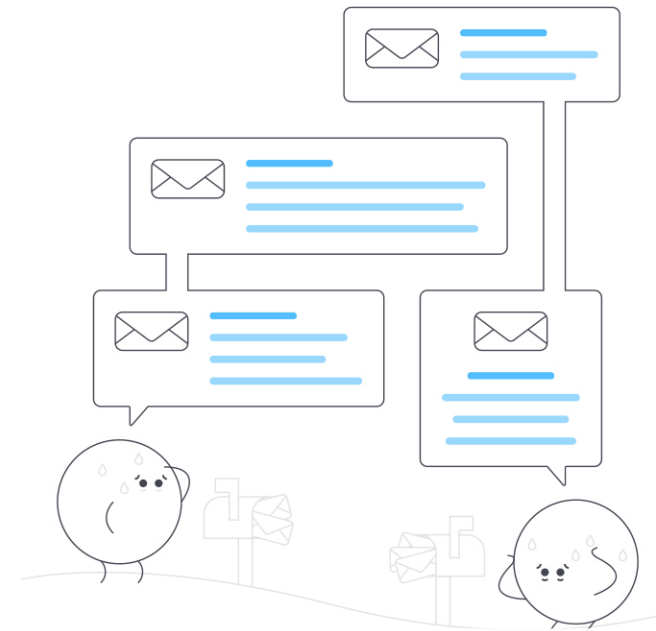# Setting up your virtual interview connection

Calendly will support free integrations with video meeting tools, Zoom and GoToMeeting, through June, to help make connecting during the COVID-19 quarantine easier.

Calendly helps you schedule meetings without the back-and-forth emails

Enter your email   Sign Up

Get started for free. No credit card required.

Step 1: Create a free account at https://calendly.com/

Step 2: Complete the process by adding your name and confirming your email address

Sign up with Calendly for free

Enter your email to get started.

orlandodigital@iHeartMedia.com

Enter your full name.

Brian Donovan

Choose a password with at least 8 characters.

••••••••

Continue

calendly

Your email address **orlandodigital@iheartmedia.com** has been registered for an account at Calendly. To confirm your email address, please click the link below.

Confirm My Email

Or copy and paste this URL into your browser:
https://calendly.com/users/confirmation?confirmation_token=_mAyxsnQsLc1scW4BAfX

If you did not make this request, you can safely ignore this message.
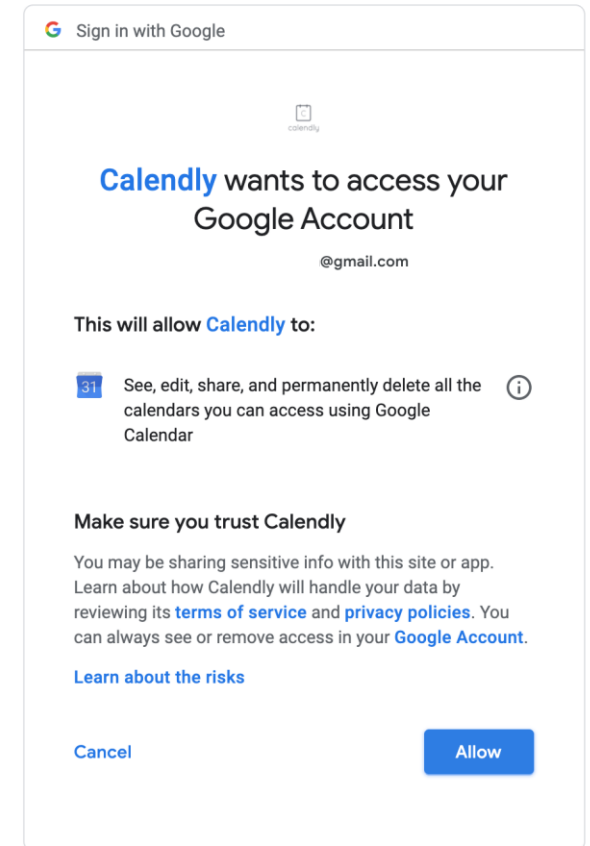
Step 3: Create your link using your business name

This URL needs to be sent to your marketing specialist at iHeartMedia

Step 4: Connect your calendar
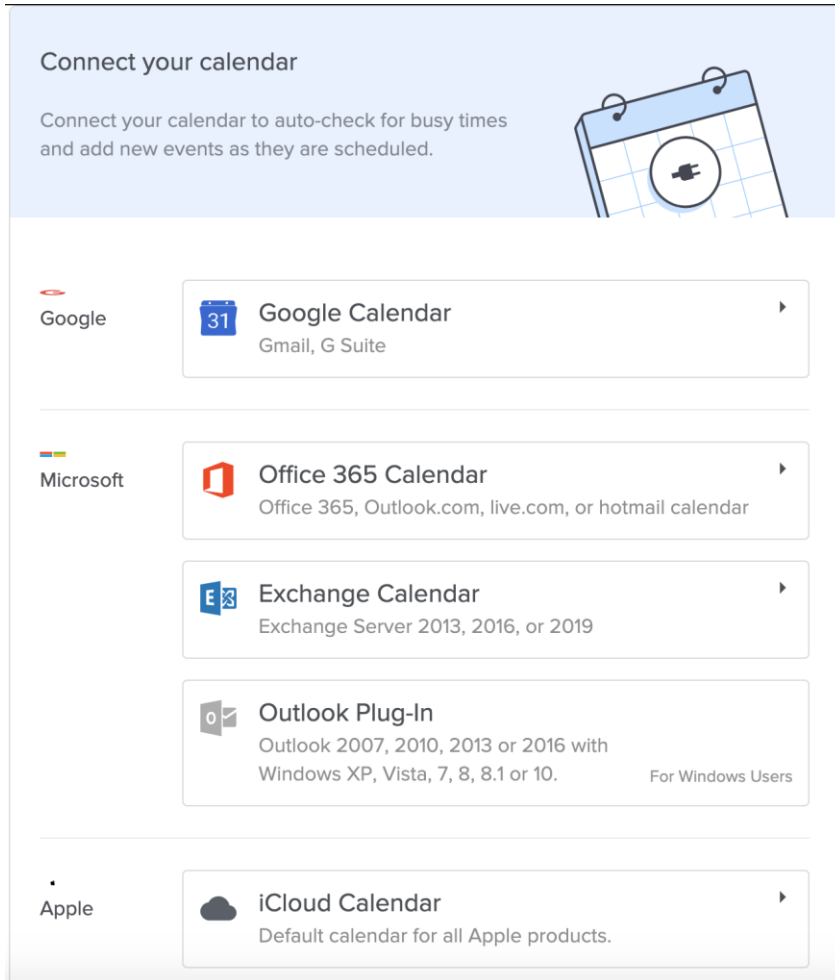
This allows prospects to select an available time that works.

Each party will get an invite (you and the prospect)

Step 5: Follow prompts to set your availability and tailor your experience

Set your availability

Let Calendly know when you're typically available to accept meetings.

Available Hours

| 09:00am ⌄ | — | 05:00pm ⌄ |

Available Days

Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
☐	☑	☑	☑	☑	☑	☐

📢 Don't worry! You'll be able to further customize your availability later on.

Set up later   **Continue**

Personalize your experience

Tell us about your role at work. This will help us to provide a tailored support experience.

What is your day-to-day role at work?

○ Sales + Marketing
○ Leader + Entrepreneur
● Interview Scheduling
○ Customer success + Account Management
○ Freelance + Consultant
○ Education
○ Other

Finish

Step 6: Create a new event

You will need to choose zoom to setup your Video interview connection

Please create your account for your choice

https://zoom.us/signup

Step 7: Confirm your zoom account

Choose the free meeting option at zoom.com
And follow the prompts, you will need to confirm
your email account

Basic

Personal Meeting

Free

Sign up, It's Free

Host up to 100 participants ⓘ

Unlimited 1 to 1 meetings

40 mins limit on group meetings ⓘ

Unlimited number of meetings

Online support

+ Video Conferencing Features

+ Web Conferencing Features

+ Group Collaboration Features

+ Security

Step 8: Set up your availability

This event takes place on April 8th and April 9th

From 9am – 5pm

Step 8 continued: Fine tune your availability and time frame

Duration

Define how long your event will be. It can be as long as 12 hours.

Choose a duration

○ 15 min   ○ 30 min   ○ 45 min   ○ 60 min

...or choose a custom duration

○ [   ] [min ▾]

Buffers ⑦

Allocate time before or after the event that you can use to prepare for or wrap up from the event.

Before event
[5 min ▾]

After event
[5 min ▾]

Start time increments

Set the frequency of available time slots for invitees.

Show available start times in increments of...
[15 min ▾]

Date range

Set a range of dates when you can accept meetings.

Invitees can schedule...

○ [60] days into the future

● Within a date range [Apr 9 – Apr 10, 2020]

○ Indefinitely into the future

Buffers ⑦

Allocate time before or after the event that you can use to prepare for or wrap up from the event.

Before event
[5 min ▾]

After event
[5 min ▾]

Start time increments

Set the frequency of available time slots for invitees.

Show available start times in increments of...
[15 min ▾]

Date range

Set a range of dates when you can accept meetings.

Invitees can schedule...

○ [60] days into the future

● Within a date range [Apr 9 – Apr 10, 2020]

○ Indefinitely into the future

Scheduling conditions

Set the minimum amount of notice that is required and how many events are allowed per day.

Invitees can't schedule within...

[15] [mins ▾] of an event start time.

Maximum allowed events per day for this type of event

[36]

Step 9: Customize your invitee questions and notification options

Invitee Questions Panel

What event is this?
Interview with "business name"

When can people book this event?
15 min, Apr 9 - Apr 10, 2020

Additional Options

Invitee Questions
Name, Email + 1 question

Cancel   Save & Close

Name *

Email *

Add Guests

Tell us why you would like to work at _____ *

Phone Number *

+ Add New Question

Cancel   Save & Close

Notifications and Cancellation Policy Panel

Notifications and Cancellation Policy
Calendar Invitations, No Reminders

Cancel   Save & Close

Calendar Invitations
An event will be created in your calendar and your invitee will be added as an attendee.

Note: Requires a Google, Office 365 or Exchange calendar connection with the ability to add new Calendly events.

Switch to Email Confirmations

Personalize

Email Reminders
An invitee will receive a reminder email before a scheduled event at specified times.

Personalize   ON

Email Follow-Up
Request a review or prompt next steps with an automated email sent after the event is over.

Inactive   OFF

Use a no-reply email address
Your invitee will not see your email address in event notifications sent by Calendly (this doesn't impact calendar invitations).

Text Reminders
Your invitees will have the option of receiving text reminders before a scheduled event at specified times.

Inactive   OFF

> Show Cancellation Policy

Cancel   Save & Close

Step 10: Make sure your event type is ON

< Event Types

Add One-on-One Event Type

Your event type is ON ●

Invitee language - English ⌄

⬈ view live page

● **What event is this?**
Interview with "business name"

▣ **When can people book this event?**
15 min, Apr 9 - Apr 10, 2020

Additional Options

▭ **Invitee Questions**
Name, Email + 2 questions

✉ **Notifications and Cancellation Policy**
Calendar Invitations, Email Reminders

⤷ **Confirmation Page**
Calendly confirmation page, no active links

▭ **Collect Payments**
no payment method

Downloads:
You will need to download the ZOOM conference software onto your computer or device to host your interviews.