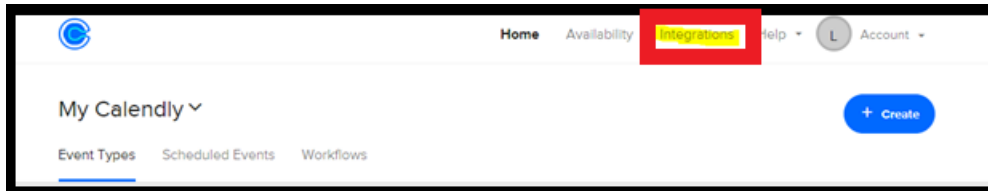


Setting up your Calendly/GoToMeeting integration

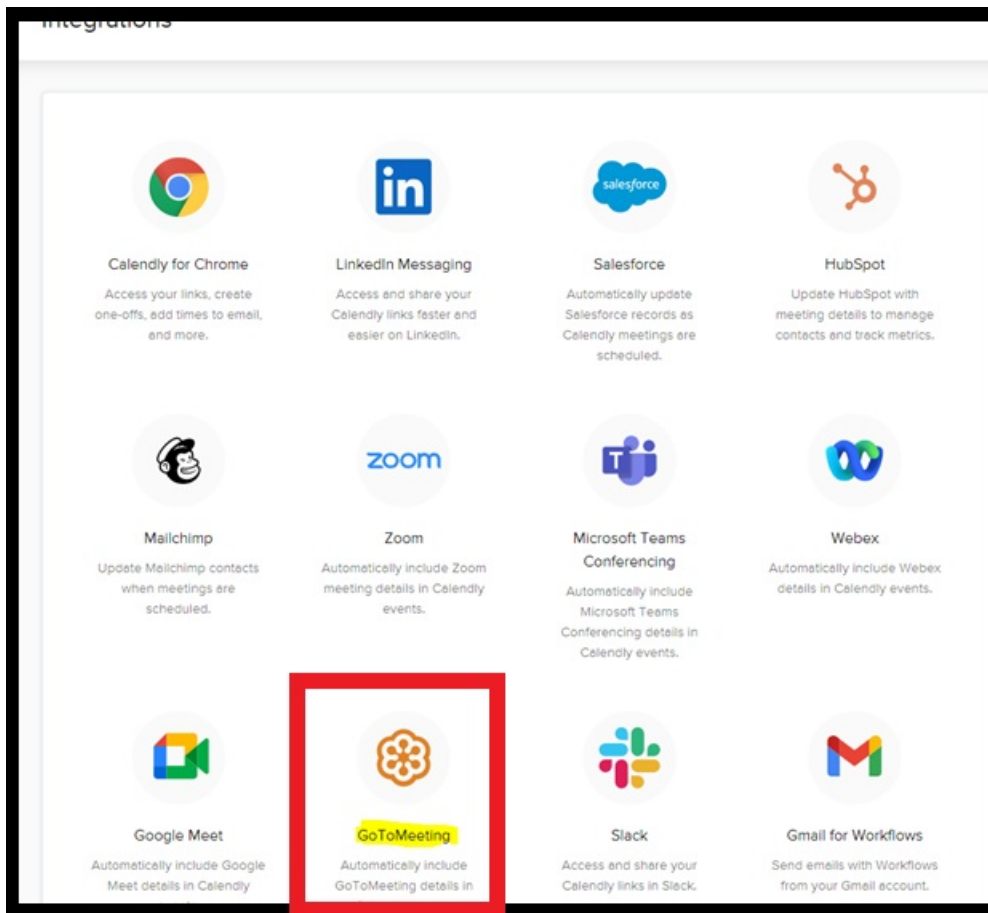
02/16/2024 10:17 am EST

Step 1: Go to your Calendly link (https://calendly.com/event_types/user/me)

Step 2: Select Integrations

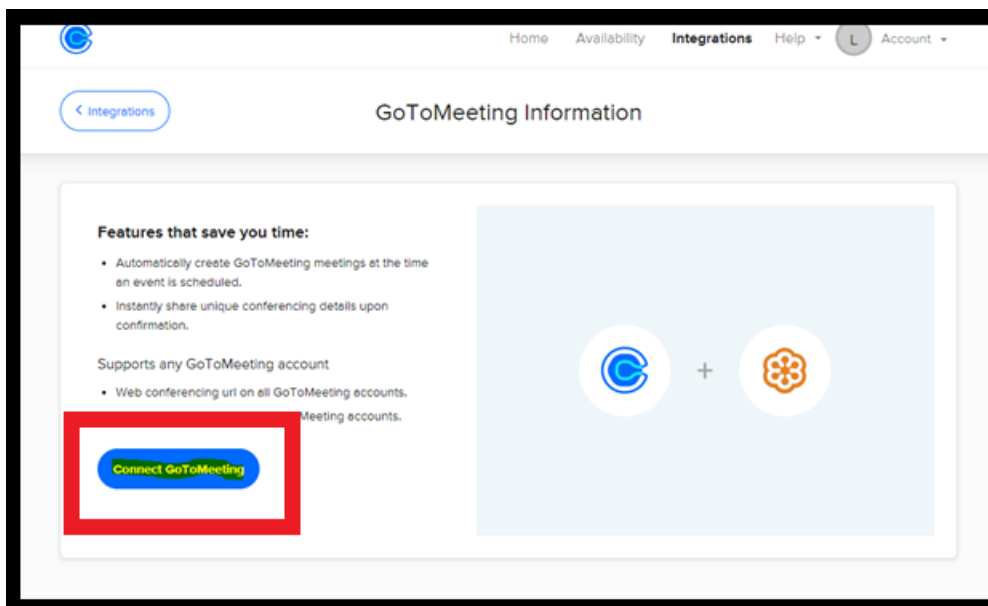


Step 3: Select GoToMeeting

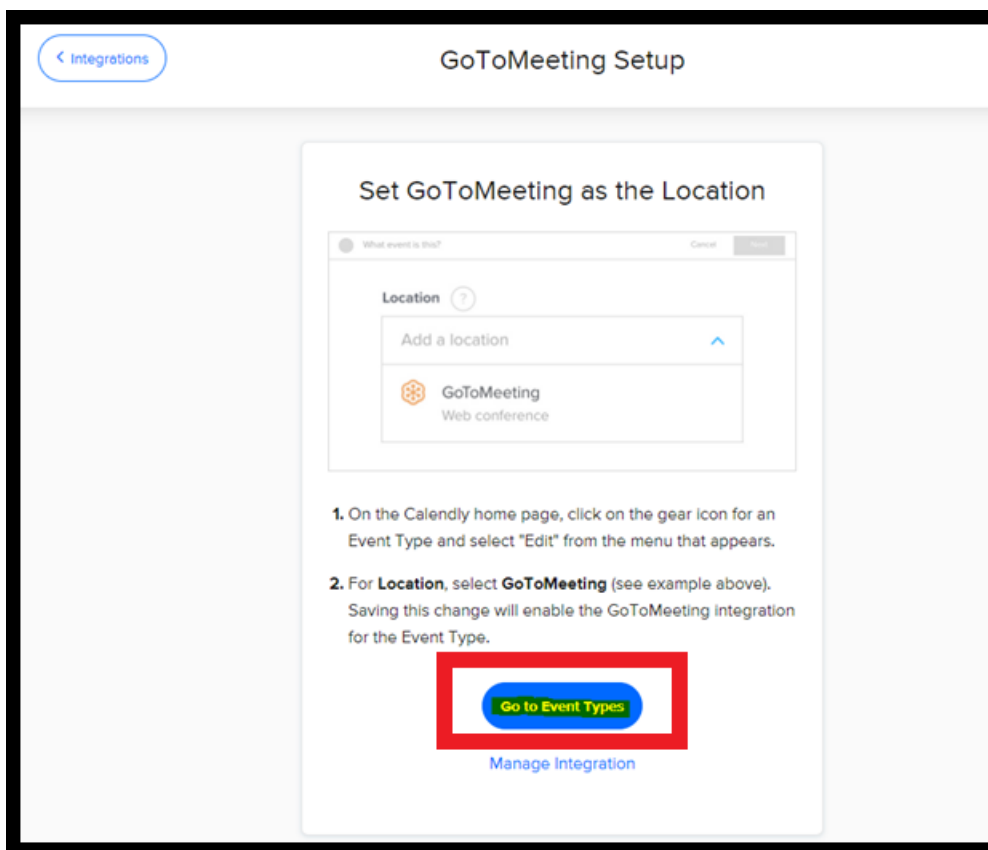


Step 4: Connect GoToMeeting and Calendly.

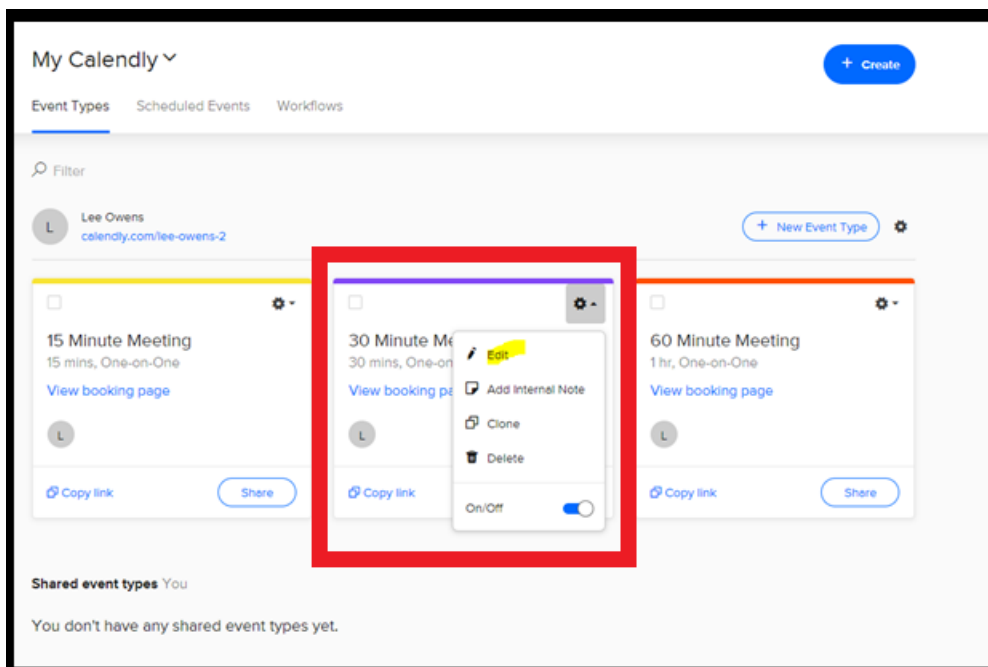
*Note – There may be a prompt to sign into GoToMeeting that I was unable to capture because I had already completed the integration. If this occurs, just sign into GoToMeeting



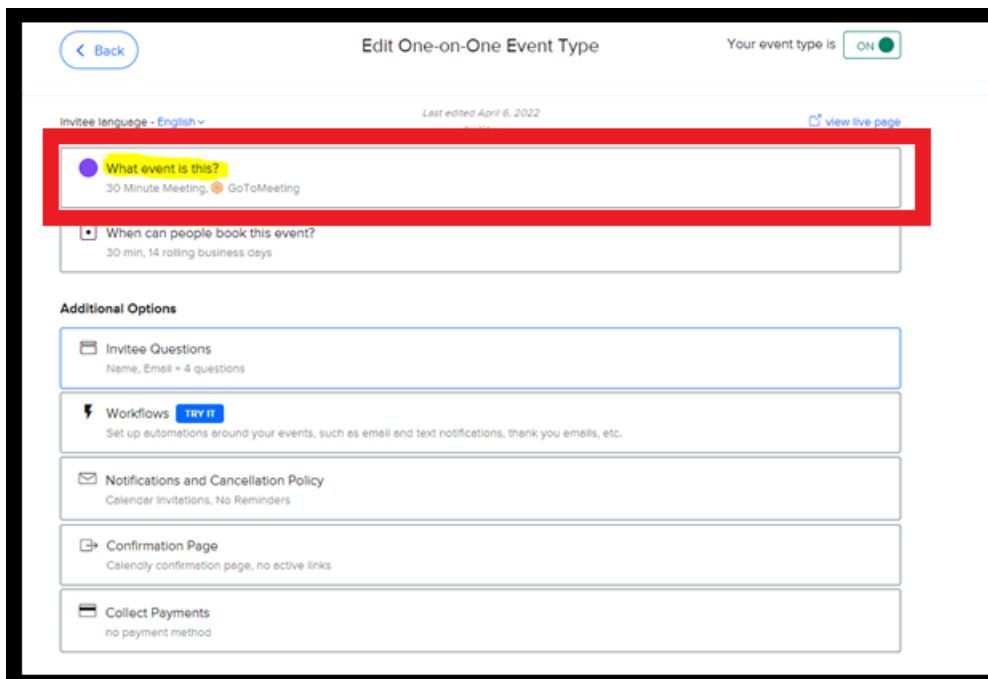
Step 5: You will see this screen indicating the next step.



Step 6: Go to the main Calendly page and select Edit on the meeting where you want to add the integration.



Step 7: Select the highlighted “What event is this?”



Step 8: Select the highlighted drop-down in the Location field.

What event is this?
30 Minute Meeting. No location given

CancelSave & Close

Event name * ⓘ
30 Minute Meeting

Location ⓘ
Add a location

Description/Instructions ⓘ

↶ ↷ B I U ☰ ☷ 🔗

Write a summary and any details your invitee should know about the event.

Event link * ⓘ
calendly.com/lee-owens-2/
30min

Event color * ⓘ

●

●

●

✓

●

●

●

●

●

CancelSave & Close

Step 9: Select GoToMeeting as the location for the event.

What event is this?
30 Minute Meeting, No location given

Event name *
30 Minute Meeting

Location
Add a location

- Web conference
- Microsoft Teams
Web conference
- Webex
Web conference
- GoToMeeting
Web conference
- Custom
Leave customized location details
- Ask invitee
My invitee will set the location

Event link *
calendly.com/lee-owens-2/
30min

Event color *
[Color selection: orange, pink, purple (selected), blue, teal, green, yellow, orange]

Cancel Save & Close

Once these steps have been completed, you should be able to go to View Live Page

Invitee language - English
Last edited April 8, 2022 by You

What event is this?
30 Minute Meeting, GoToMeeting

When can people book this event?
30 min, 14 rolling business days

view live page

Schedule an appointment for yourself and if the integration is working, then you should have a GoToMeeting in the information Calendly sends.

Hi Lee Owens,

A new event has been scheduled.

Event Type:

30 Minute Meeting

Invitee:

Lee

Invitee Email:

lee.owens@boldgroup.com

Event Date/Time:

03:30pm - Monday, April 11, 2022 (Pacific Time - US & Canada)

Location:

This is a GoToMeeting web conference.

Attendees can join this meeting from a computer, tablet or smartphone.

<https://meet.goto.com/699815333>

They can also dial in using a phone.

US: +1 669 224 3412

Access Code: 699-815-333