

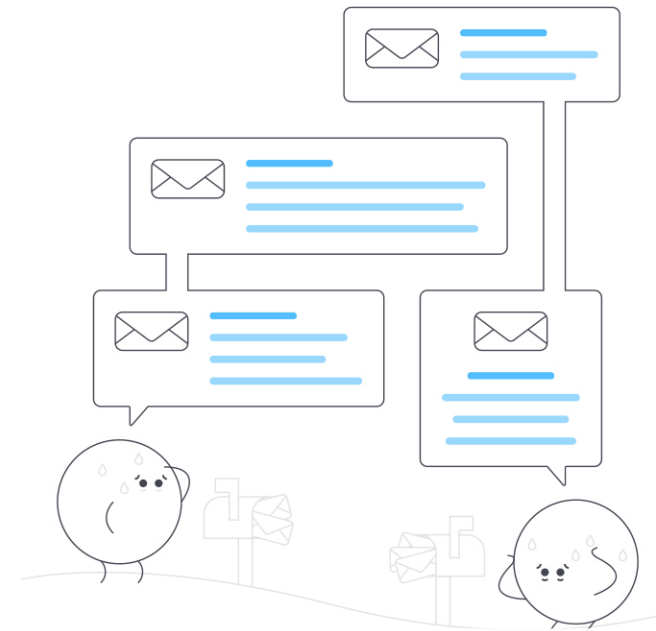
Setting up your virtual  
interview connection

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

[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](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

**Welcome to Calendly!**

We take the work out of connecting with others so you can accomplish more.



**Create your Calendly URL**

Choose a URL that describes you or your business in a concise way. Make it short and easy to remember so you can share links with ease.

calendly.com/

businessname

✓

---

**Time Zone**

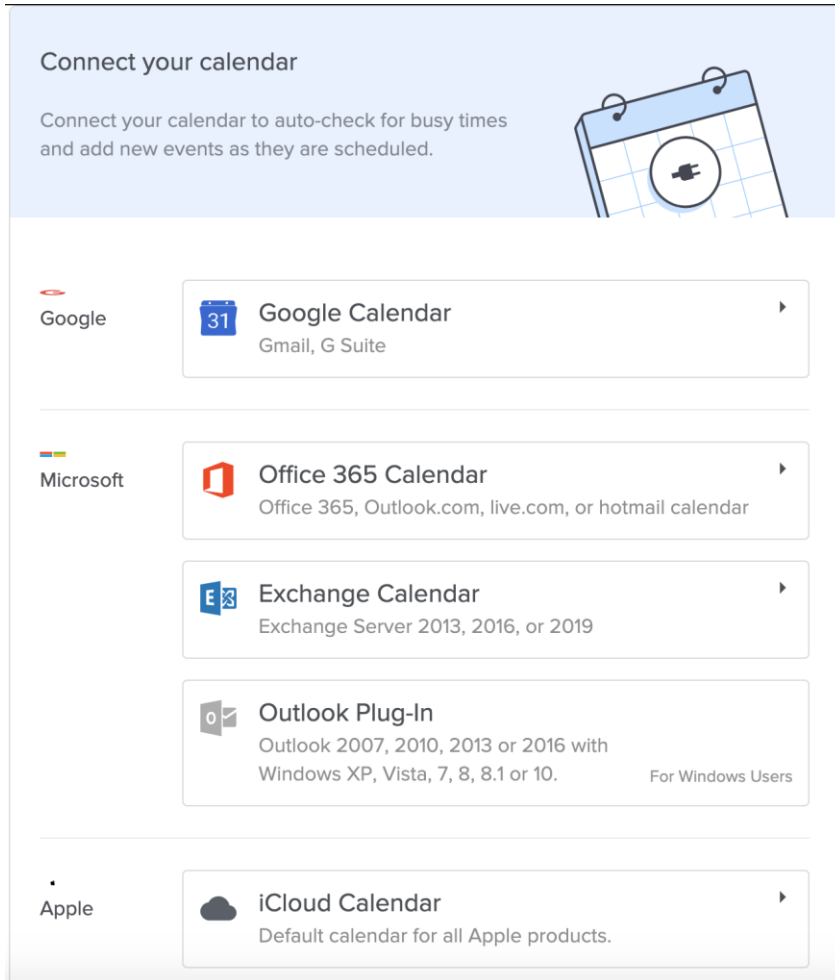
Eastern Time - US & Canada (02:08pm) ▾

Set up later

Continue

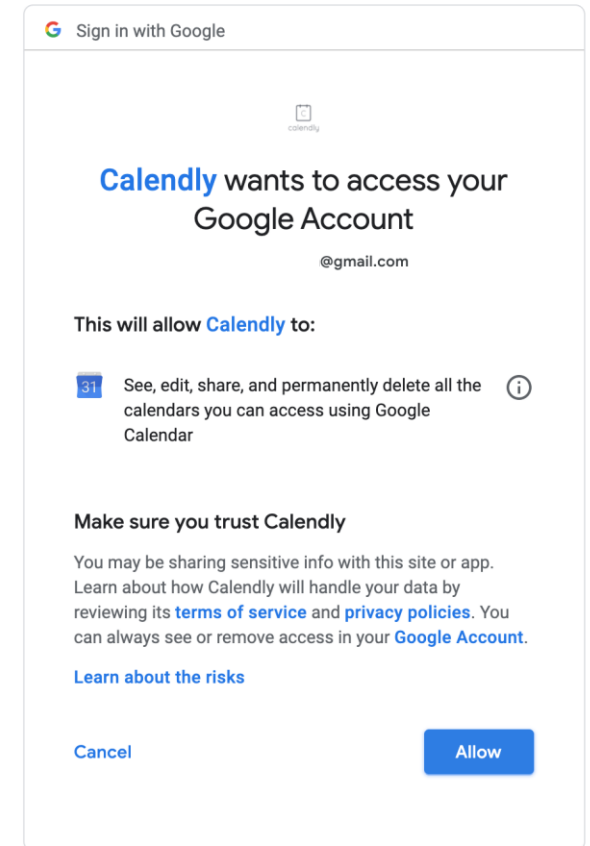
This URL needs to be sent to your marketing specialist at iHeartMedia

## 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

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sundays	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays

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

## 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



Set up later

Continue



Finish

## Step 6: Create a new event

What event is this?

CancelNext

Event name \*

?

Interview with "business name"

Location

?

Zoom

Edit

×

Zoom is not connected. Visit the [Zoom integration page](#) to connect your account.

Want to offer choices to your invitee? [Add a location option](#)

Description/Instructions

?

↶ ↷ B I U ☰ ☷ 🔗

Write a summary and any details your invitee should know about the event.

Event link \*

?

calendly.com/orlandodigital/

interview-with-business-name

Event color \*

?

✓

Cancel

Next

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

The screenshot shows a scheduling interface with a modal titled "Edit Availability". The modal has a "From" field set to "09:00 am" and a "To" field set to "06:00 pm". Below these fields are two blue buttons: "Apply to Apr 9 only" and "Apply to all Thursdays". There is also a link "Or apply to multiple..." and a "Cancel" button. The background shows a calendar for March 29 to April 11, 2020, with a "9:00a - 6:00p" interval highlighted on April 9th. The interface also includes a "Duration" section with radio buttons for 15 min, 30 min, 45 min, and 60 min, and a custom duration option.

What event is this?  
Interview with "business name"

When can people book this event?  
30 min, 60 rolling days

Times you're available for this type of event

March 29 - April 11, 2020  
Your account timezone is Eastern Time

Sun Mon

29 30

5 6 7 8 9 10 11

9:00a - 6:00p 9:00a - 6:00p

Show more

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

Cancel Next

Copy availability from...

Apply to Apr 9 only

Apply to all Thursdays

Or apply to multiple...

Cancel

This event takes place on April 8<sup>th</sup> and April 9<sup>th</sup>  
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

?

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

Before event

After event

5 min

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

?

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

Before event

After event

5 min

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

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

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.

Personalize

Note:

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

Switch to Email Confirmations

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.