

Scheduling Appointments

Schedule an Appointment

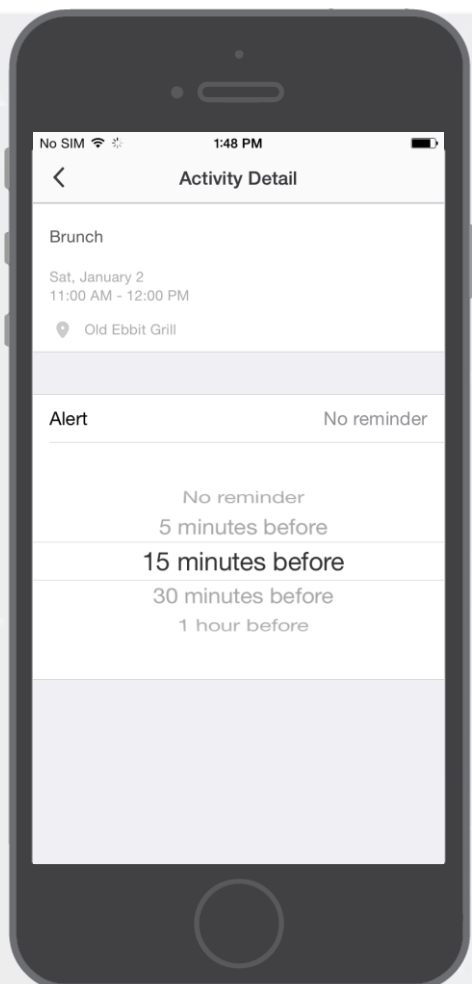
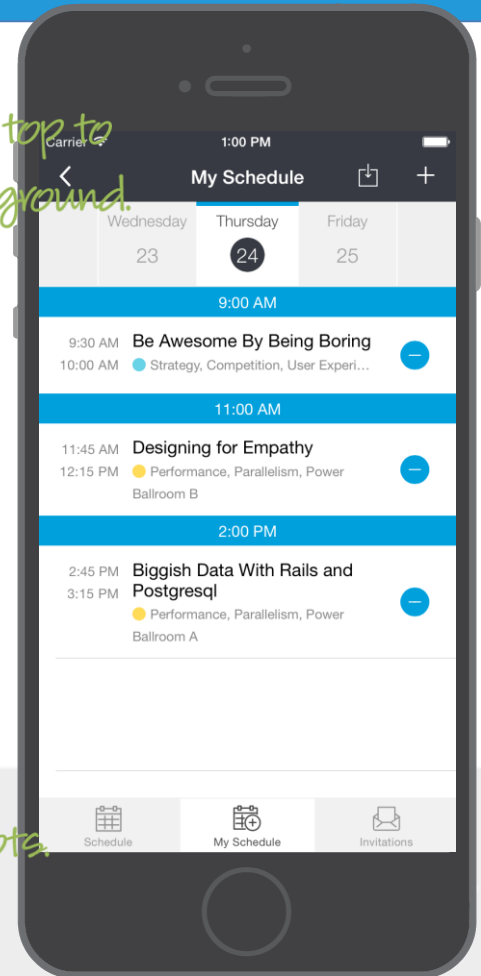
Double-click the top to change the background.

1 Navigate to My Schedule. Tap the hamburger icon in the top left, then **My Schedule**.

2 Create Your Appointment. Tap the plus sign to access the Add Activity page.

Give your appointment a name, a start and end time, and some invitees. When you're finished, tap **Done**. Invitations will be immediately sent to all relevant attendees.

Hold shift while resizing your screenshots.



Set a Reminder

1 Open an appointment. Tap the hamburger icon in the top left, then **My Schedule**.

Scroll through the calendar to see all of the appointments that have been pre-loaded into your schedule. Tap on any of them to see more details about them.

2 Set a reminder. From the detail page you can tap the clock icon to set an alert to remind you about the appointment.

Replace our logo with yours.