How to create a Meeting page for automatic calendar booking (Free Calendly alternative)
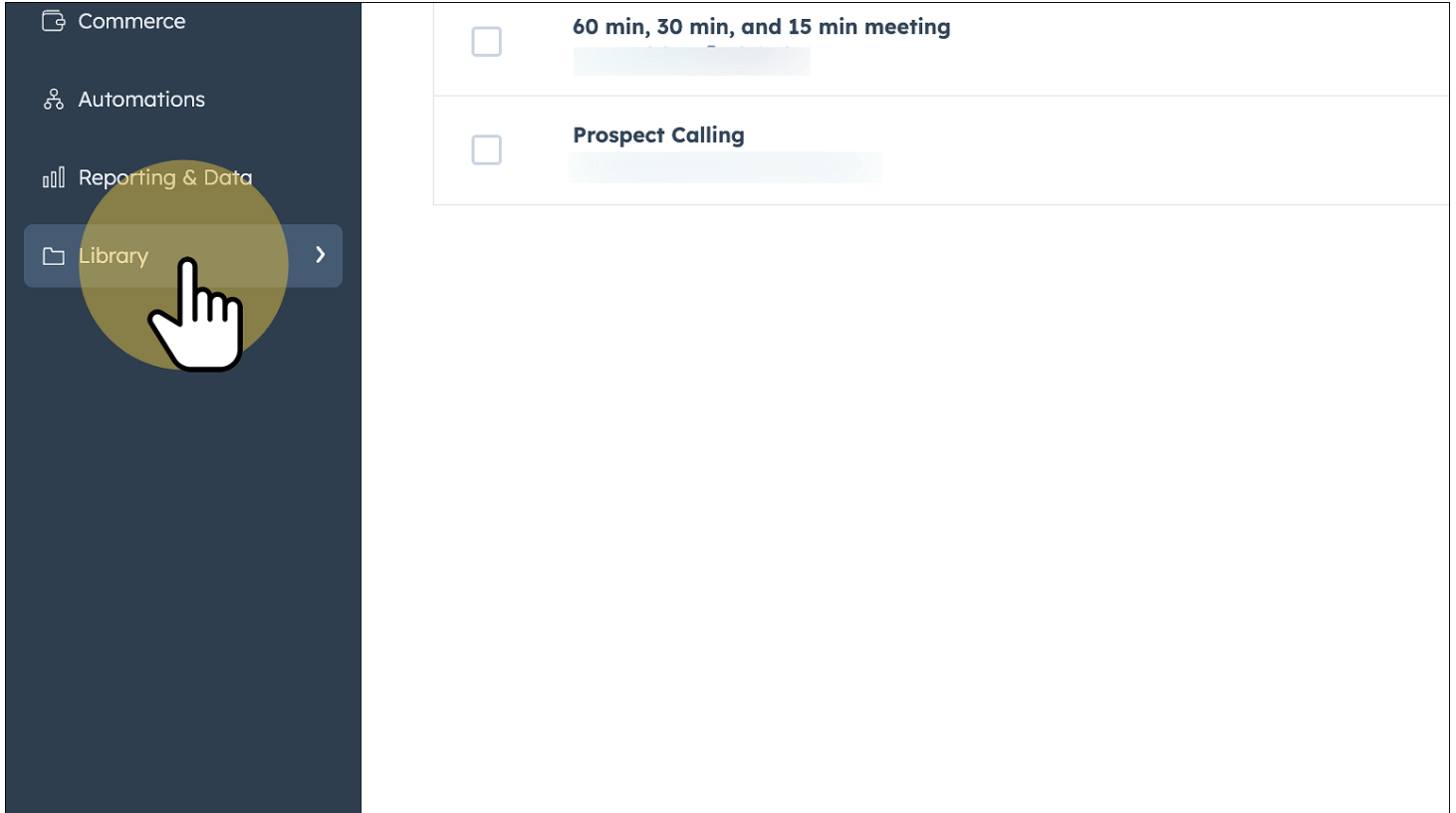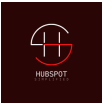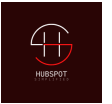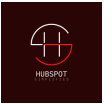
Table of contents

1 **Click on 'Library' under the Navigation Bar**

Commerce

Automations

Reporting & Data

Library

60 min, 30 min, and 15 min meeting

Prospect Calling

2   Select 'Meeting Scheduler'

3   Click on 'Create Scheduling Page' to create a new meeting link

| TYPE	DURATION	VIEWS	MEETINGS BOOKED	CONVERSION RATE
One-on-one	Multiple	3	0	0.0%
One-on-one	Multiple	0	0	N/A

4 **Click One-on-One**

To create a personal meeting link, click on One-On-One. If you want that the your prospects should be able to schedule meetings with multiple members of your team you can choose between 'Group' or 'Round robin'
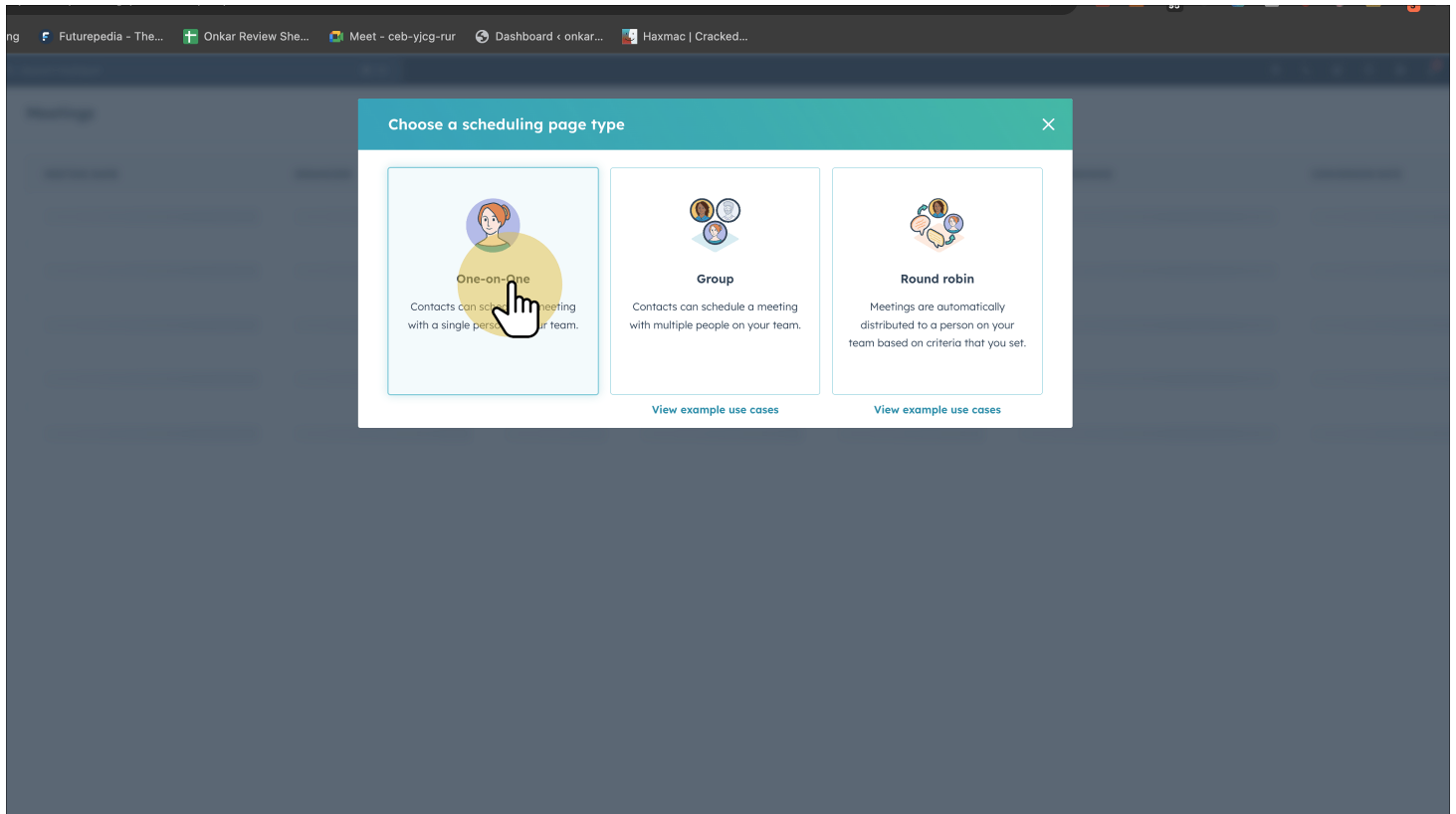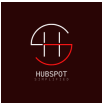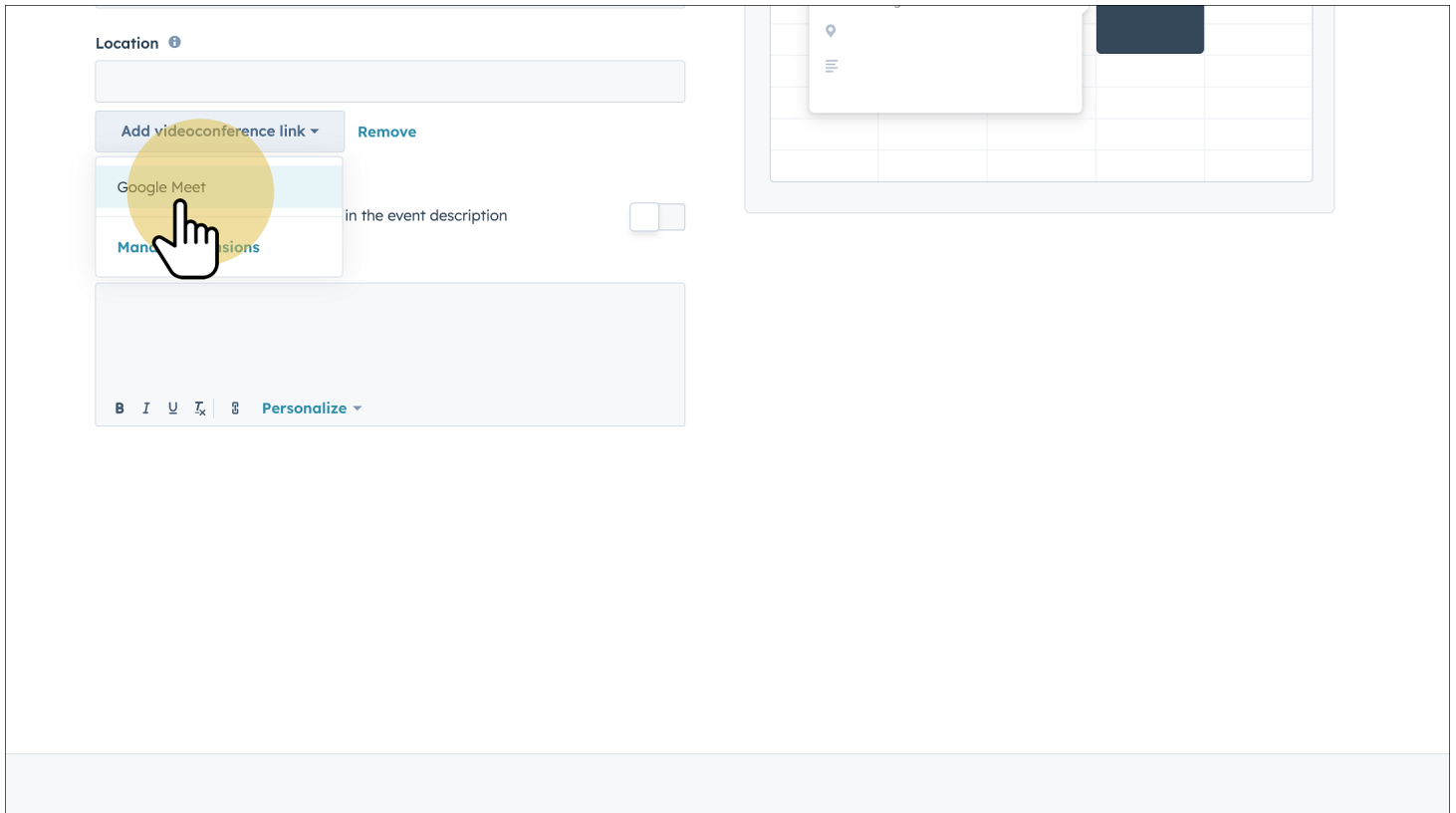
5 Fill in the required details

As you fill in the required fields on the right, you will be able to see a preview of how your meeting link will look like.
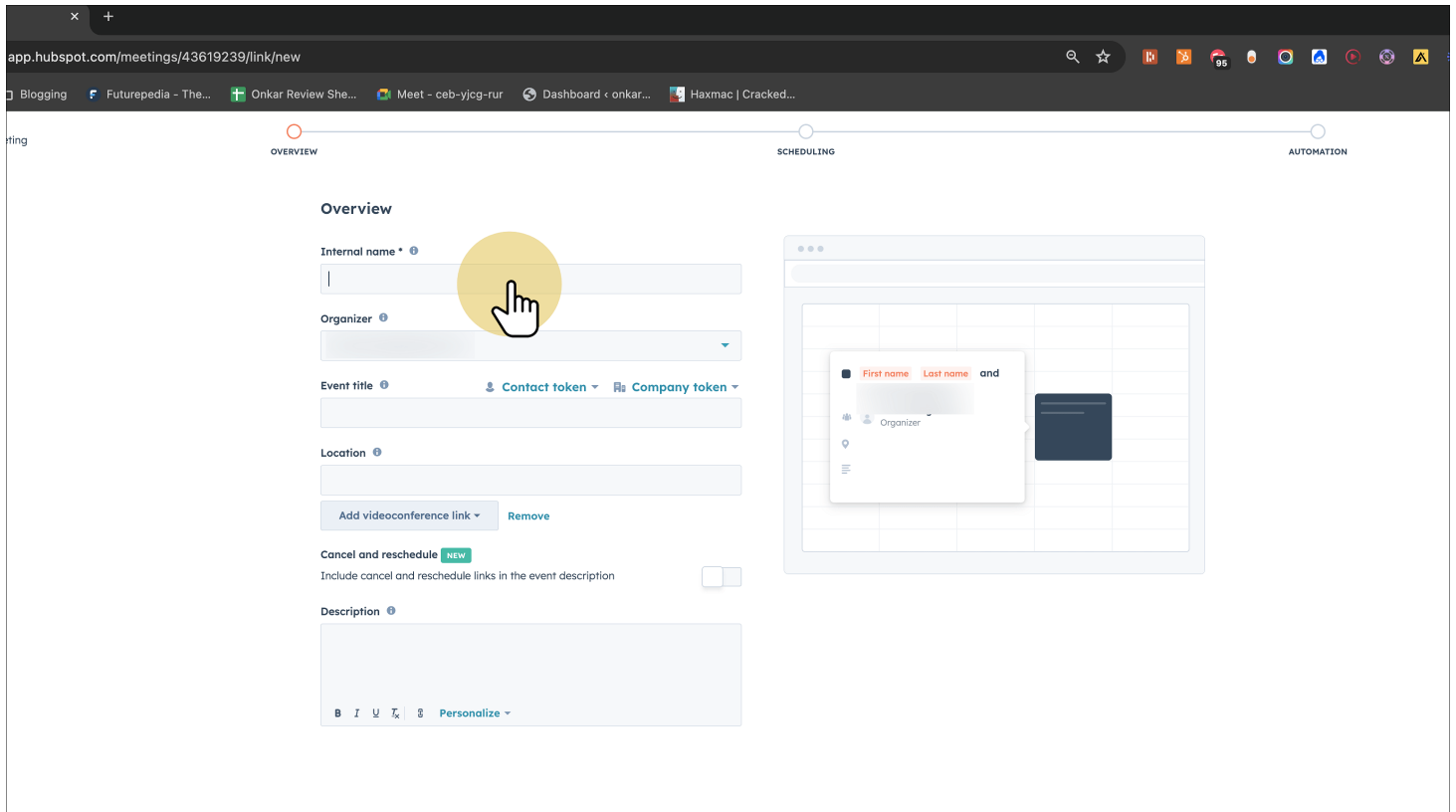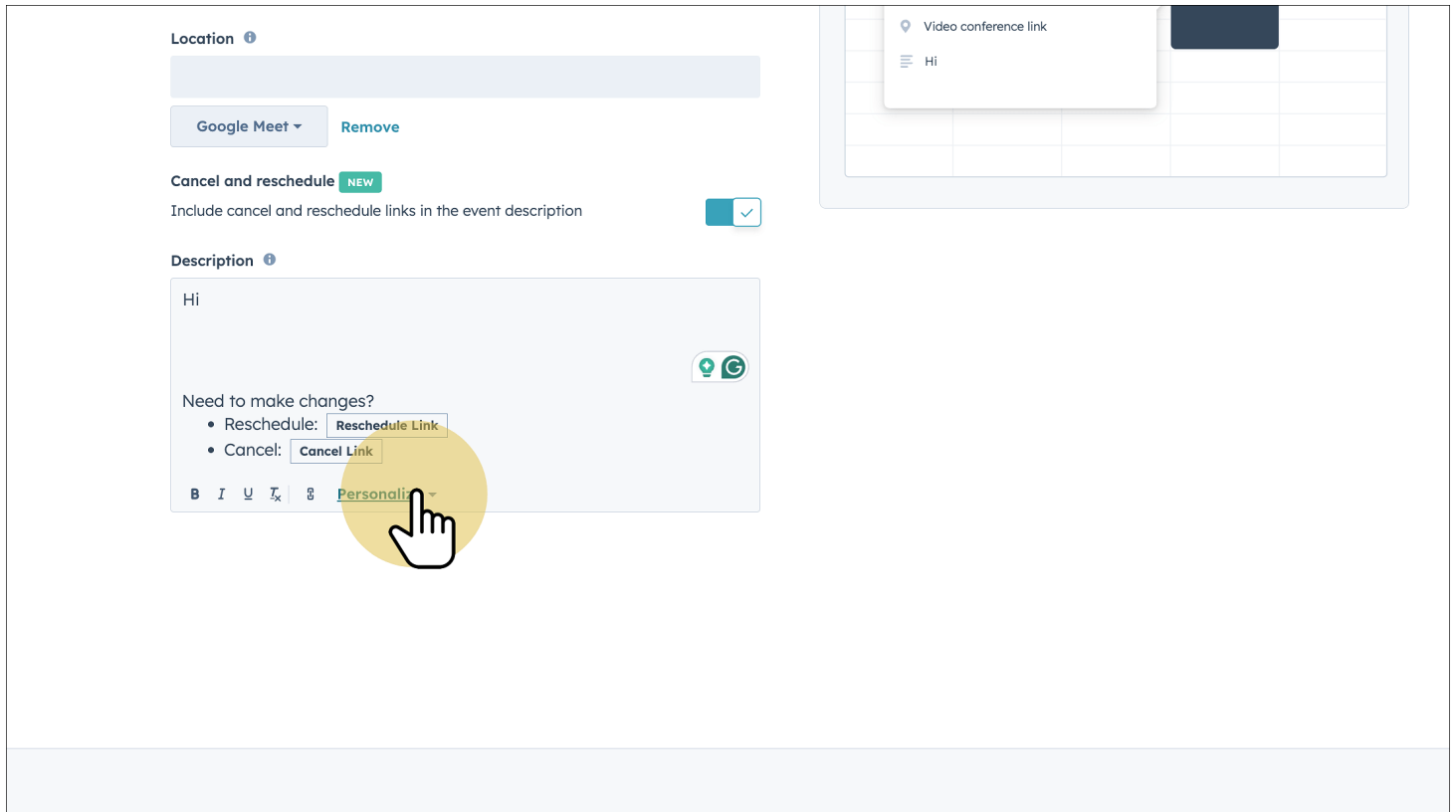
6   Click on Add video conference link

If you want to schedule a virtual meeting, click on the 'Add video conference link' and select the extension which you might have configured (we have configured Google Meet)
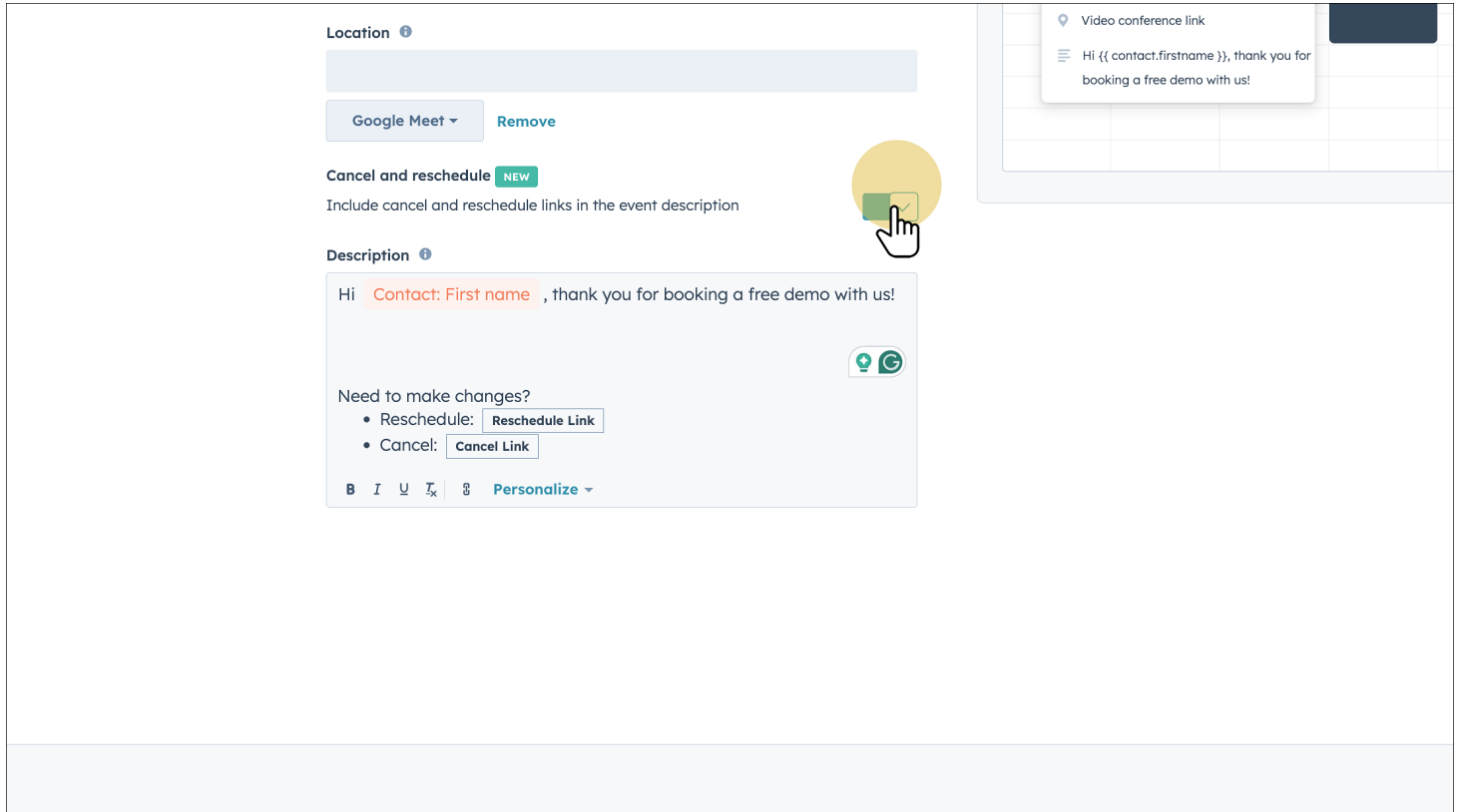
7 Personalize the description

The description field is the meeting description which is sent along with the meeting invite. You can personalize it by clicking on the personlise option
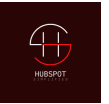
8 Enable/Disable Cancel and rescheduling of meetings

You can provide the contact who books your calendar the capability to cancel or reschedule a meeting by toggling the highlighted option.

9   Configure your availability window

Duration options

30 min ×   ▼

Your time zone

UTC +05:30 New Delhi, Mumbai, Calcutta   ▼

Availability window

Monday ▼	from	⏰ 9:00 AM ▼	to	⏰ 5:00 PM ▼	🗑
Tuesday ▼	from	⏰ 9:00 AM ▼	to	⏰ 5:00 PM ▼	🗑
Wednesday ▼	from	⏰ 9:00 AM ▼	to	⏰ 5:00 PM ▼	🗑
Thursday ▼	from	⏰ 9:00 AM ▼	to	⏰ 5:00 PM ▼	🗑
Friday ▼	from	⏰ 9:00 AM ▼	to	⏰ 5:00 PM ▼	🗑

+ Add hours

Consider working hours NEW

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

9:45 am
10:00 am
10:15 am
10:30 am

10 Configure working hours so that meetings can only be booked during working hours

11 **Click here**
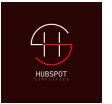
12 Under additional settings you can configure some more meeting settings as per your needs

13   Once you make all the configurations, click on 'Next'

Company avatar   Custom image

cheduled

lling time   Custom date range

custom date range people can book on your calendar

Weeks

re a meeting can be booked
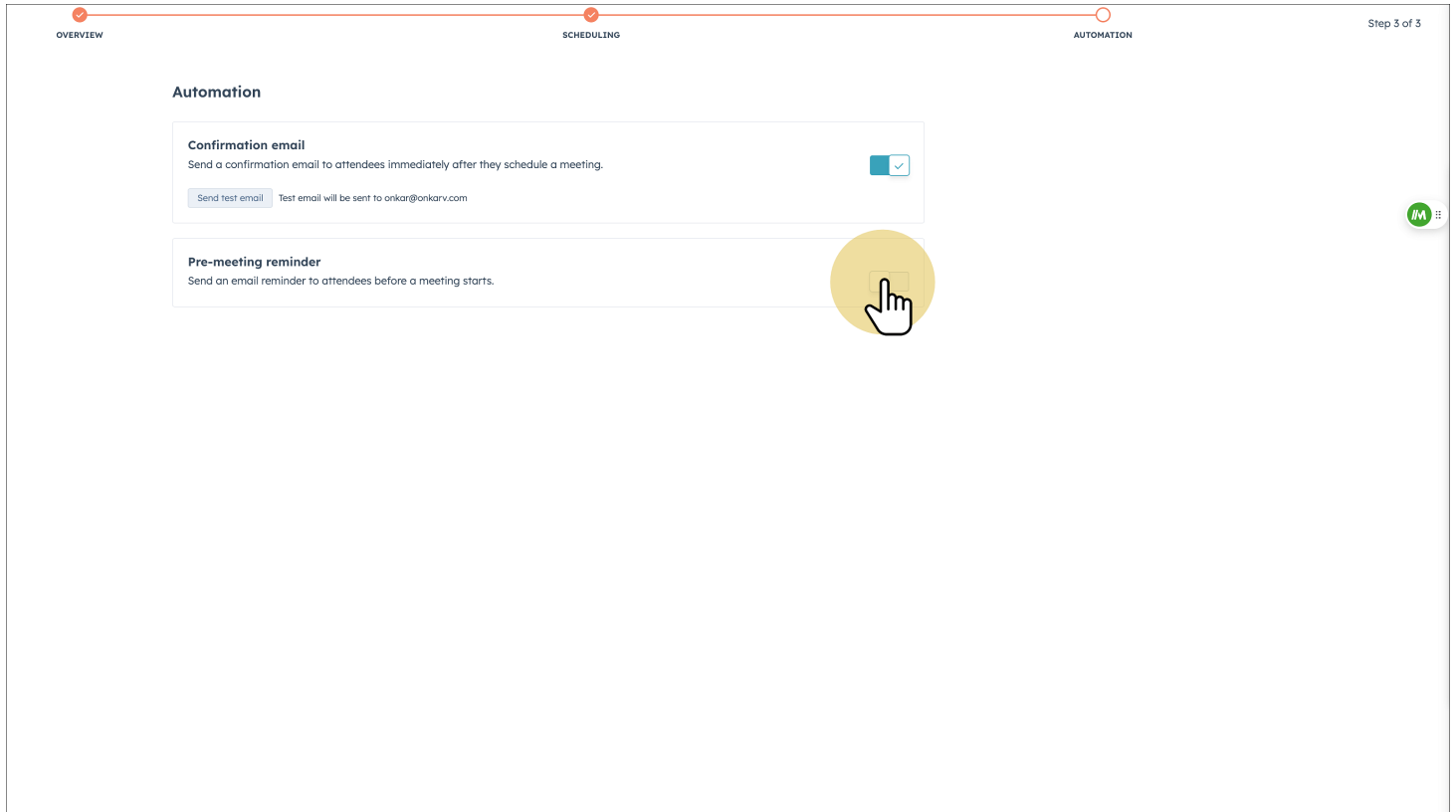
gs you can't be booked for

etings start times.

settings

settings

se affects how dates and times appear on your booking

## 14   Configure the settings for sending out an automated confirmation and a pre-meeting reminder mail

OVERVIEW   SCHEDULING   AUTOMATION   Step 3 of 3

Automation

Confirmation email
Send a confirmation email to attendees immediately after they schedule a meeting.

Send test email   Test email will be sent to onkar@onkarv.com

Pre-meeting reminder
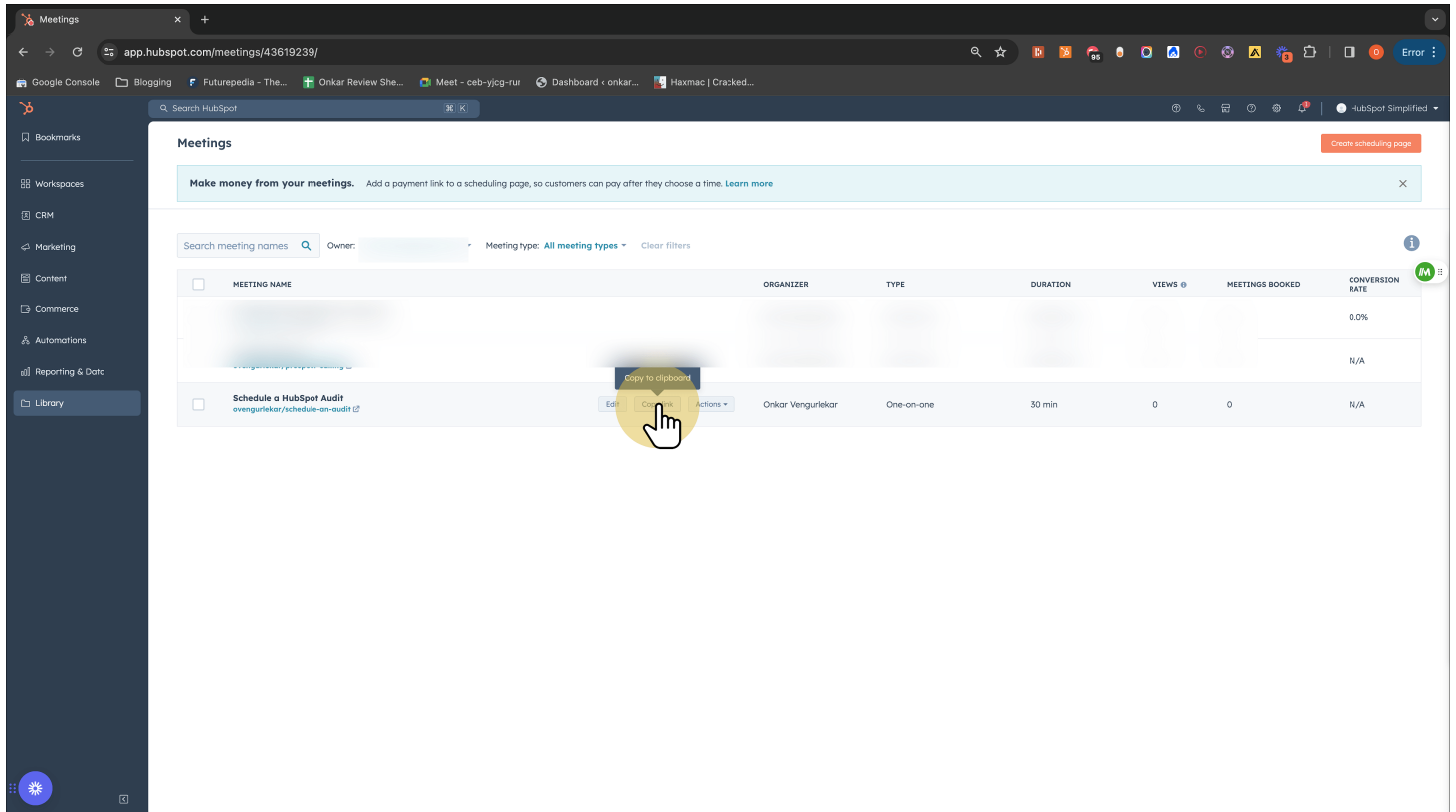Send an email reminder to attendees before a meeting starts.
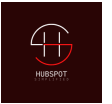
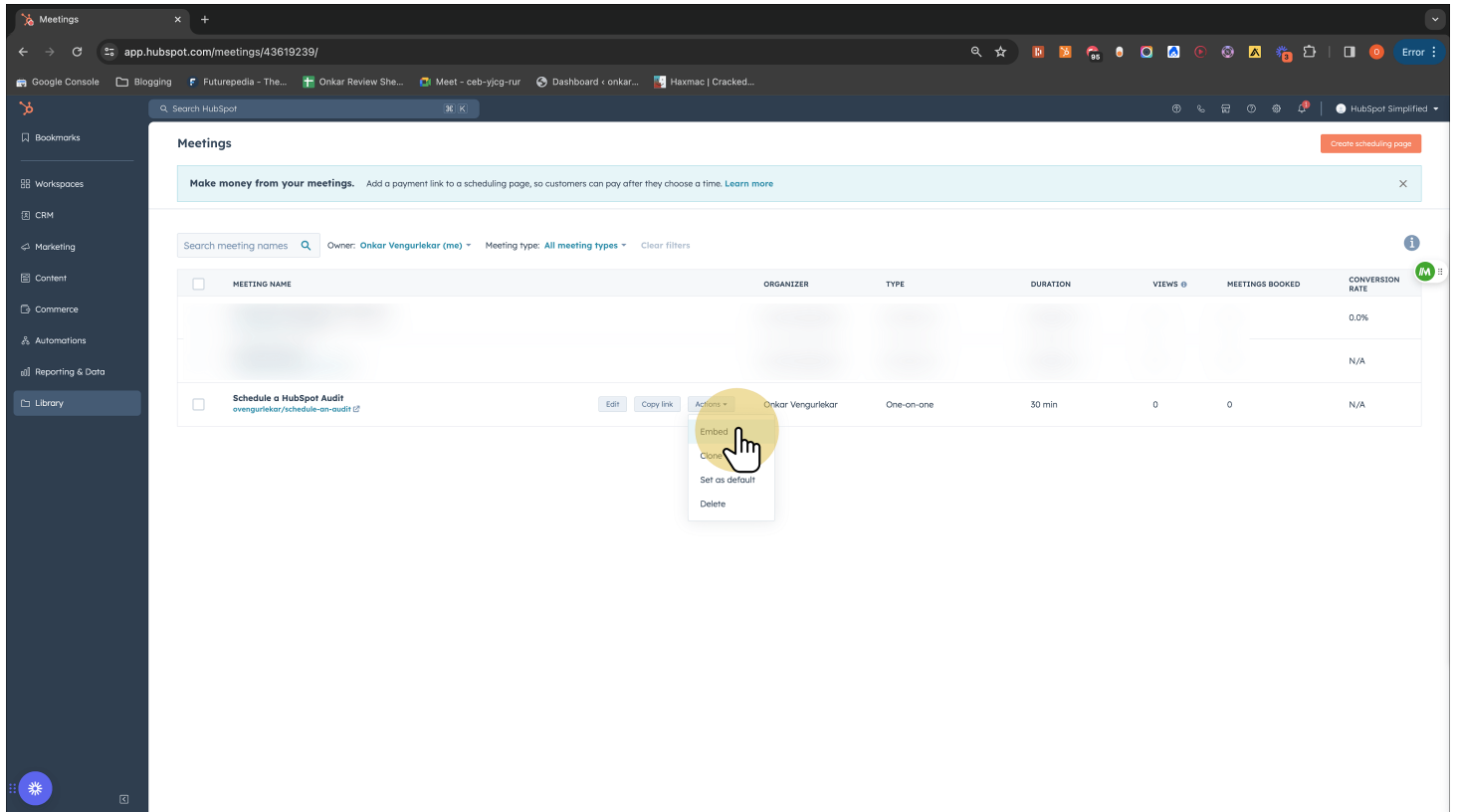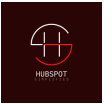## 15   Click on 'Create Scheduling page'
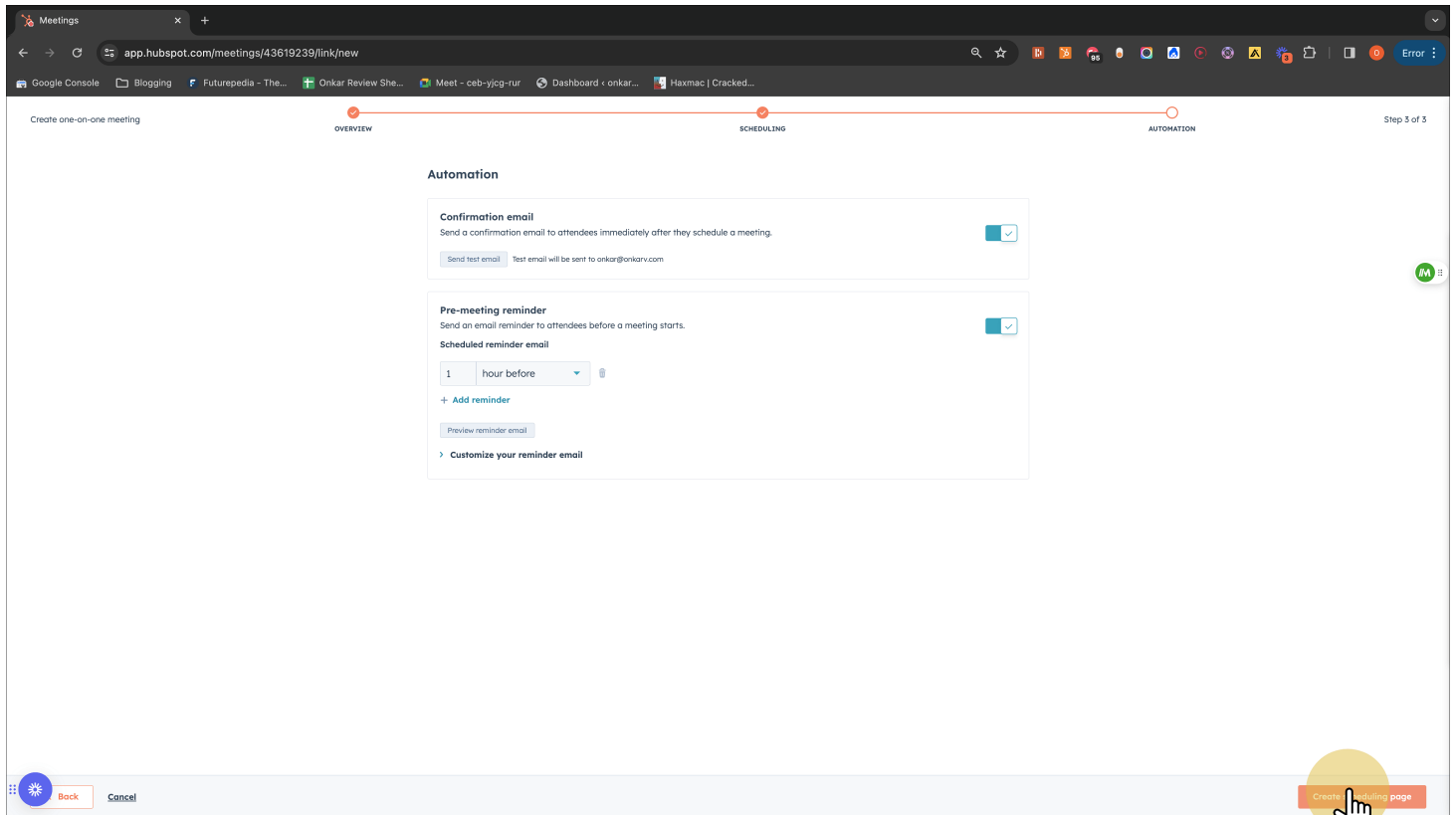
16 **If you want to add a meeting link in your email body, blogs etc, you can select 'Copy link' and hyperlink it into your content.**
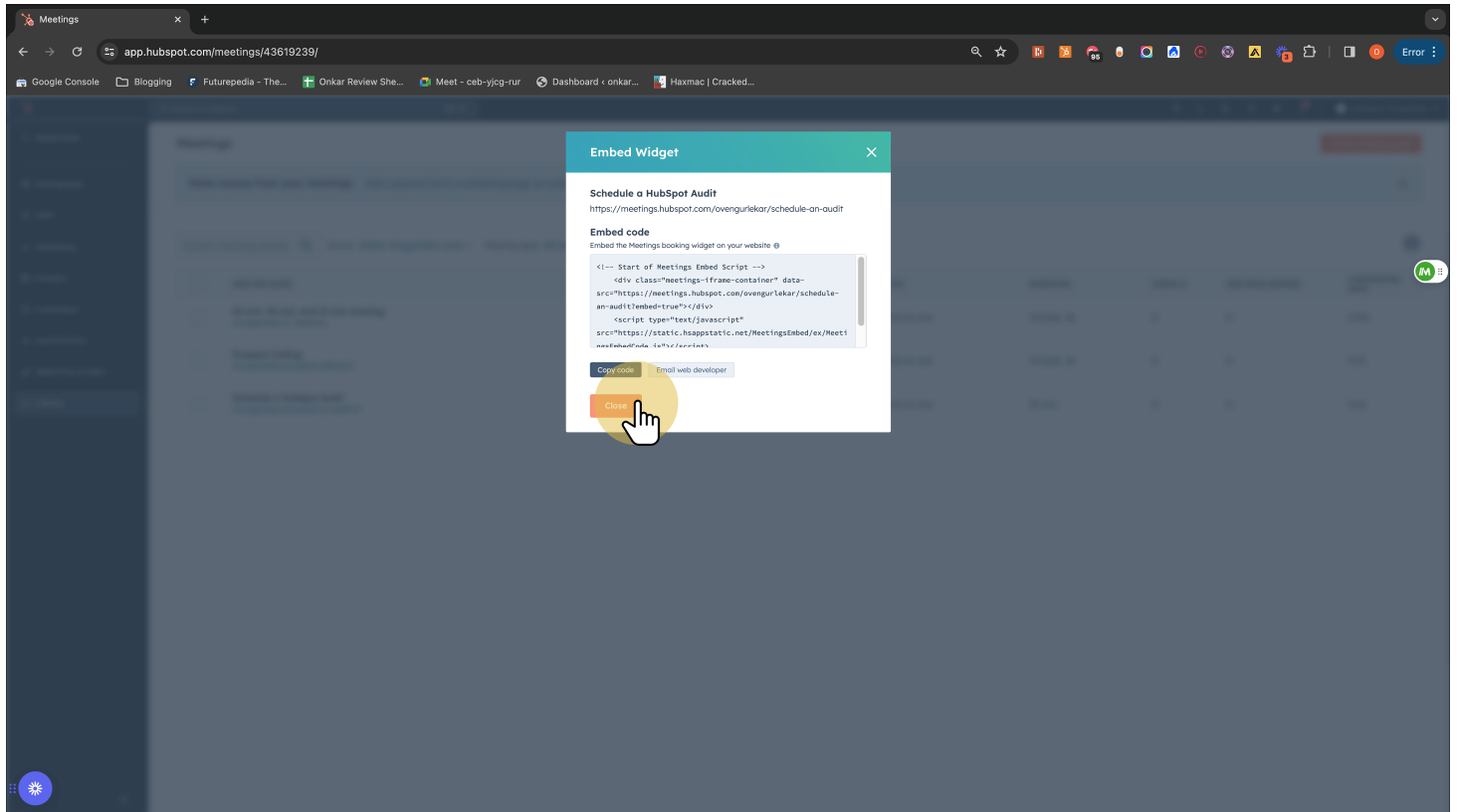
17 **If you want to embed the link on your landing page or website, click on Actions > Embed**

18 **Copy the code you get and share it with your website developer to embed it into the website**

19 You've successfully created a personalized meeting link for yourself