

Raising the Bar for Business in New Mexico

IDSP Business Academy

ABQ LEAP Enterprise Mastery

League of Enterprise Accredited Professionals

18-Week Program

• Calendar

For the XpanZion
Enterprise Platform

Worksheet 4 of 18

Meetings (Week 1)

Today Day Week Month

Filters Group By Favorites

W1	Sun 01/01/2017	Mon 01/02/2017	Tue 01/03/2017	Wed 01/04/2017	Thu 01/05/2017	Fri 01/06/2017	Sat 01/07/2017
All day							
6am							
7am							
8am							
9am							
10am			10:00 - 11:30 Introductory meeting...				
11am					11:00 - 12:00 Introductory meeting...		
12pm							
1pm							
2pm							

- 1) Choose a day and time.
- 2) Select "Edit"
- 3) Fill in "Subject Field" like subject line of email.
- 4) Modify Duration
- 5) Write short description
- 6) Enter Location
- 7) Select attendees
- 8) Choose reminder
- 9) Save appointment

Create: Meetings

Meeting Subject
Sample Meeting...

Attendees
SPACE-PORT-PROS™, Grandoff at Space Port Pros Select attendees...

Meeting Details Options

Starting at 01/07/2017 10:00:00 Tags

Duration 00:15 hours Reminders

All Day Location Enter Location Here...

Description
Describe meeting here...

Save Discard

The use of a calendar allows you to make the best use of your time.

Create a meeting with your calendar module.

You can assign reminder emails to be sent out.

You can assign a meeting to be recurring.

Once the meeting is saved, an email notification goes out to all of the attendees.