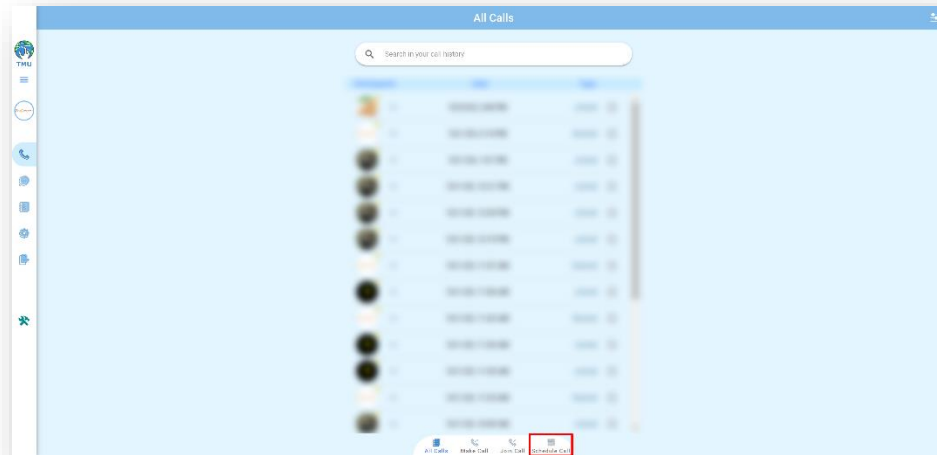
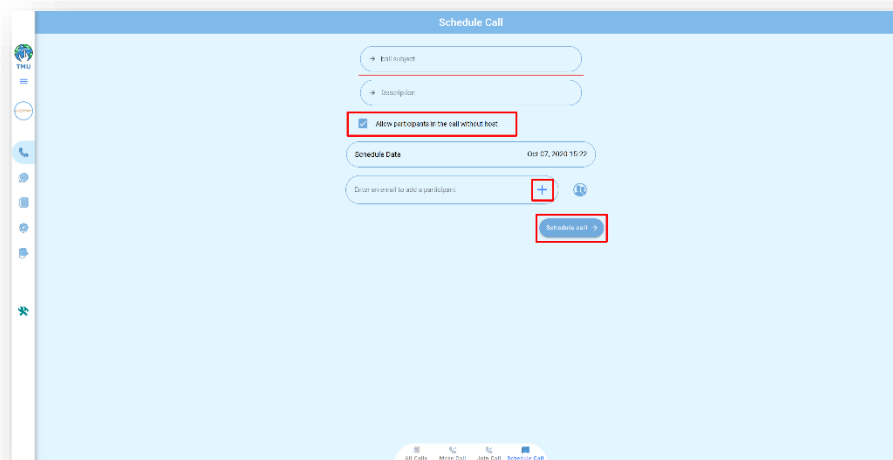


Scheduling a TeleMeetUp Call

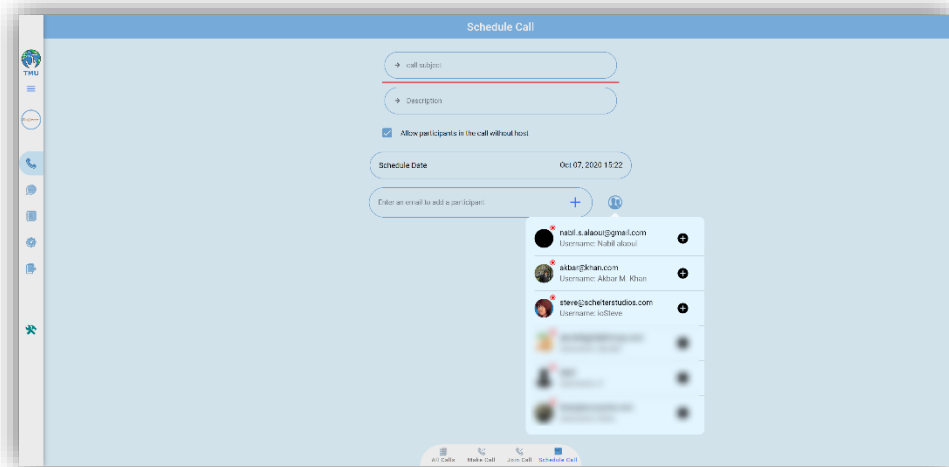
From the calls page, click on the icon that says Schedule Call, as shown in the following image.



Fill in the Call Subject/Description (optional), check/uncheck the option to allow/disallow participants to join before you (recommended to allow them joining before the host), choose the time/date for call scheduling, enter the email of the person you are scheduling the call with and click on +, and finally click on the button that says schedule call.



Alternatively, you can select the invitees from the list of your existing contacts by clicking on the contacts icon next to the email field.



Once scheduled, you and the invited person will get a copy of the scheduled call's details.

Scheduled calls can be started from the corresponding call details page, by clicking on the “start call” button.

