

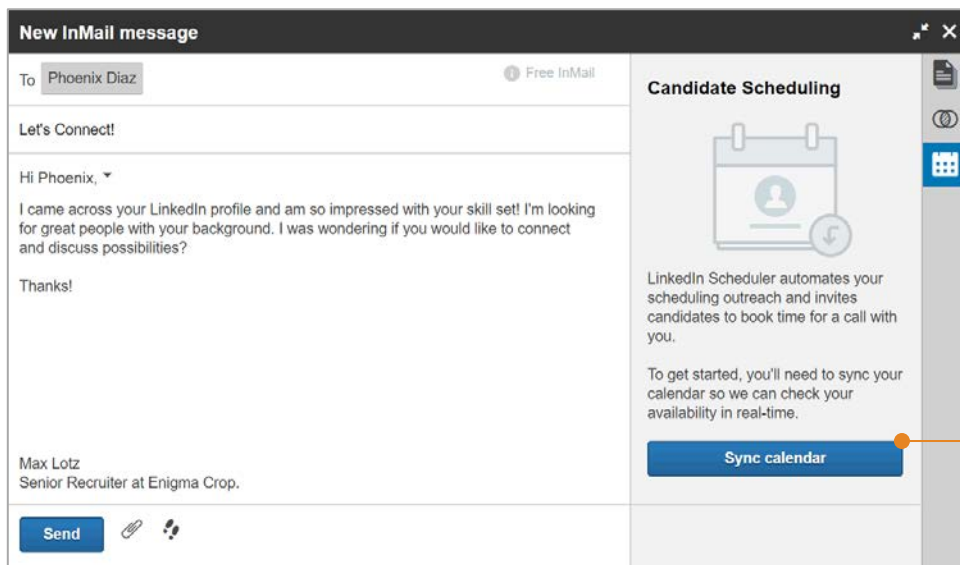
Start Using LinkedIn Scheduler

LinkedIn Scheduler automates the scheduling process, saving you time when scheduling busy candidates. Simply sync your Office365 or Google calendar within the InMail compose window or your Recruiter inbox and then share your availability when you send an InMail message.

Candidates see your available time slots and can schedule their own interviews. Once a candidate has selected a time slot, the meeting is automatically added to your calendar. If you add other events to your calendar, your availability in Scheduler will also automatically update, so you don't have to worry about double booking a meeting.

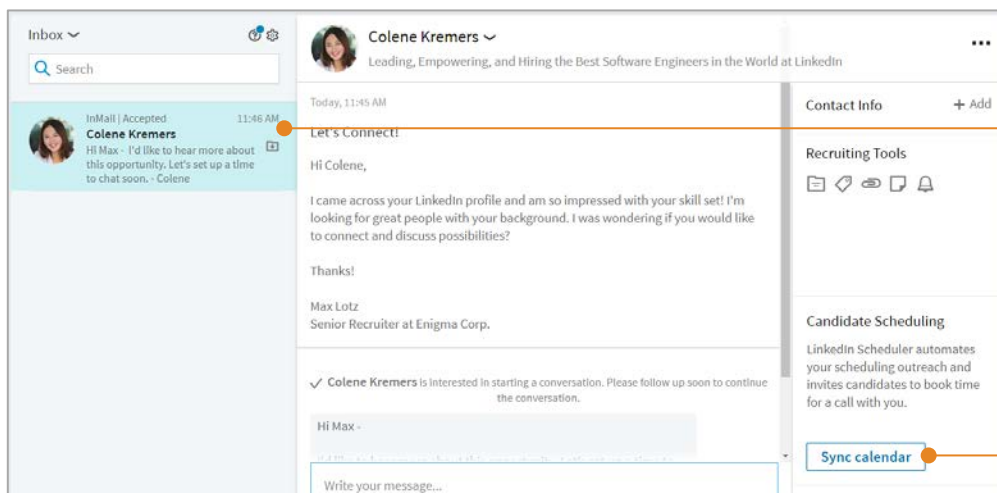
The Recruiter Experience

Before you use Scheduler the first time, you'll have to sync it with your calendar.



To access **Scheduler** in the InMail compose window, click the **calendar icon**.

Click **Sync calendar**. Then select your email provider and enter your email address and password.

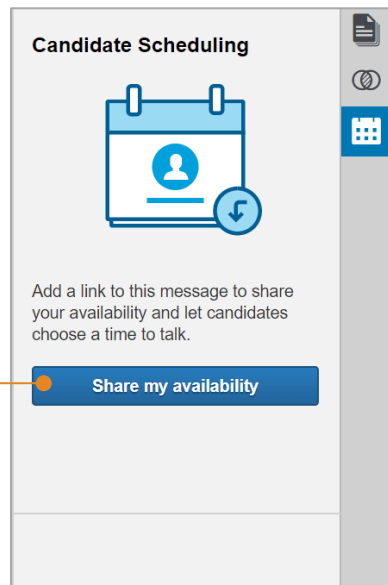


To access **Scheduler** in your Recruiter inbox, select a message.

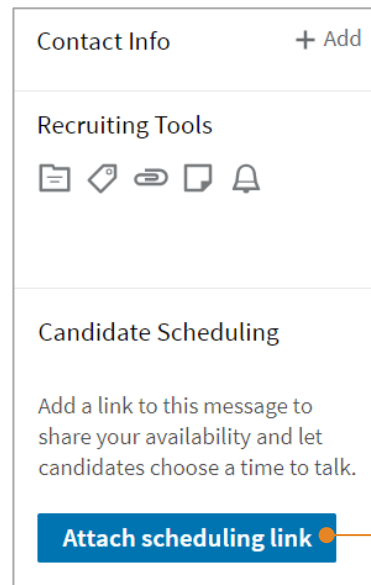
Click **Sync calendar**. Then select your email provider and enter your email address and password.

When your calendar is synced, simply click one of the following buttons to add an availability link to your InMail message.

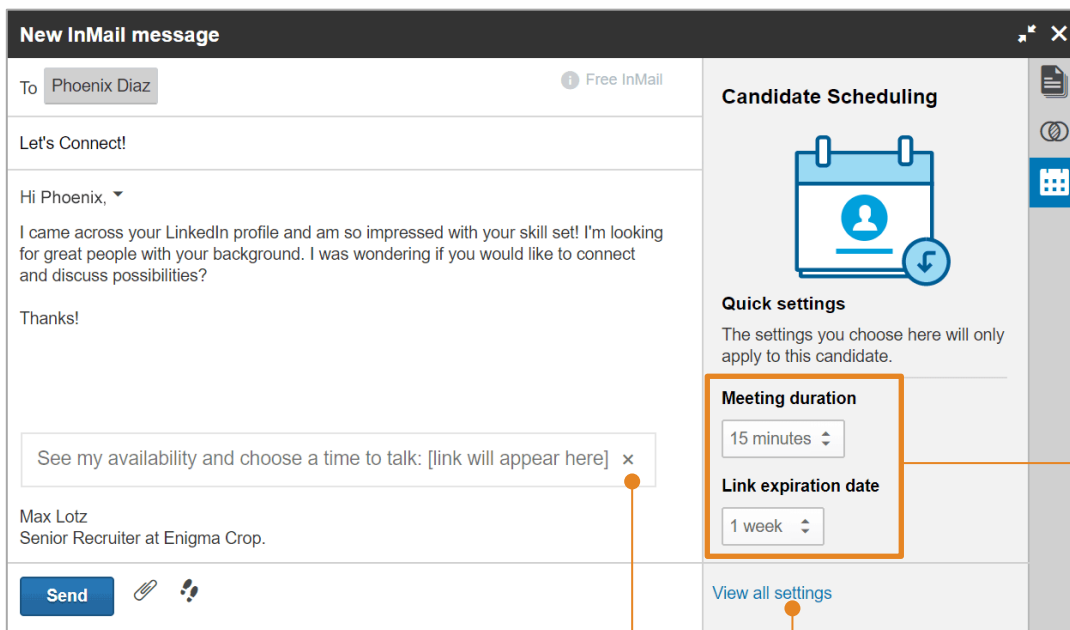
Click the **Share my availability** button in the InMail compose window.



Click the **Attach scheduling link** button in your Recruiter inbox.



After an availability link is added to an InMail message, you can customize the settings before sending the message to the recipient.



Customize each invitation by adjusting **Meeting duration** and **Link expiration date**.

Click the **x** to remove the link to your availability from this InMail.

Click **View all settings** to adjust scheduler's defaults for meeting length, your time zone, and your regular work hours.

Colene Kremers
Leading, Empowering, and Hiring the Best Software Engineers in the World at LinkedIn

Hi Colene,

I came across your LinkedIn profile and am so impressed with your skill set! I'm looking for great people with your background. I was wondering if you would like to connect and discuss possibilities?

Thanks!

Max Lotz
Senior Recruiter at Enigma Corp.

✓ Colene Kremers is interested in starting a conversation. Please follow up soon to continue the conversation.

Hi Max -

I'd like to hear more about this opportunity. Let's set up a time to chat soon.

- Colene

11:46 AM

Write your message...

View my availability and choose a time to talk:
(We will attach a link here when you send this message)

Send

Contact Info + Add

Recruiting Tools

Candidate Scheduling
The settings you choose here will only apply to this candidate.

Meeting duration
15 minutes

Link expiration date
1 week

View all settings >

Privacy & Terms Feedback
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Customize each invitation by adjusting **Meeting duration** and **Link expiration date**.

Click the **x** to remove the link to your availability from this InMail.

Click **View all settings** to adjust scheduler's defaults for meeting length, your time zone, and your regular work hours.

The Candidate Experience

The candidate will see your InMail, with a link to your availability. When the candidate clicks the link, they will see a list of available time slots. The candidate chooses a time that works for them and the meeting is automatically added to your calendar.

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Messaging

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Max Lotz Feb 1
InMail • Scheduler - I came across your LinkedIn profile...

Lisa, Kevin, Dean, E... Jan 31
Lisa: 👍

Kennedy Larson Jan 31
Kennedy: thanks - that's awesome much appreciated.

Blake Keller Jan 17
You: LinkedIn is really supposed to be for...

Max Lotz Senior Recruiter

Hi Pheonix

I came across your LinkedIn profile and am so impressed with your skill set! I'm looking for great people with your background. I was wondering if you would like to connect and discuss possibilities?

Thanks!

View my availability:
<https://www.linkedin.com/hire/interview/1c4psj0cj/scheduler?cid=1000>

Quickly let Max know if you're interested in starting a conversation. You can add a custom reply anytime.

Not now Interested