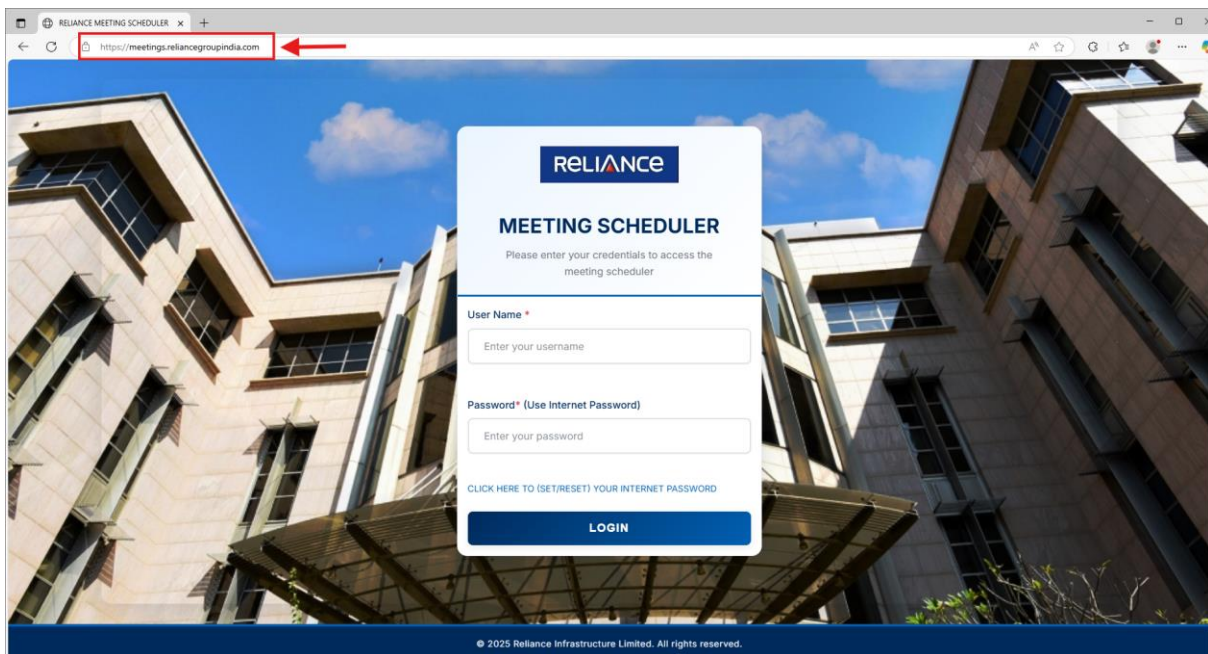# RELIANCE MEETING SCHEDULER

(ONLINE PORTAL TO SCHEDULE WEBEX MEETINGS)

FOLLOW THESE STEPS TO SUCCESSFULLY SCHEDULE A MEETING:
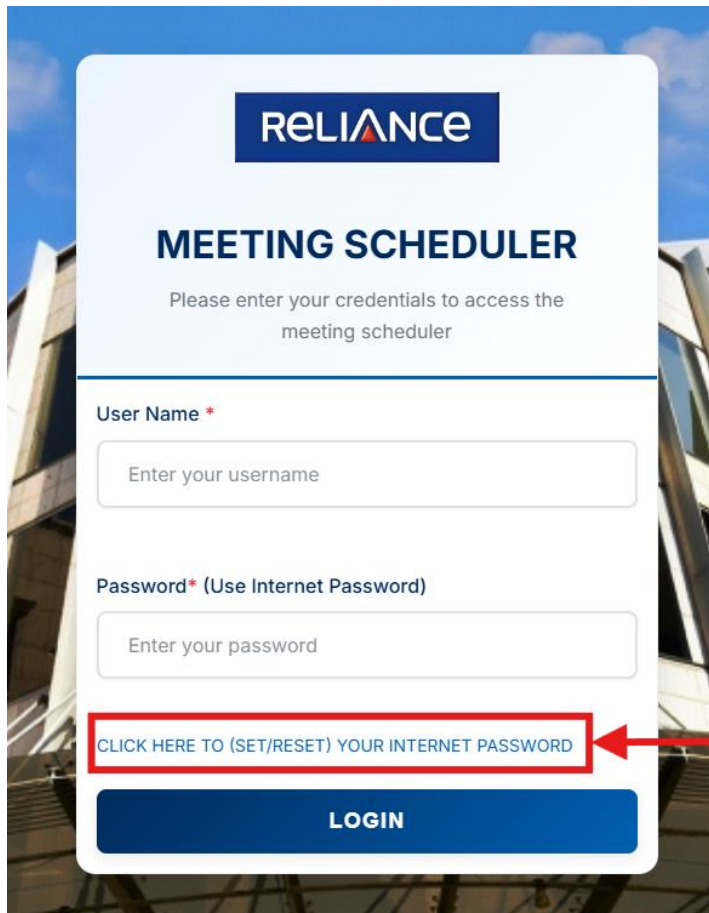
STEP 1 :

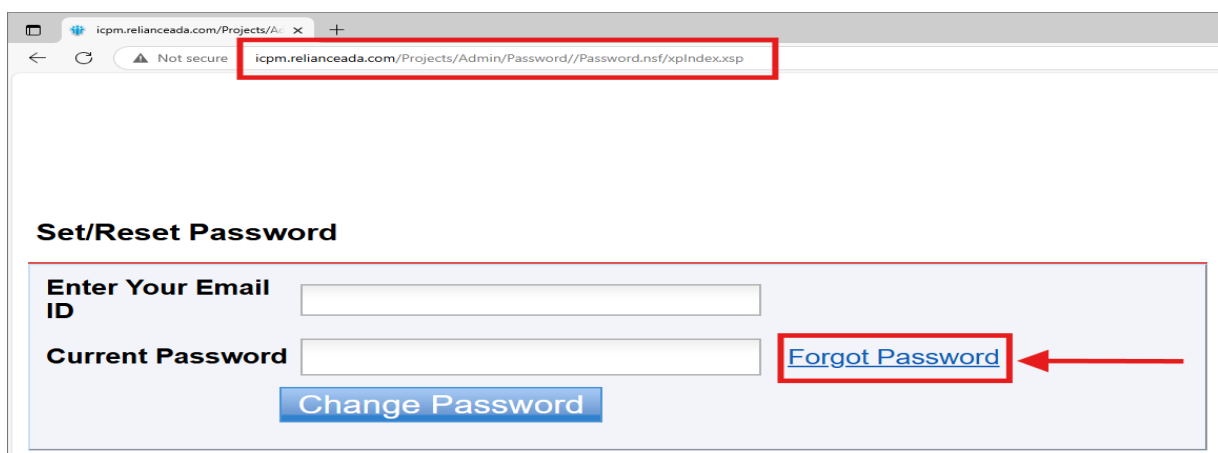Click on the link : https://meetings.reliancegroupindia.com

STEP 2.1:

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

STEP 2.2: Then click on forgot password
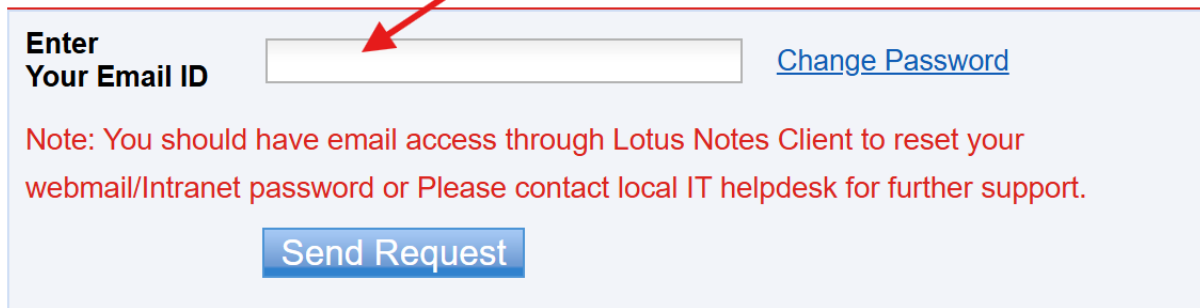
STEP 2.3:

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.
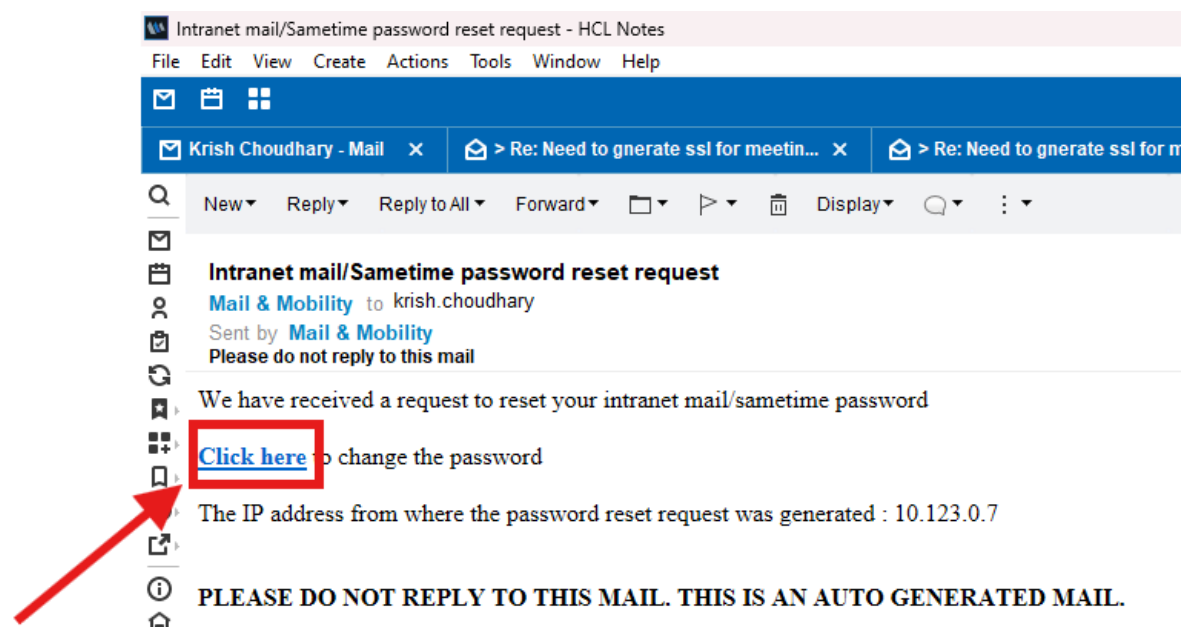
Send Request

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.
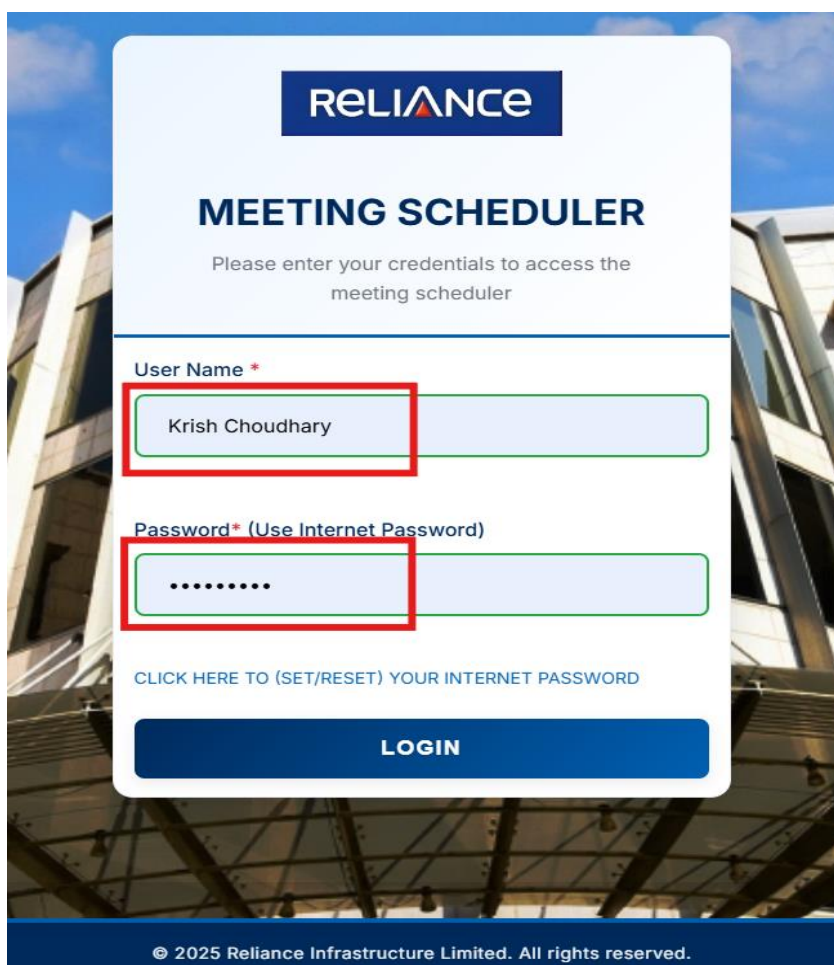
Set/Reset Password

Your Email ID	krish.choudhary@reliancegroupindia.com
New Password	
Retype 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

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

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 availabale you can proceed:

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

Or else you can choose for the available slots:

STEP 6:

Enter the participants email ids seperated by comma

And click on schedule meetings button.

STEP 7:

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

STEP 8:

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

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

(You can see the meeting in your Calendar)