

# Your Reschedge account

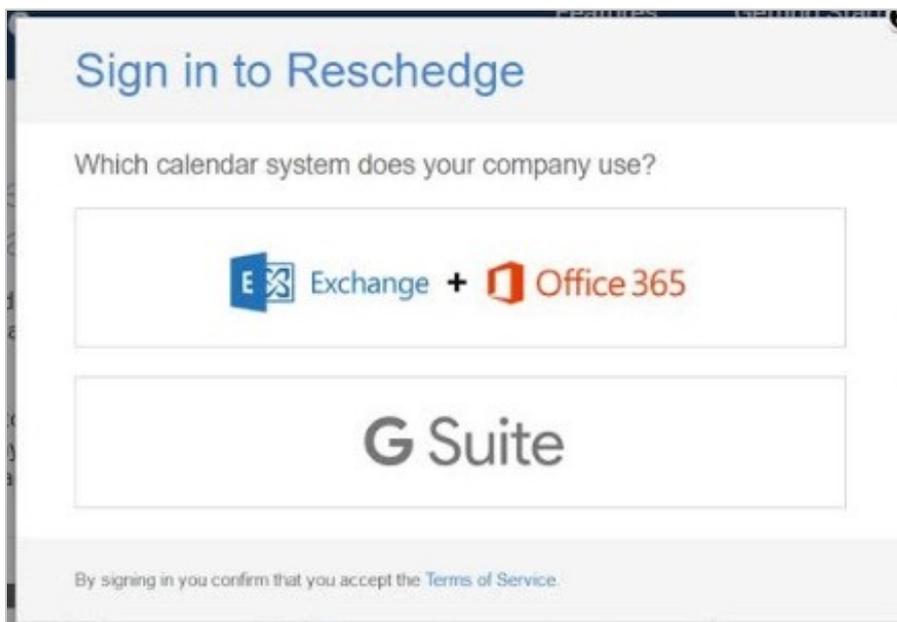
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## How to access your account

To access your Reschedge account, simply click on the Sign in button at top-right corner on the Reschedge home page.



A new lightbox will open, and you will be prompted to sign in with the calendar system your organization uses – either Microsoft Exchange + Office 365, or G Suite.



You must sign in with the same ID you signed up with to Reschedge. [Learn more about accessing your account](#)

## Personal settings

In the Personal settings area, found by clicking on your **sign-in ID**-> **Personal settings**, you can change your name, which will appear in Reschedge, as well as your personal log-in password.



This section will only appear when using Microsoft Exchange + Office 365. [Learn more about the Personal settings area](#)

## Diagnostics

In the Diagnostics area, found by clicking on your **sign-in ID**-> **Diagnostics**, you can test whether Reschedule can access your Microsoft Outlook + Exchange account.

### **Note**

This section will only appear when using Microsoft Exchange + Office 365. [Learn more about the Diagnostics area](#)

## Account settings

In the Account settings area, found by clicking on your **sign-in ID** -> **Account settings**, you can change your account settings including Company name & logo, and your email domain will be indicated.

If you're using Microsoft Exchange + Office 365, you can also set up the Exchange integration. [Learn more about the Account settings area](#)