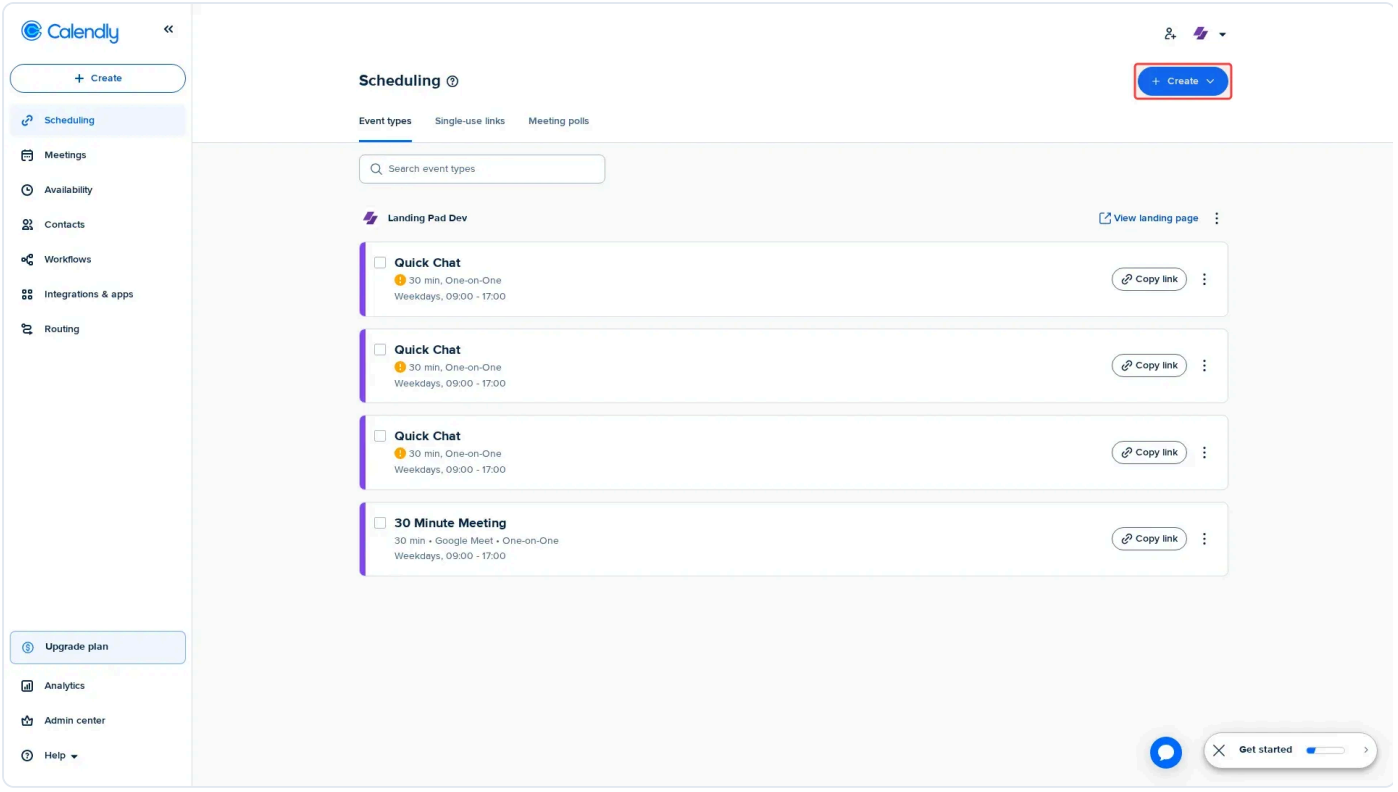
Stepify

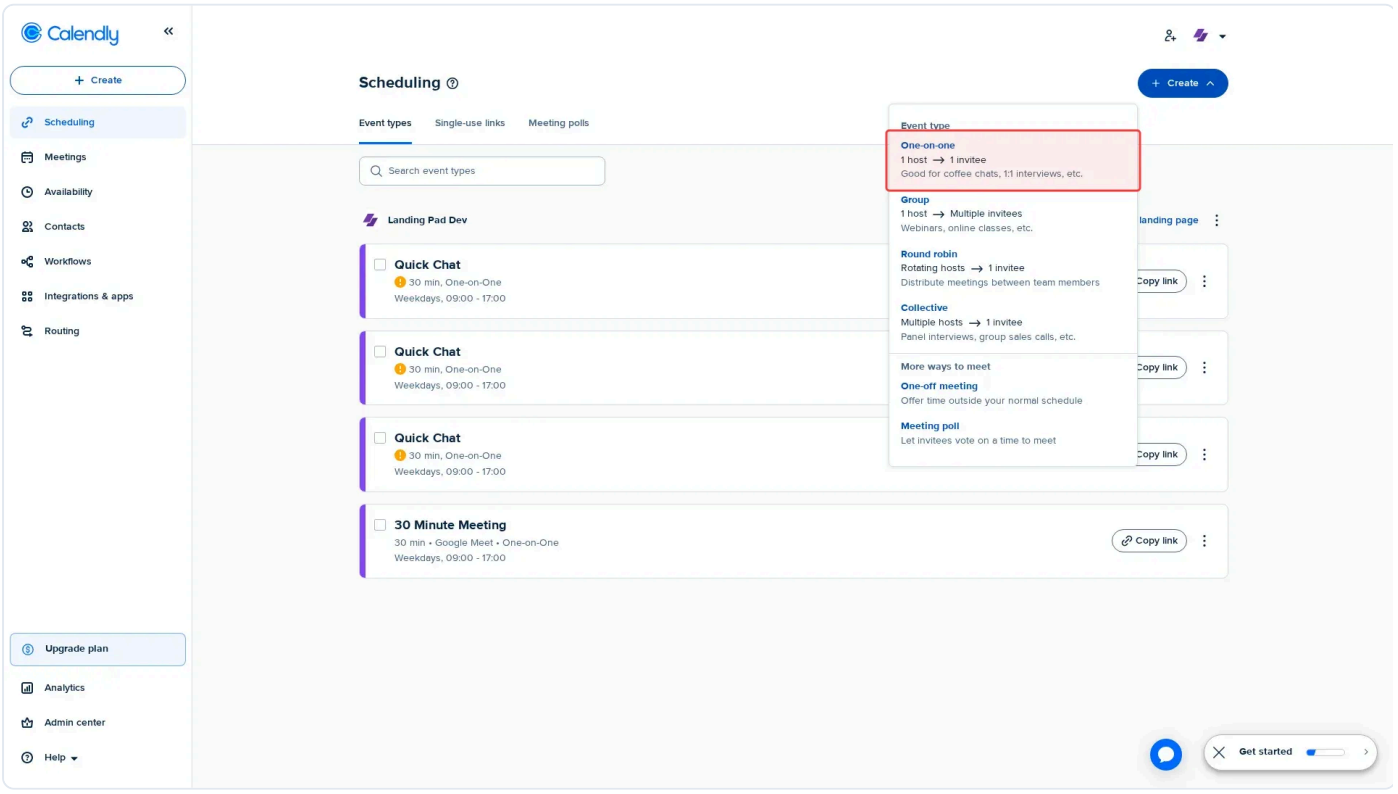
Create a new 30-minute event type called Quick Chat

Calendly 7 steps · 6m 11s

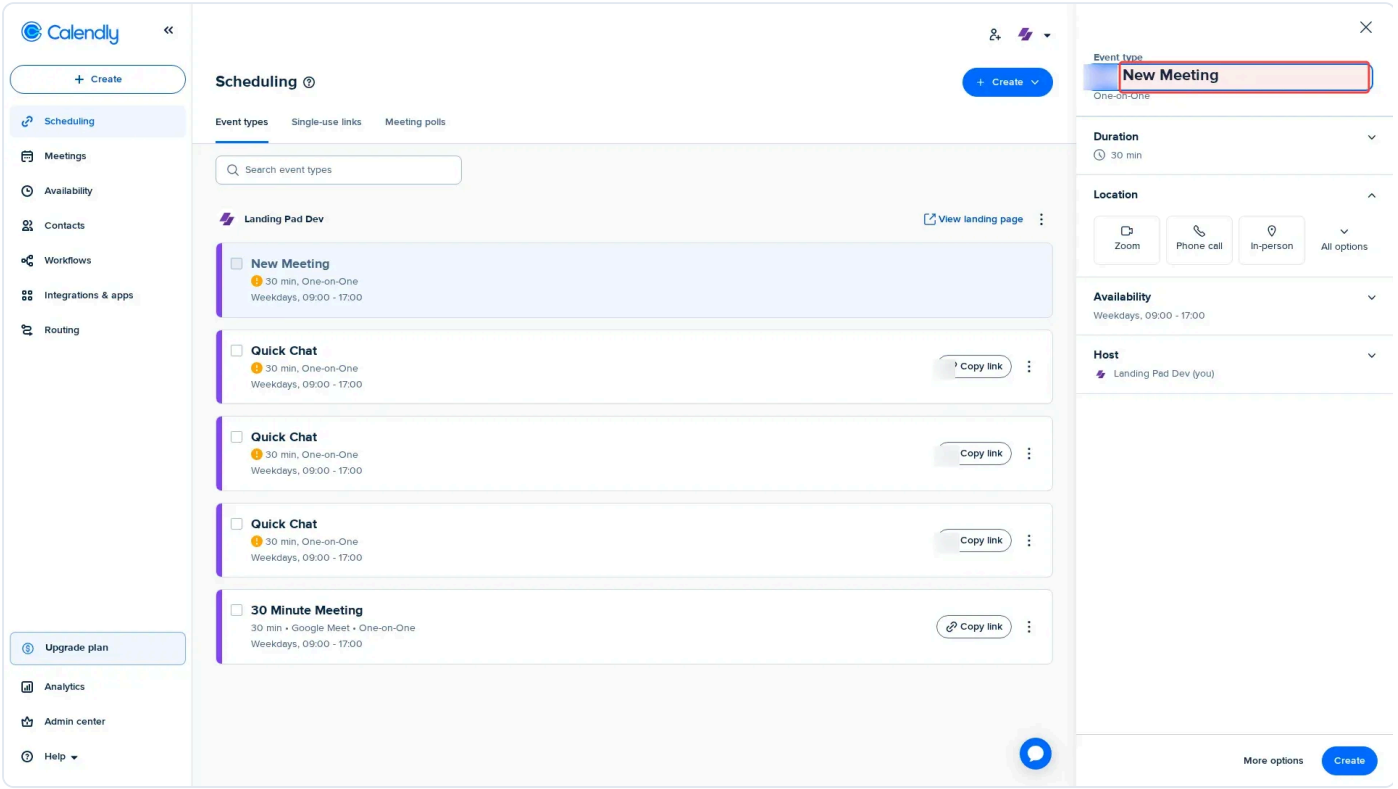
1 Click 'Create' button to start creating new event type.



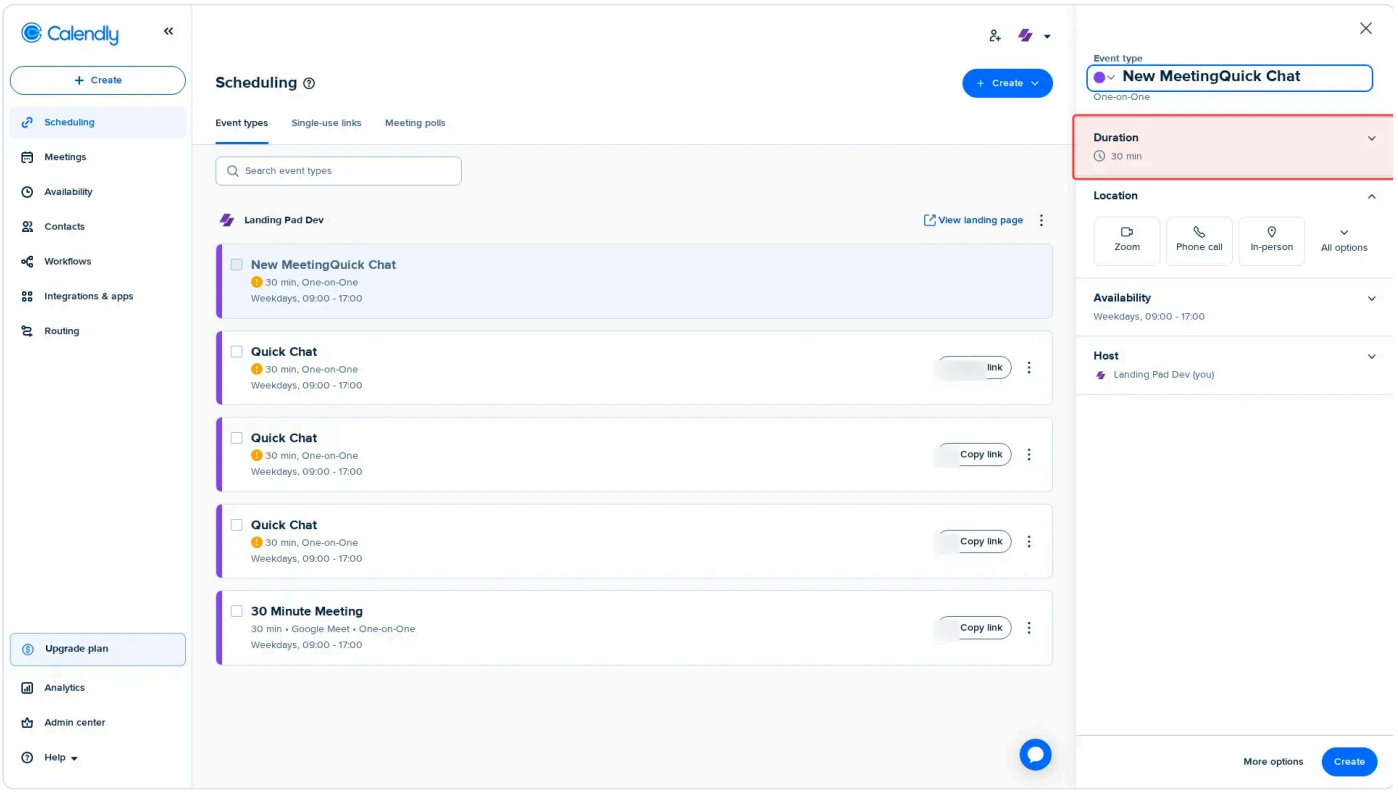
2 Click 'One-on-one' to select event type option.



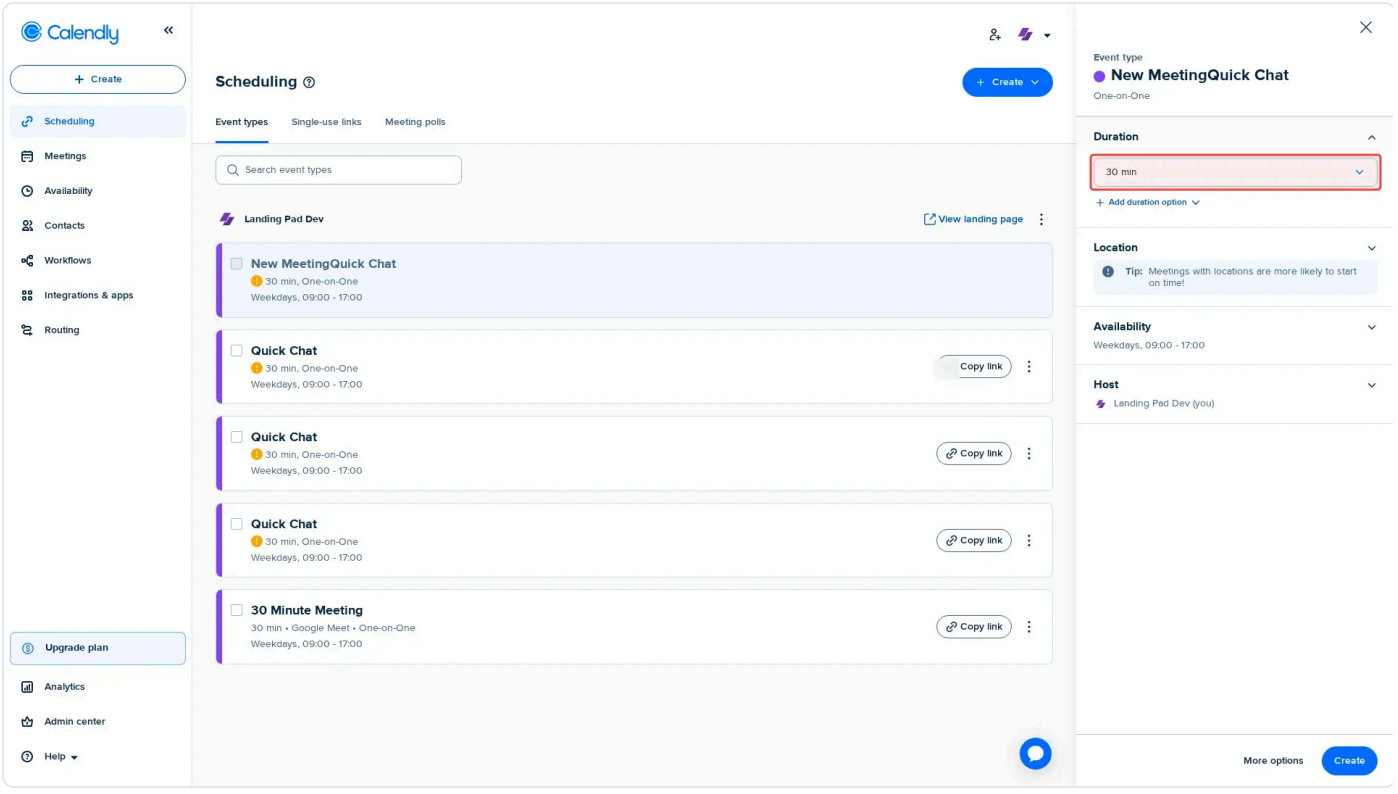
3 Type 'Quick Chat' in the event name field.



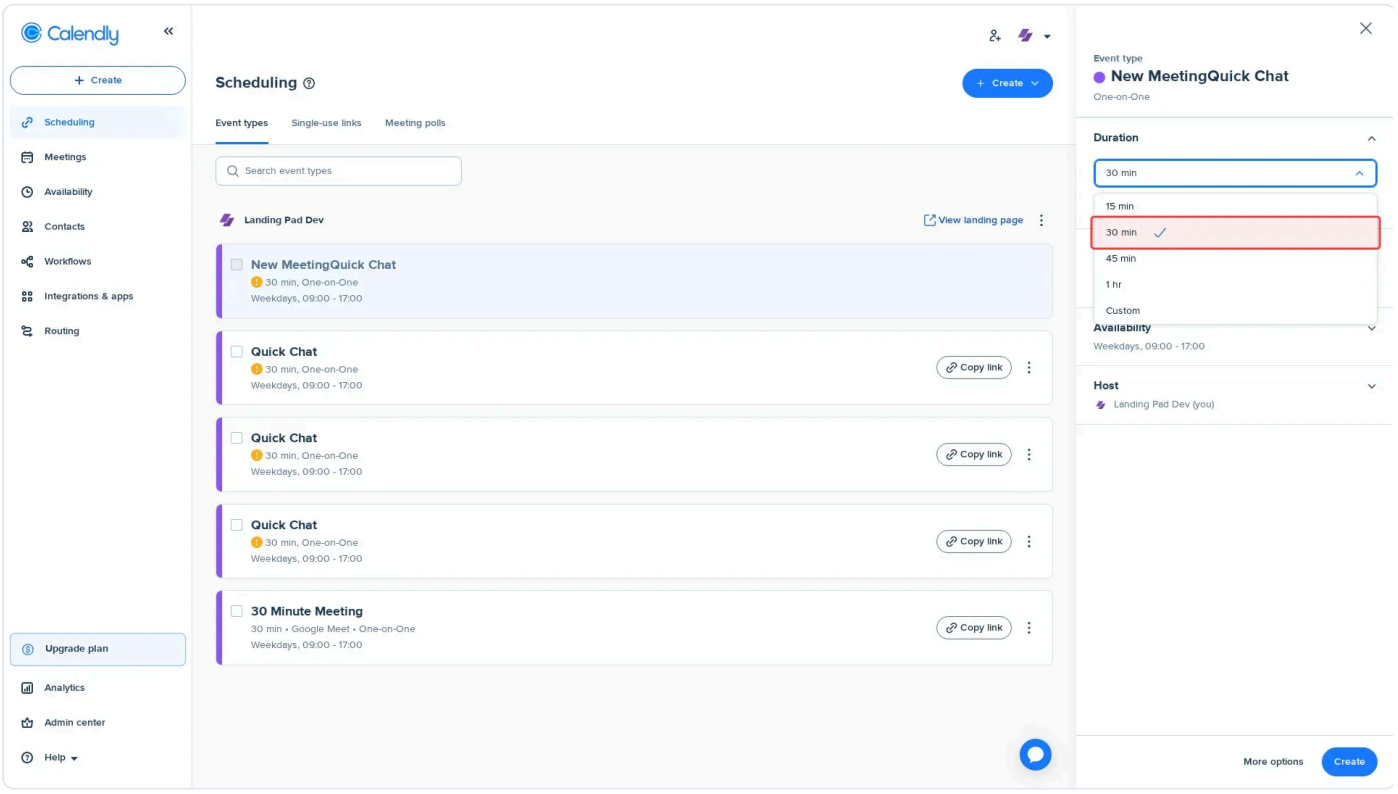
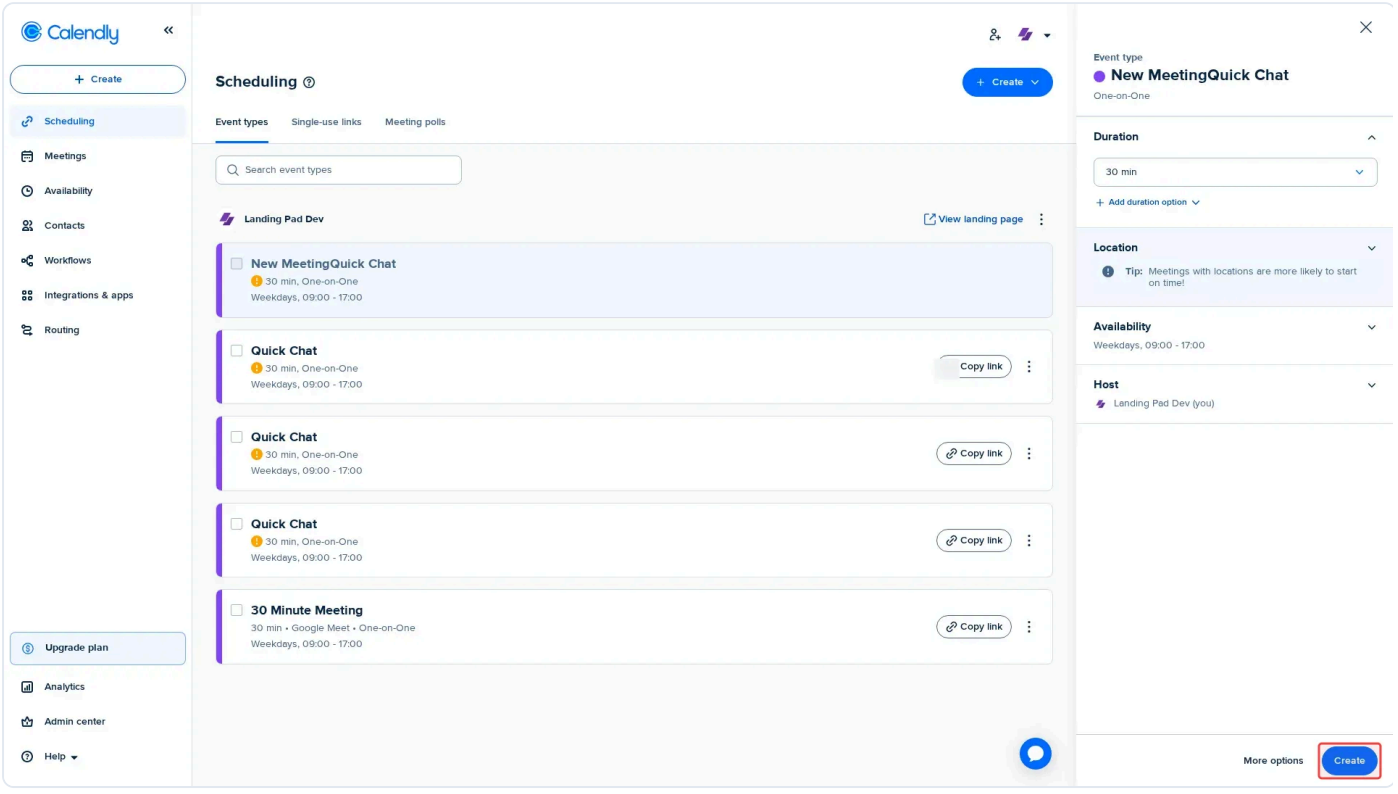
4 Click Duration button to set meeting length.



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.