

## Embed “Schedule a Future Meeting” Capability on a Webpage using the Widget

1. Navigate to <https://widget.magnifi.io/> and Register. If you are already registered, sign in using your Widget Subscription credentials.
2. Navigate to the **Groups>Manage Groups** screen in the left menu panel
3. Scroll down to the **Schedule Meeting** group
4. Under **Actions**, click on the **Copy Group iframe Code to Clipboard** action

Group Name	Members	Description	Actions
Instant Meeting			<a href="#">Edit Group</a> <a href="#">Copy Group Embed Code To Clipboard</a> <a href="#">Copy Group iframe Code To Clipboard</a>
Schedule Meeting			<a href="#">Edit Group</a> <a href="#">Copy Group Embed Code To Clipboard</a> <a href="#">Copy Group iframe Code To Clipboard</a>
Customer Support - Redirect			<a href="#">Edit Group</a> <a href="#">Copy Group Embed Code To Clipboard</a> <a href="#">Copy Group iframe Code To Clipboard</a>

5. **Paste the iframe code** into your html site where you'd like it to appear.

**NOTE:** You can adjust the shape and size of the iframe by amending the width and height specifications in the iframe code. Make sure to confirm the entire “Schedule a Meeting” form is visible if you choose to adjust the iframe size and shape.

```
1 <iframe src='https://magnifi-  
plugin.s3.amazonaws.com/magnifimeeting.html?uid=schedule-  
meeting&hostemail=jennifer@thepublicitypod.com&fname=Jennife  
r&lname=Radford&wkey=oQ6RC7pSt1bjkxkS8GLxXUr8&oat=EYMYhdZ'  
width='500' height='700' style='border: 0; '></iframe>  
2  
3  
4
```

7. This is what the Schedule a Meeting iFrame will look like when it is on your page

### Schedule Meeting

Give your meeting a title

TITLE

DESCRIPTION

Enter a description (optional)

WHEN

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	31	1	2	3	16:30
							17:00
4	5	6	7	8	9	10	17:30
11	12	13	14	15	16	17	18:00
18	19	20	21	22	23	24	18:30
25	26	27	28	29	30	31	19:00

Choose a date and time for your meeting from the calendar

DURATION  HR  MIN

Specify a duration

Click to submit

This is the confirmation screen that appears after you submit your meeting request.

## Meeting Details

**YOU HAVE BOOKED THE FOLLOWING MEETING:**

**DATE & TIME:** April 22, 2021 at 05:30 PM

**TIMEZONE:** Eastern Time (US & Canada)

**MEETING TITLE:** Meeting with Jennifer Radford

**MEETING DESCRIPTION:**

**MEETING LINK:** <https://widget-testing.magnifi.io/calls/hpTCiPX/lobby?uuid=fxfiUn>

**DIAL-IN NUMBER:** (855) 950-5680

[Copy Meeting Details](#)

**HOW WOULD YOU LIKE TO INVITE ATTENDEES?**

[Send Meeting Details to me in an ICS file via email](#)

[Download Meeting Details in an ICS file now](#)

**i** If you use a webmail client (Gmail Outlook web, Yahoo), email works best.  
If you use a mail client on your desktop (Outlook, iCal), downloading works best.

[Close](#)

### To invite attendees

- Selecting "Send Meeting Details to me in an ICS file via email" will forward an email message with the meeting details along with an attached ICS file.
- Selecting "Download Meeting Details in an ICS file now" will download the same ICS file.
- Import the ICS file into your calendar program. Once the ICS has been imported and the meeting has been added to your calendar, you may edit the meeting and add participants.