

Create a new 30-minute event type called Quick Chat

Calendly 7 steps · 6m 11s

- 1 Click 'Create' button to start creating new event type.
 - 2 Click 'One-on-one' to select event type option.
 - 3 Type 'Quick Chat' in the event name field.
 - 4 Click Duration button to set meeting length.
 - 5 Click duration dropdown to select 30 minutes.
 - 6 Select '30 min' duration option from dropdown.
 - 7 Click 'Create' button to save the event type.
-