

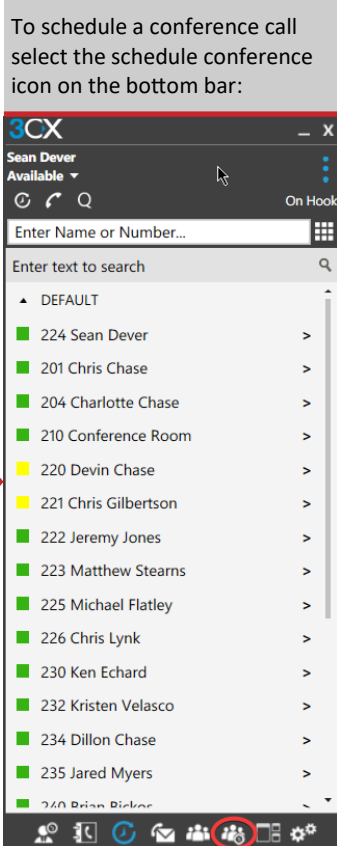
Conference Call Scheduling



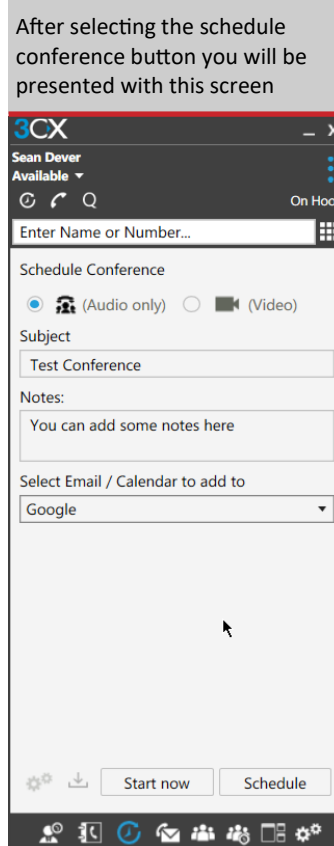
To make a conference call in 3CX you must either schedule a conference call or be on an active call.

Confferencing on an **Scheduled** call.

To schedule a conference call select the schedule conference icon on the bottom bar:



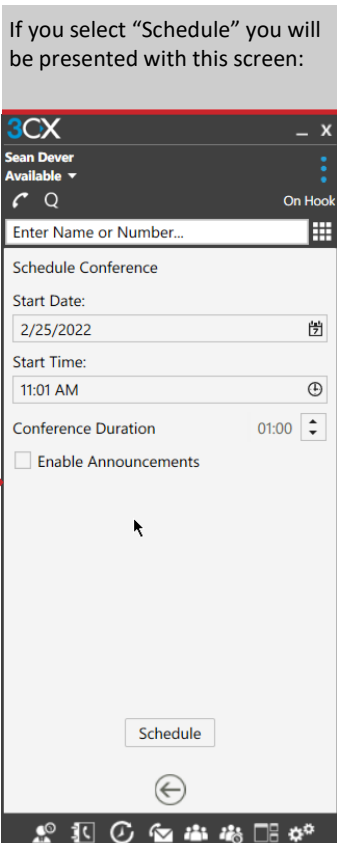
After selecting the schedule conference button you will be presented with this screen



You can fill in the **subject** of the email as well as some notes. Finally, you can select your email or calendar app that you would like to use. Next, you can either choose to start the conference now or schedule the conference.

If you select "Start Now" you will be redirected to your selected Mail/Calendar application. From your Mail/Calendar application you can add the members you would like to schedule with. Once all the members are added you can **send out the invite** and an email will be sent to each member with instructions to join the call.

If you select "Schedule" you will be presented with this screen:



From here you can set the start date, start time, conference duration, and whether to enable Announcements. Once you have filled each field you can select the "Schedule" button at the bottom of the screen.

After you select "**Schedule**" your mail/calendar application will open with prefilled fields. You can add each member's email address and then send out the invite. Each member will receive an email with instructions on how to join the conference.