Invite From Your Calendar

It can be a complicated task, to schedule a conference call with a large group of participants.

At QConf, we work hard to make the job of scheduling your conference calls as simple as possible. As a result, you can now schedule conference calls the easy way: by typing them directly into your usual, online calendar.

Just schedule a normal meeting on your favorite calendar app, and invite QConf to attend. We will assign a virtual conference room for your call, and send an invitation to the participants you choose. We'll tell them which local number to call, and provide them with an access code to join the conversation. We'll even send reminders via email and SMS, just a few minutes before the conference call begins. How easy is that?

1 Schedule a meeting on your internet-connected calendar.

Choose the date, time, and length of the meeting. Set the agenda, and list topics of discussion.

2 Invite participants to the meeting.

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

3 Invite QConf to the meeting.

To sync with our scheduling service, simply invite us: invite@qconf.com

We receive the information you have entered about the planned date, time, and participant list.

4 QConf prepares the virtual conference room for your meeting.

We email invitations to your list of participants, along with the local access numbers, and conference room codes.

info@qconf.com   www.qconf.com

⑤ Last minute reminders are sent.

QConf sends an email to each invited participant thirty minutes before the conference call begins. If you have provided cell phone information for invitees, we also send an SMS reminder five minutes before starting time.

⋮ Schedule a meeting with single use codes

Simply add the following address instead: inviteonce@qconf.com