1. Hover over "New" and select "Quick Scheduler"
Quick Scheduler

Quickly schedule multipoint conferences. For more options, use the Full Scheduler.

1. Enter your title, start and end times and dates here

2. Click on "Add Dates" once finished, and it will appeared below Conference Dates
Quick Scheduler

Quickly schedule multipoint conferences. For more options, use the Full Scheduler.

1. Click on 'Add Rooms', it will give you a pop-up to search for rooms and add them. Double click on rooms to add them. Added rooms will be displayed below.

2. Once finished hit 'Submit' to create your conference.

Submit