

Raising the Bar for Business in New Mexico

IDSP Business Academy

ABQ LEAP Enterprise Mastery

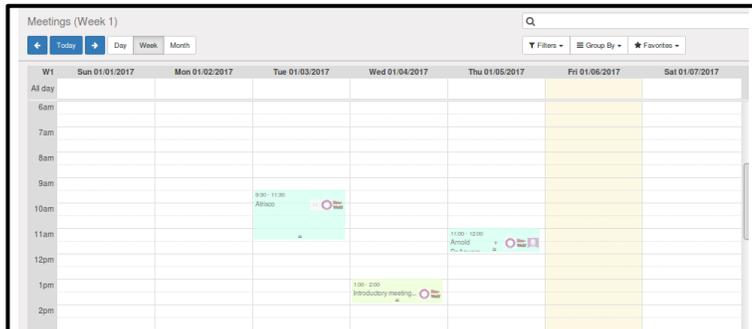
League of Enterprise Accredited Professionals

16-Week Program

For the XpanZion
Enterprise Platform

• Calendar

Worksheet 3 of 16



- 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

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.