XPANZION ULTIMATE BUSINESS DESIGNER

ENTERPRISE ACADEMY

So Your Business Can...
Boldly Go Where No Business Has Gone Before!
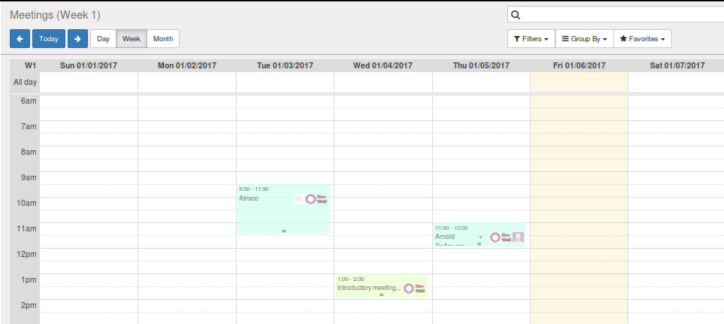
Enterprise Dashboard Training

16-Week Program

• Intro to Calendar

Exercise 4 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

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.