



What you can
do via email:

Command /
Email address:

How to use it:

Sign up for Meetin.gs.

signup@meetin.gs

Send an email to the address. Your email address will be registered as a user for Meetin.gs.

Set up a meeting
from your calendar.

setup@meetin.gs

When creating a calendar event, invite setup@meetin.gs. A meeting in Meetin.gs will be created based on your event. Invitations to the meeting space will be sent together with the calendar invites.

Create a meeting.

create@meetin.gs

Send an email to the address. Put meeting title in the subject, agenda in the text body and materials as attachments.

Invite people
to a meeting.

INVITE xx@xx.com

Reply to an email you receive from a meeting. Type INVITE and email addresses of the people you want to invite, separated with comma.

Reply to scheduling.

SCHEDULE

Reply SCHEDULE as the first word of your message when you receive a request to take part in scheduling. You will receive all the scheduling options in separate emails. Answer YES or NO to each option.



What you can
do via email:

Command /
Email address:

How to use it:

Request for more
information.

INFO

Reply with the word INFO to an email you receive from a meeting. You will then receive full meeting details and instructions for using Meetin.gs via email.

Add material and
comments.

xxxx@mtn.gs

Email your notes and documents to the meeting's unique address. The attachments you send will appear as materials for the meeting. The message you write in the message body of the same email will appear as a comment for that material.

A message without attachments will appear as a new chat message.

Request to join
a meeting.

JOIN

Send an email JOIN to meeting's unique address. You will be added after the meeting admin has approved your request. If you know the code for joining, write JOIN xxxx (xxxx being the code) and you will be added right away.