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.**

2   Click on **New meeting**.

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| Home | Inbox | Services | Contacts | Schedules | **Meetings** | Devices | Call log | Group log | Reports | | Logged in as | | Logout |

Admin view | **User view**

Meetings | Help

Scheduled meetings

< > Today | Day Week Month

Schedule a meeting ✕

3 **Title** — Title

4 **Starts** — 04/08/2022 09:30 | **Ends** — 04/08/2022 10:30

Repeat — Never | **Duration** — 1 hour

5 **Participants** — Search contacts, separate with comma

6 **Notes** — Invitation notes

7 Advanced ⌄

Cancel | Schedule **8**

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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.

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