# Schedule a meeting using Calendly on Google.

**Scribe**

**1**    Navigate to **https://www.google.com/**

**2**    Type "calendly.com"

**3**    Click "Calendly: Free Online Appointment Scheduling Software"
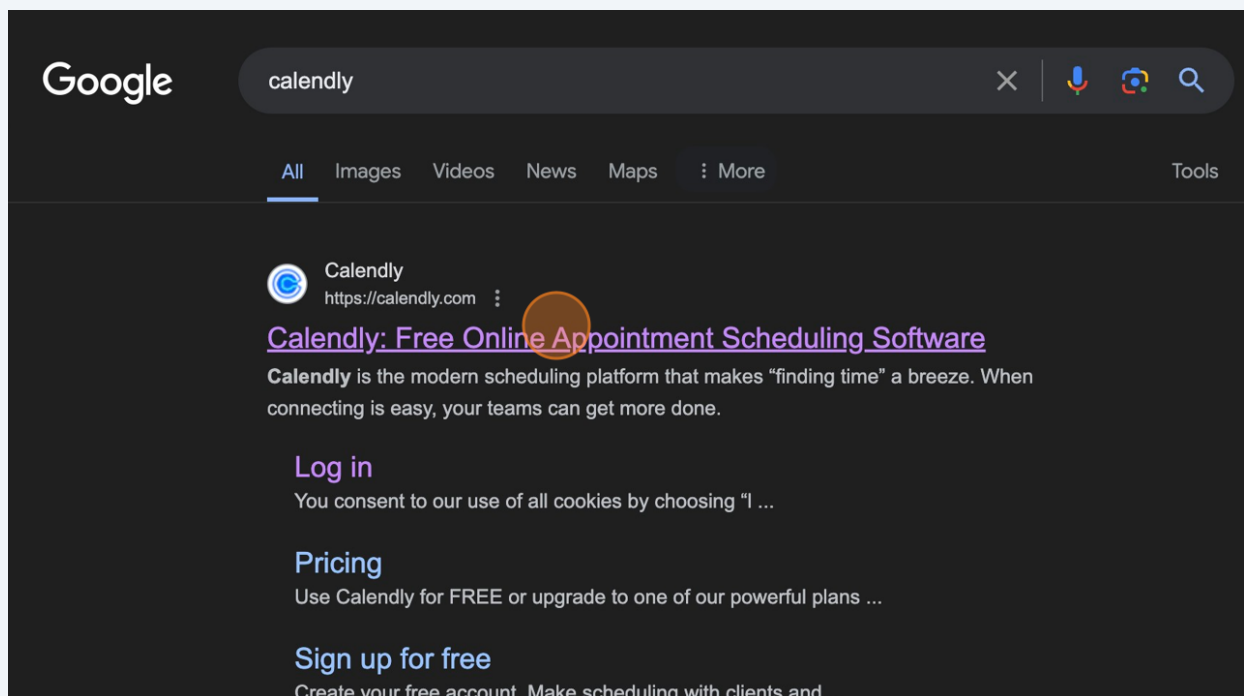
**4**   Click this icon. Which will copy the calendly link.

# 'elcome back, Gleb

u optimize your scheduling workflow and get the most out of your Calendly plan

**My account**   **Create new event type**

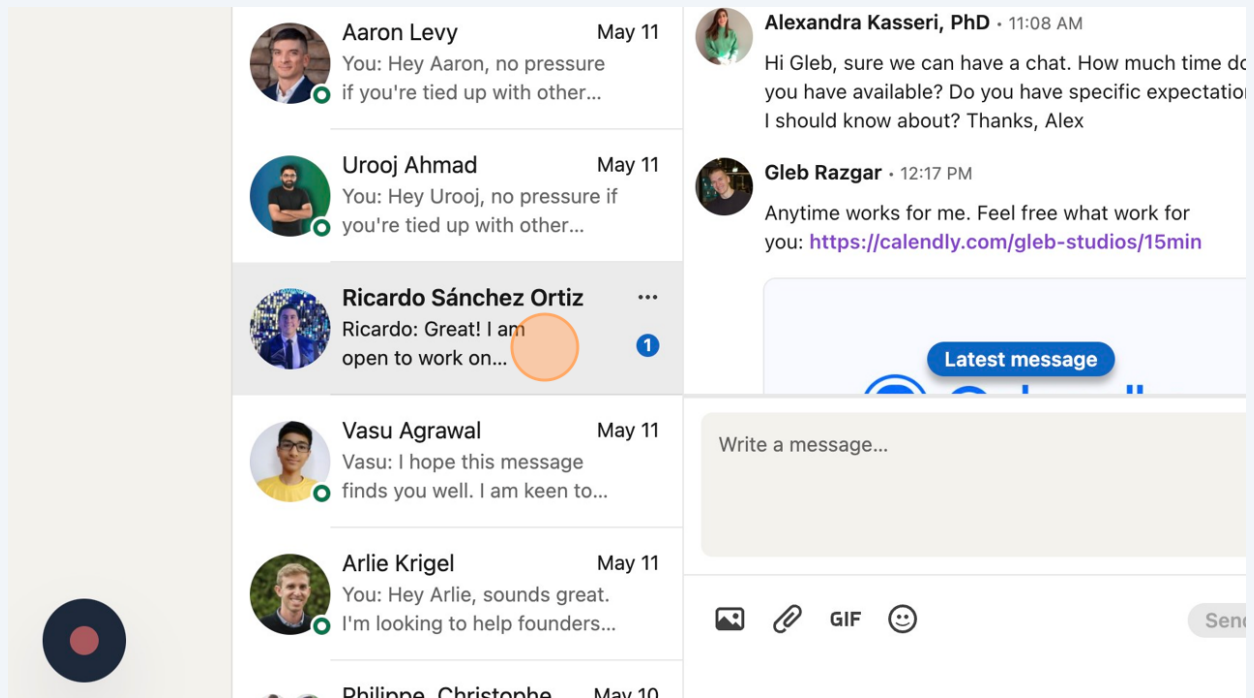https://calendly.com/gleb-studios 🗗

## nts in the past 30 days    Here's what other successful users do next.

**5**   Click the search bar

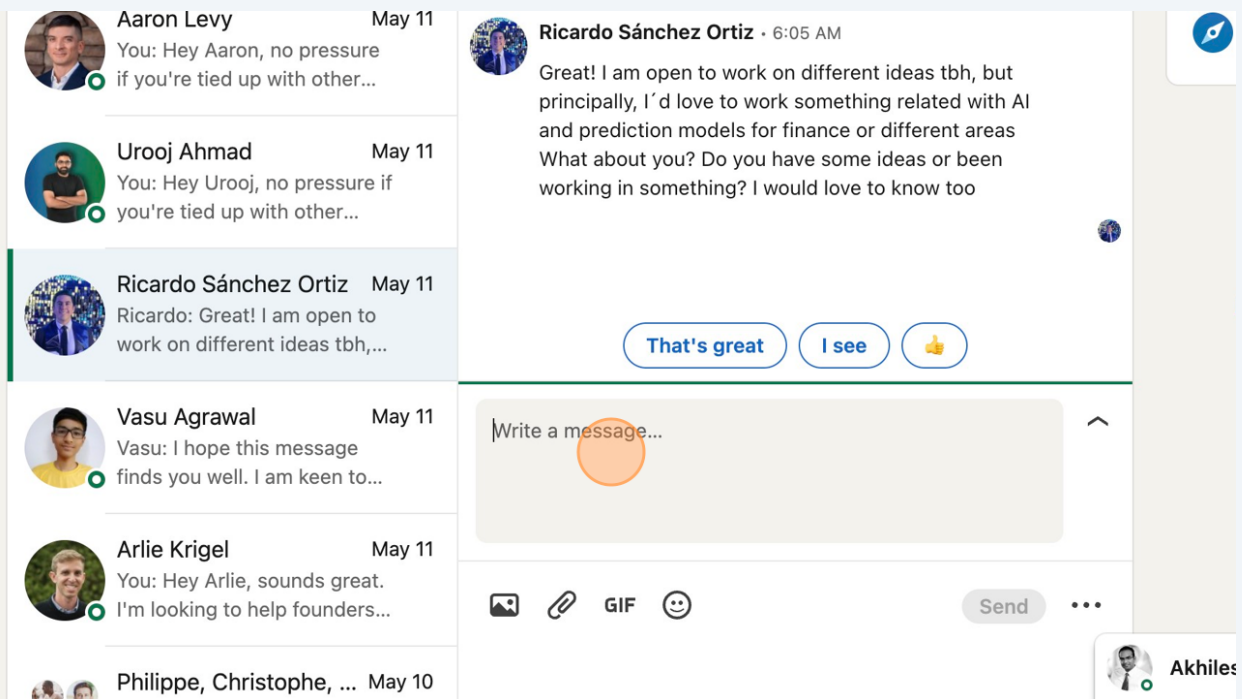**6**   Type "https://www.linkedin.com/messaging/thread/)"

**7** Click on a message with a notification on it.



**8** If no message notification is seen, scroll bellow until you find one

**9** Click on the message with the notification

**10** Click "Write a message..."



**11** Type a reply message based on the received messages.

**12** Click Send

**13** Type an invitation offering to schedule a call with the client along the lines of "**I'm free this Friday or Monday if you'd like to schedule a call to see how we're aligned. Feel free to pick any convenient time using my calendly: **"

**14** Press **cmd** + **v**

**15** Click Send