

Raising the Bar for Business in New Mexico

ABQ LEAP

League of Enterprise Accredited Professionals

IDSP Business Academy

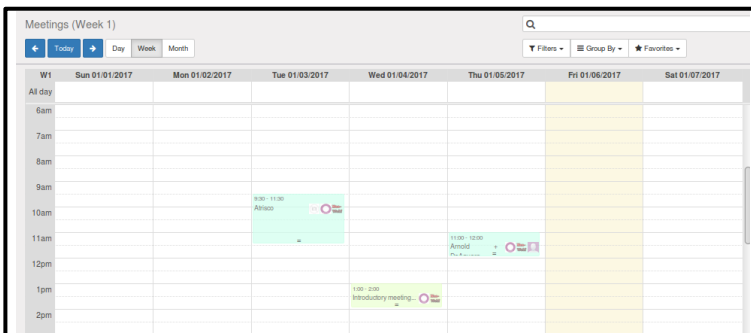
Enterprise Mastery

16-Week Program

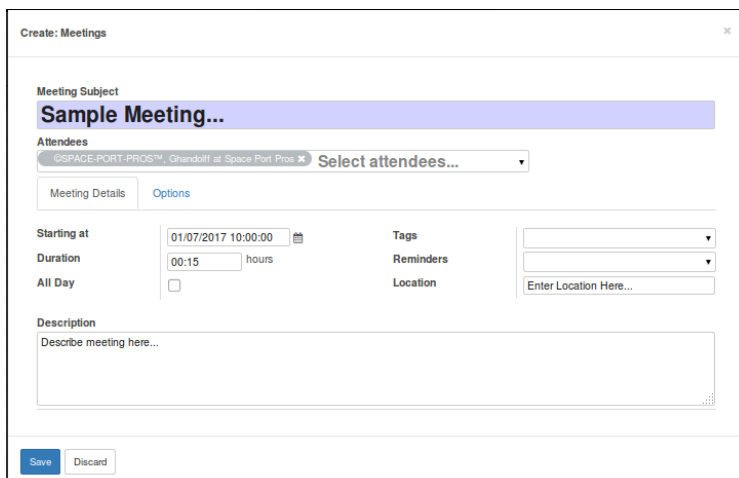
• Calendar

For the XpanZion
Enterprise Platform

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



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.