

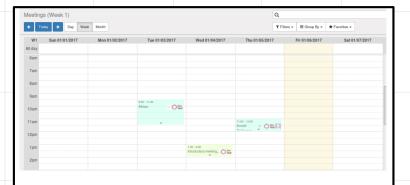
ACADEMY

so your Business Can... Boldly Go Where No Business Has Gone Before!

16-Week Program

Intro to Calendar

Exercise 4 of 16



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

The use of a

- 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 M	leeting			
Attendees				
CSPACE-PORT-PR	OS™, Ghandolff at Space Port Pros × Sele	ect 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 he	re			

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.