

Invite From Your Calendar

To Schedule a recurring call you will need a permanent access code.

1) Just schedule a normal recurring meeting on your favorite calendar app .

2) add to the description of your meeting :

- **The link to the access numbers –**
This will tell them which local number to call.
- **Your permanent access code -**
To join the conversation.

1 Schedule a recurring meeting on your calendar.

Choose the first date, time, and length of the meeting. Set the agenda, and list topics of discussion. Make it repeat every X.

2 Invite participants to the meeting.

Invite participants through your calendar, as you would for a regular meeting.

3 Add the link to the access numbers.

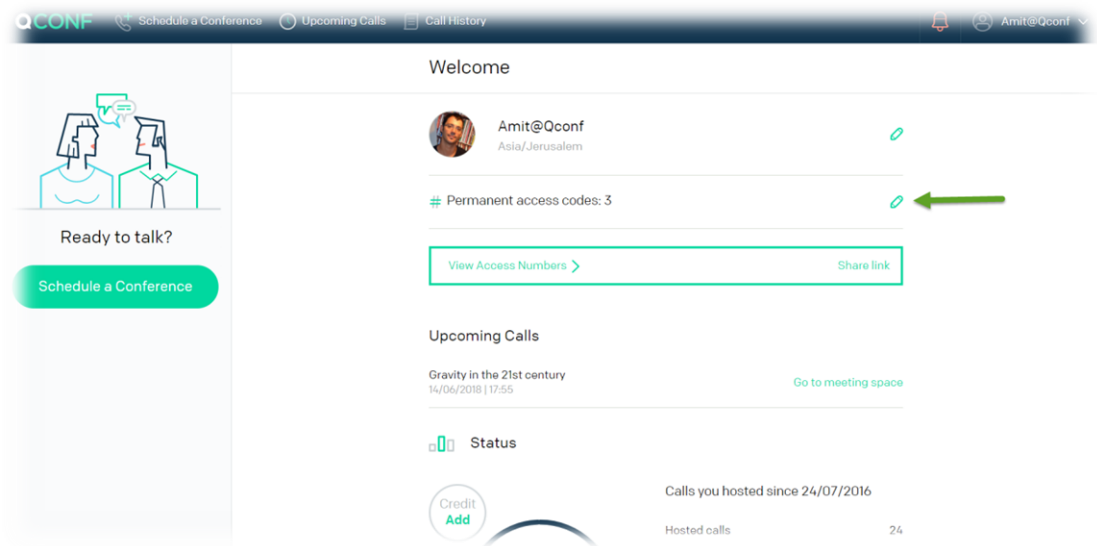
Found in your account, [Sign In](#) with your Email and Password.

The screenshot shows the QCONF user interface. On the left, there is a sidebar with a 'Ready to talk?' section and a 'Schedule a Conference' button. The main content area is titled 'Welcome' and displays the user's profile 'Amit@Qconf' with location 'Asia/Jerusalem'. Below the profile, it shows '# Permanent access codes: 3'. A green box highlights the 'View Access Numbers >' and 'Share link' buttons, with a green arrow pointing to the 'Share link' button. Underneath, there is a section for 'Upcoming Calls' with a call titled 'Gravity in the 21st century' on '14/06/2018 | 17:55' and a 'Go to meeting space' link. At the bottom, there is a 'Status' section and a 'Credit Add' button. A summary at the bottom right indicates 'Calls you hosted since 24/07/2016' with 'Hosted calls' totaling '24'.



4 Add Your permanent access code.

Add your participants access code to the description of the meeting. The code is found in your account (needs [login](#)) , just click on the pencil.



***** If you don't have a code, you can create a new code. If you have a monthly plan you are entitled to some free codes. All the info is under your account.**

5 Reminders are sent via the calendar.

