructure.webex.com/relianceinfrastructure/j.php?MTID=m3c5420170ce5b35ef82a13703306fa58 Join

Reliance ITSupport has invited you to a meeting. You have not yet responded.

Required Krish Choudhary/Consultant@REL/RelianceGroup

Description

Scheduled by: Krish Choudhary (Krish.Choudhary@reliancegroupindia.com)

ENTER THE MEETING DESCRIPTION HERE

When it's time, join the Webex meeting here.

[Join meeting](#)

More ways to join:

Join from the meeting link
<https://relianceinfrastructure.webex.com/relianceinfrastructure/j.php?MTID=m3c5420170ce5b35ef82a13703306fa58>

Join by meeting number
Meeting number (access code): 2511 410 1396
Meeting password: Mv6MEWc487 (68263892 when dialing from a phone or video system)

Tap to join from a mobile device (attendees only)
+65-6703-6949, 25114101396#68263892# Singapore Toll
+91-22-6480-0114, 25114101396#68263892# India Toll (Mumbai)
Some mobile devices may ask attendees to enter a numeric password.

(Click on accept to add this to your lotus notes Calendar)

Krish Choudhary

on Local

Today 22-Jul-2025

July 2025

21 Mon Jul-2025 22 Tue Jul-2025 23 Wed Jul-2025 24 Thu Jul-2025

10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00

ENTER THE MEETING TITLE
HERE
<https://relianceinfrastructure.webex.com/relianceinfrastructure/j.php?MTID=m3c5420170ce5b35ef82~127632064~59>

Day 204 - 161 days left in the year

Participant Actions Request Information... Check Calendar...

(You can see the meeting in your Calendar)