

# QUICK GUIDE CONFERENCE CALL

## BOOK CONFERENCES QUICKLY AND EASY

Start or schedule conference calls easily, with just a few steps.

**1** In the Softphone: Click **Tools**, and then **My Profile**. Select **Meetings**.

The screenshot shows the dstny web interface. At the top left is the 'dstny' logo. A navigation bar contains links for Home, Inbox, Services, Contacts, Schedules, Meetings (highlighted with a red box), Devices, Call log, Group log, and Reports. On the right of the navigation bar, it says 'Logged in as' followed by a user name and a 'Logout' button. Below the navigation bar, the page is divided into three main sections: 'Home' on the left with a list of links (About, Applications, Extend working hours, My homepage, My Profile, Send SMS, Tickets); 'My homepage' in the center with a 'Group Log' section containing a link 'Access call log for groups' and a 'Group login' section with a 'Login/logout' button; and 'Your presence status' on the right with dropdown menus for 'Role' (set to Business) and 'Activity' (set to Available), along with a 'Set activity expiration...' link and a 'Personal note' field.

**2** Click on **New meeting**.

The screenshot shows the 'Meetings' page in the dstny interface. The navigation bar is the same as in the previous screenshot, but the 'Meetings' link is now highlighted. Below the navigation bar, the page title is 'Meetings'. On the left, there is a 'Scheduled meetings' section with navigation arrows and a 'Today' button. In the center, the date '4 August 2022' is displayed. On the right, there is a 'New meeting' button with a plus sign, highlighted with a red box, and a view selector with buttons for 'Day', 'Week', and 'Month'.

Scheduled meetings

< > Today

Day Week Month

**3** Title

**4** Starts  Ends

Repeat  Duration

**5** Participants

**6** Notes

**7** Advanced

Cancel Schedule **8**

**3** Name the meeting in the **Title** field.

**4** Choose time and date for the meeting. You can also choose if it's a reaccuring meeting.

**5** Add participants.

**6** Write down if you have any invitation notes.

**7** Here lies the settings if you want to get a reminder before the meeting.

**8** Click **Schedule** to send out the invitation to the participants.