

Visionable Consultation Platform

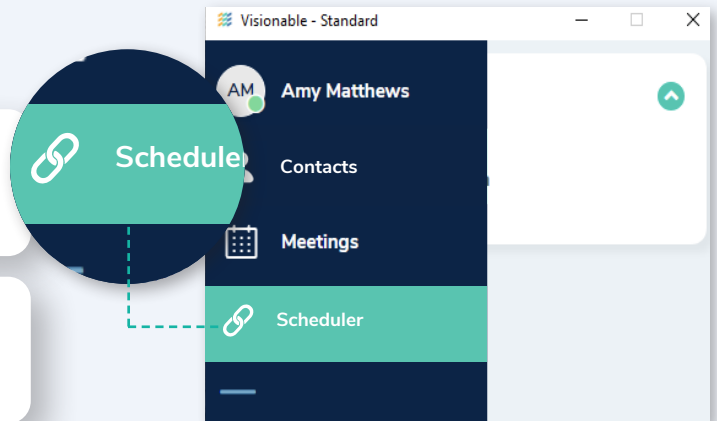
How to schedule a call

1 Click the link icon
A new screen will open in your browser

2 Choose when to have the call
Set the time and date for your meeting

3 Choose who to invite
Use Invite Contacts to choose from a drop down list, or add an external invitee by typing the email address and pressing enter. These must contain an 'allowed email domain'.

4 Schedule the meeting
To schedule your meeting, click the green button and this will send an email to your attendees. It will also now appear in your Visionable calendar.



Visionable meeting scheduler

Subject

Start date & time

:

Invite Contacts

External Invitees

i When you want to call someone immediately

You can call someone without scheduling a meeting. To do this, find the person you want to call in your contacts list. Then click on their name and a video icon will appear. Click this to begin a call.