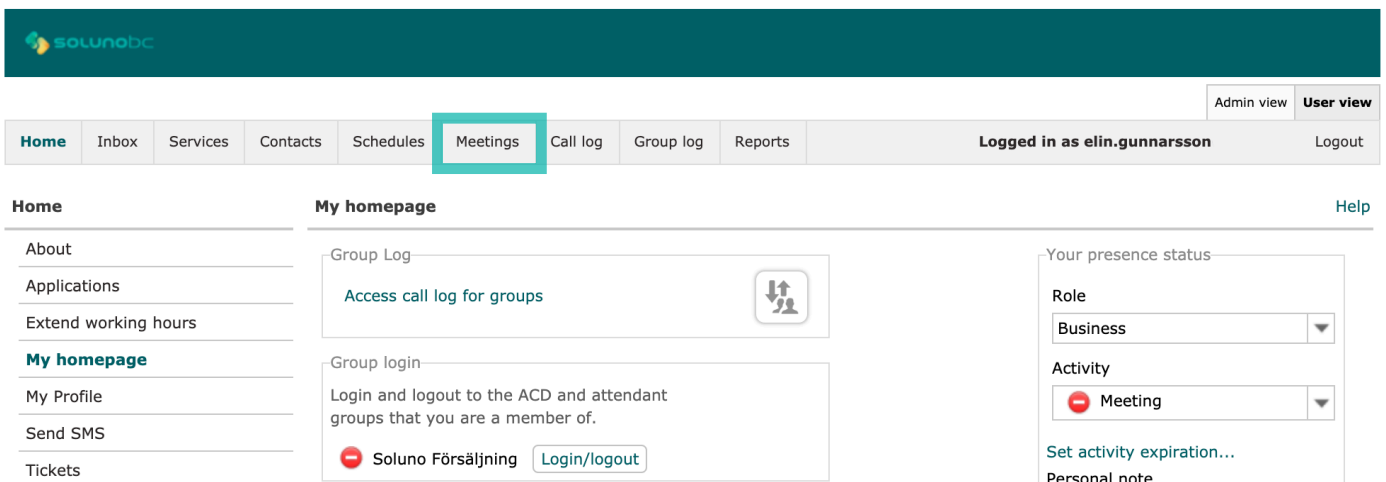


# Quick guide - Conference Calls

Log in to  
My Profile to handle  
Conference Calls

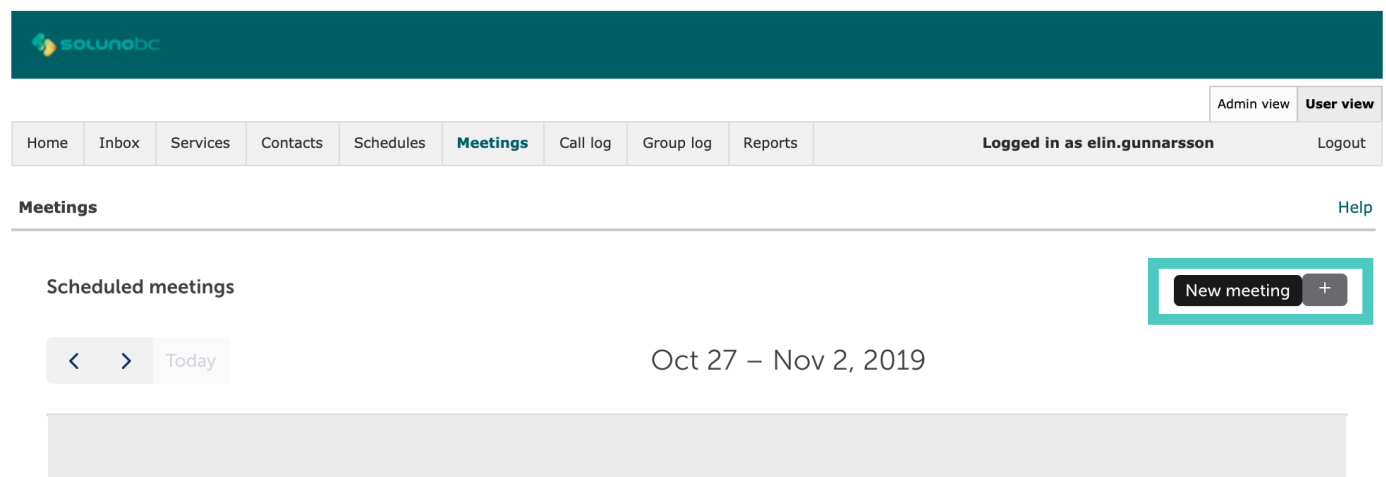
Start or schedule conference calls easily, with just a few steps.  
Click Tools, and then My Profile, in the Softphone.

## 1 Select Meetings.



The screenshot shows the Solunobc user interface. The top navigation bar includes 'Home', 'Inbox', 'Services', 'Contacts', 'Schedules', 'Meetings' (highlighted with a teal box), 'Call log', 'Group log', and 'Reports'. The user is logged in as 'elin.gunnarsson'. The main content area is titled 'My homepage' and contains several sections: 'Group Log' with an 'Access call log for groups' button, 'Group login' with a 'Login/logout' button, and 'Your presence status' with dropdown menus for 'Role' (set to 'Business') and 'Activity' (set to 'Meeting').

## 2 Click on New meeting.



The screenshot shows the Solunobc user interface on the 'Meetings' page. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Meetings' and shows 'Scheduled meetings' for the period 'Oct 27 - Nov 2, 2019'. A 'New meeting' button with a plus sign is highlighted with a teal box.

3 Name the meeting in the **Title** field.

4 Choose time and date for the meeting.

Admin view **User view**

Home Inbox Services Contacts Schedules **Meetings** Call log Group log Reports **Logged in as elin.gunnarsson@soluno.se** Logout

Meetings Help

Scheduled meetings +

< > Today

**3** Title Title

Starts 10/30/2019 3:20 PM **Now**

Ends 10/30/2019 4:20 PM **Duration** 1 hour ▾

Repeat Never ▾ **Timezone** Europe - Stockholm ▾

**5** Participants Search contacts or type email/tel

**6** Notes Invitation notes

**Set reminder**

For calendar invitation 15 ▾ min. before meeting

For SMS 15 ▾ min. before meeting

Cancel **Schedule** **7**

5 Add participants.

6 Write down if you have any invitation notes.

7 Click Schedule to send out the invitation to the participants.

Schedule