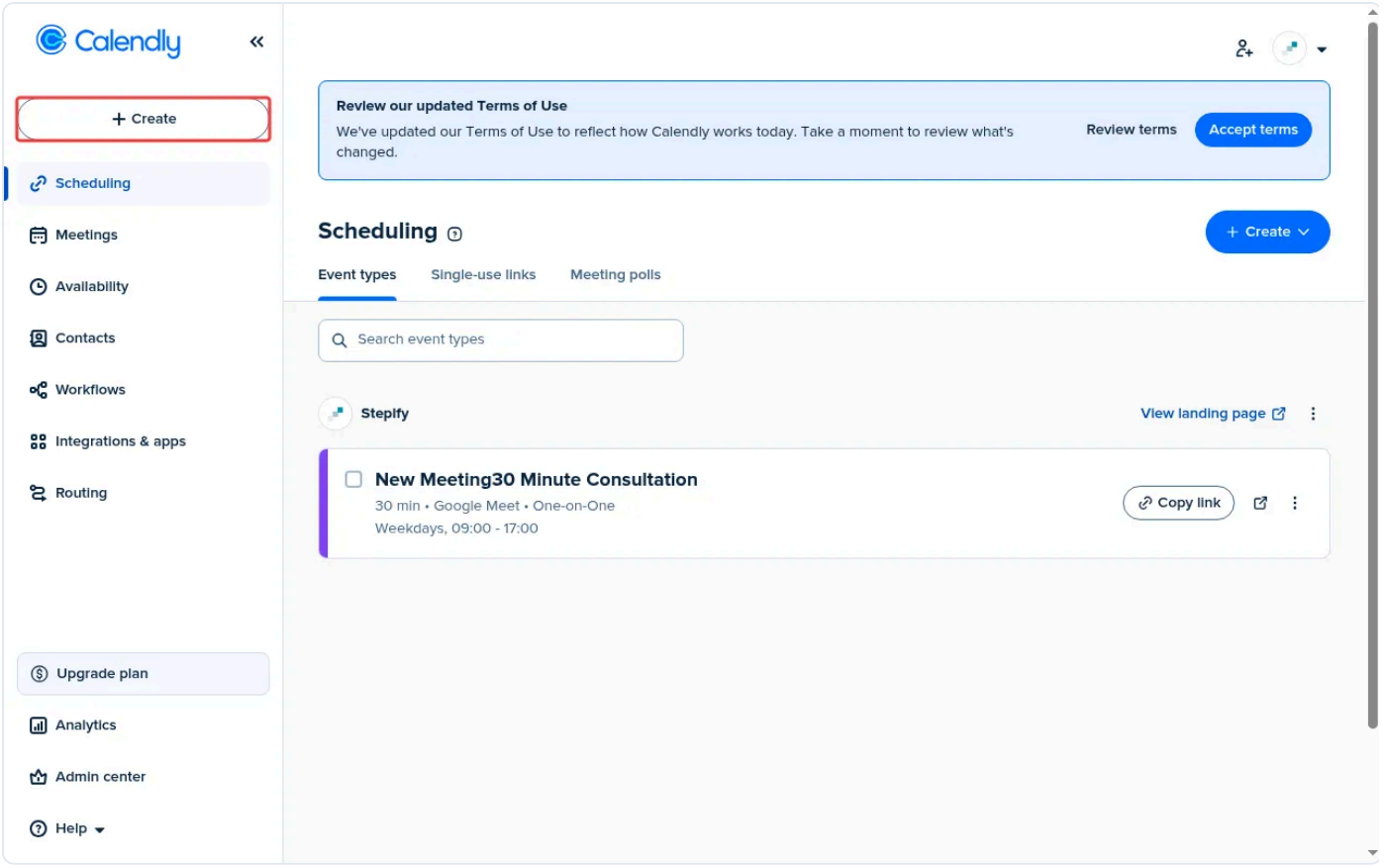
Stepify

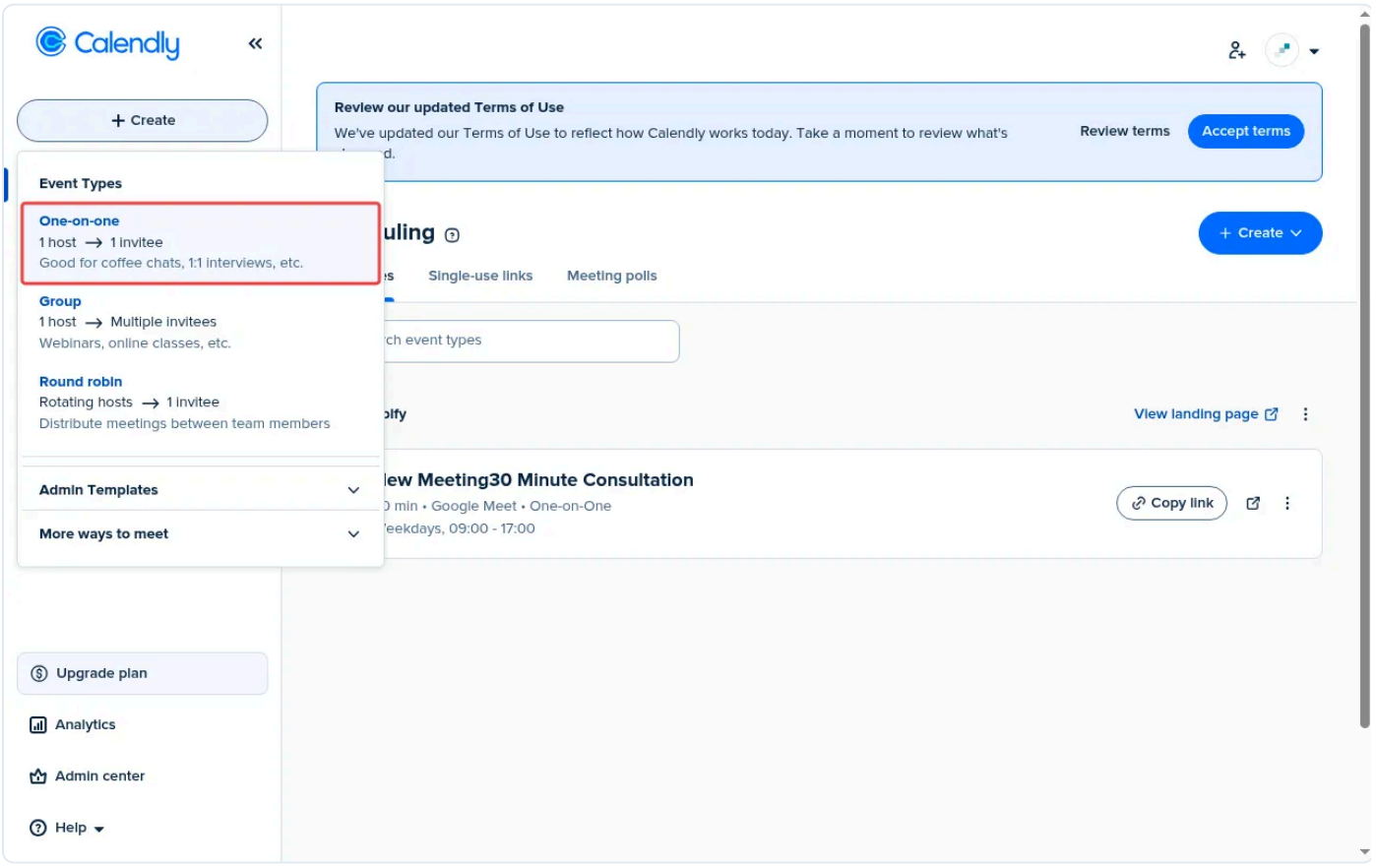
Create a new 30-minute event type called Quick Chat

Calendly 6 steps · 18s

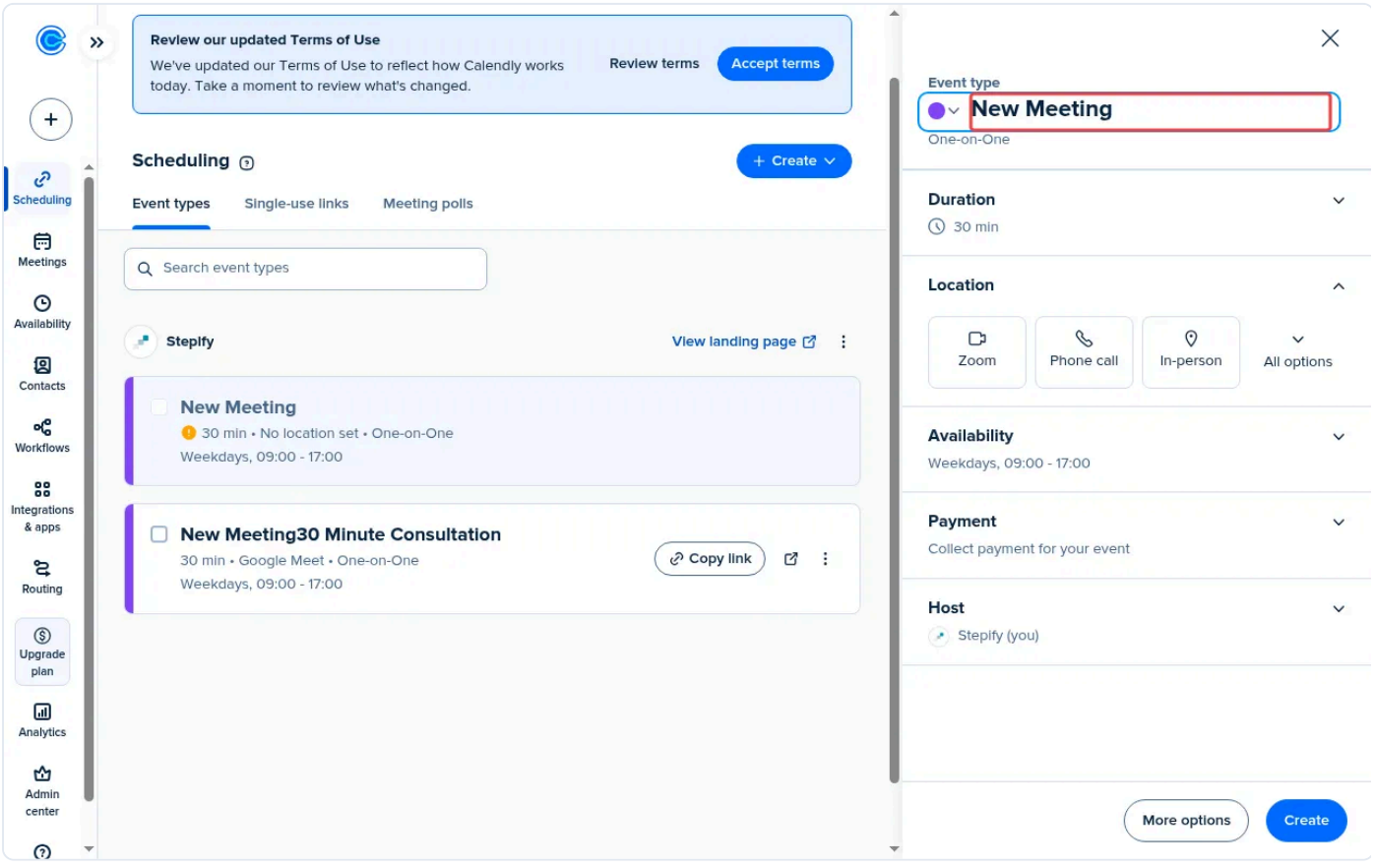
1 Click the + Create button to start creating a new event type



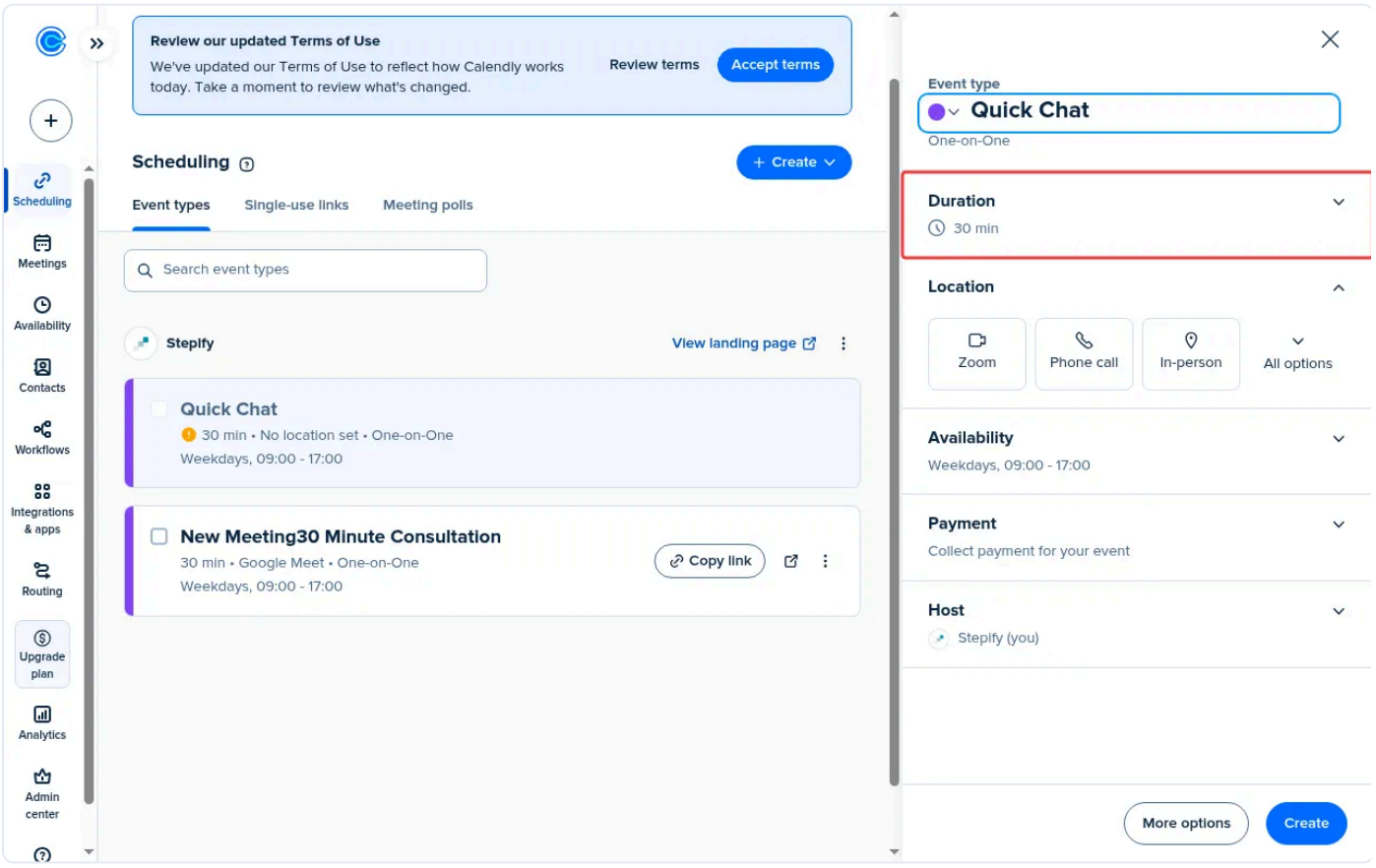
2 Select the One-on-One event type to create a new meeting



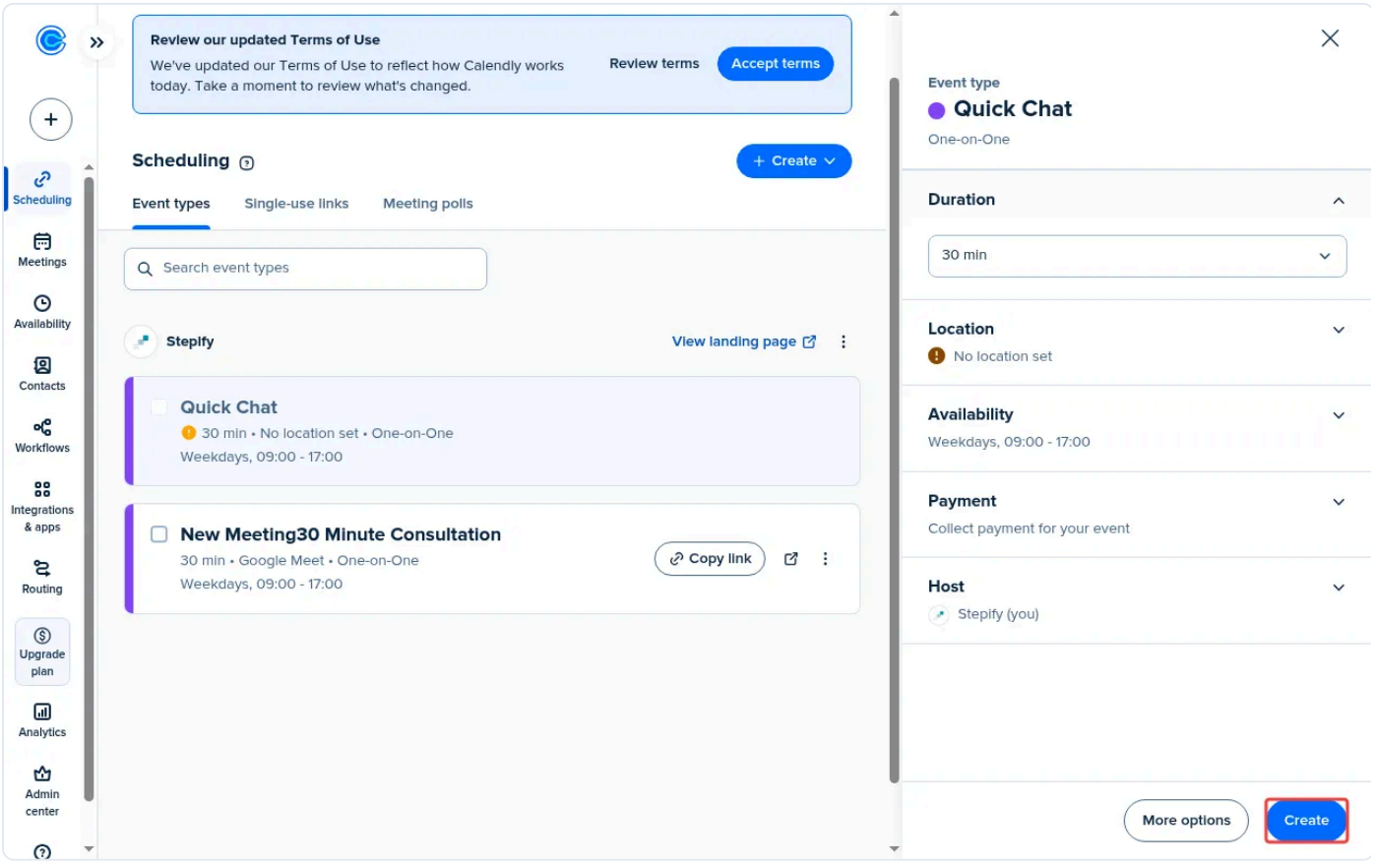
3 Type Quick Chat in the event name field



4 Click the Duration field to confirm the 30-minute event



5 Click Create to save the Quick Chat event type



6 Review the Quick Chat event type details

