

Calendly FAQs and User Guides:

1. *How do I send out Calendly time slots by email?*

<https://help.calendly.com/hc/en-us/articles/4403226634647-Adding-Calendly-times-to-an-email>

2. *How do I create a group session?*

<https://help.calendly.com/hc/en-us/articles/5430450060439-Group-event-types#group-event-types-0-0>

3. *How do I mark no-shows for sessions?*

<https://help.calendly.com/hc/en-us/articles/4402509436823#marking-no-shows-in-workflows-0-0>

4. *How do I add time between sessions?*

<https://help.calendly.com/hc/en-us/articles/4402436690967-How-to-use-buffers#how-to-use-buffers-0-0>

5. *How do I connect Calendly with Microsoft Teams or Zoom?*

<https://help.calendly.com/hc/en-us/articles/223195508>

6. *How do I set my availability?*

<https://help.calendly.com/hc/en-us/p/getting-started>

7. *Adding date overrides*

<https://help.calendly.com/hc/en-us/articles/7889523000599#using-your-connected-calendar-0-2>

8. *How do I create and use meeting polls?*

<https://help.calendly.com/hc/en-us/articles/4411458615063#create-and-book-a-meeting-poll-0-0>

9. *How do I reschedule or cancel sessions?*

<https://help.calendly.com/hc/en-us/articles/223145167#rescheduling-an-event-0-2>