# Schedule a Meeting

This article provides instructions on how to schedule a meeting for future use.

> Note: First time users must ALLOW the browsers Camera and Microphone permission request or your audio and video will not work. Camera permission are required for screen-sharing

Schedule a Meeting

1. While logged into the PBX User Portal click on the Apps menu

2. Select SNAP.HD Meetings to open the App.

3. Click Schedule a Meeting

4. Input your general meetings details

5. Add People you want to Invite. You can select other system users or type in any external email address. The system will send these users an invitation email with the meeting details.

6. When complete click Save
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Revision #1
Created 2026-06-21 04:39:22 UTC by DC Tech Staff
Updated 2026-06-21 04:39:37 UTC by DC Tech Staff