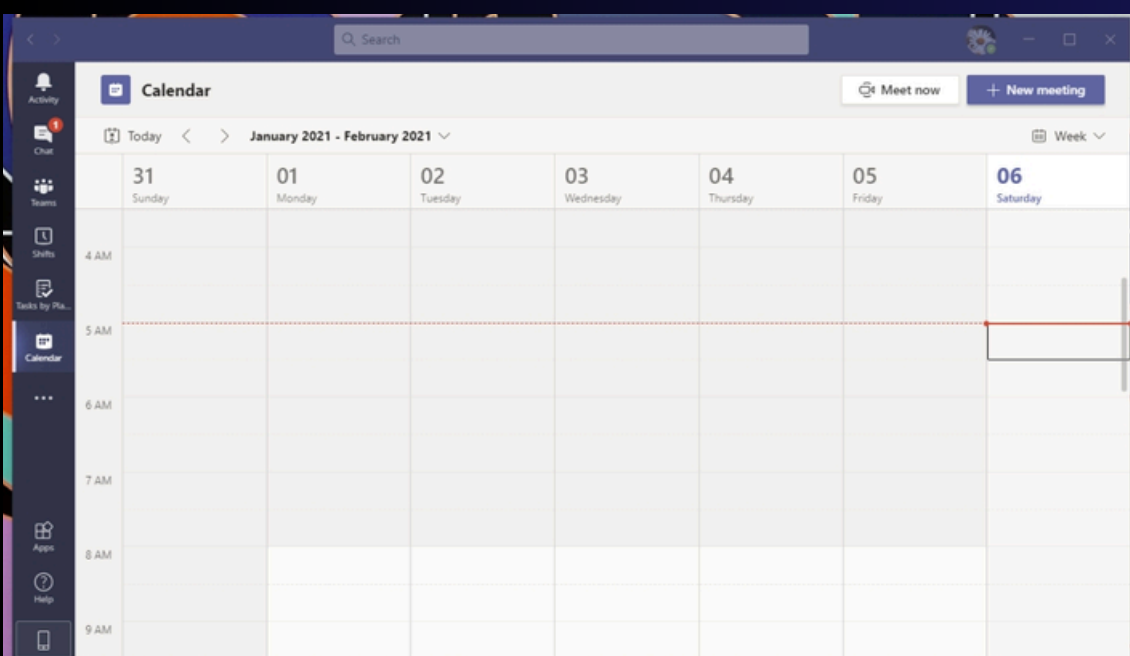


4 simple step to create a team meeting



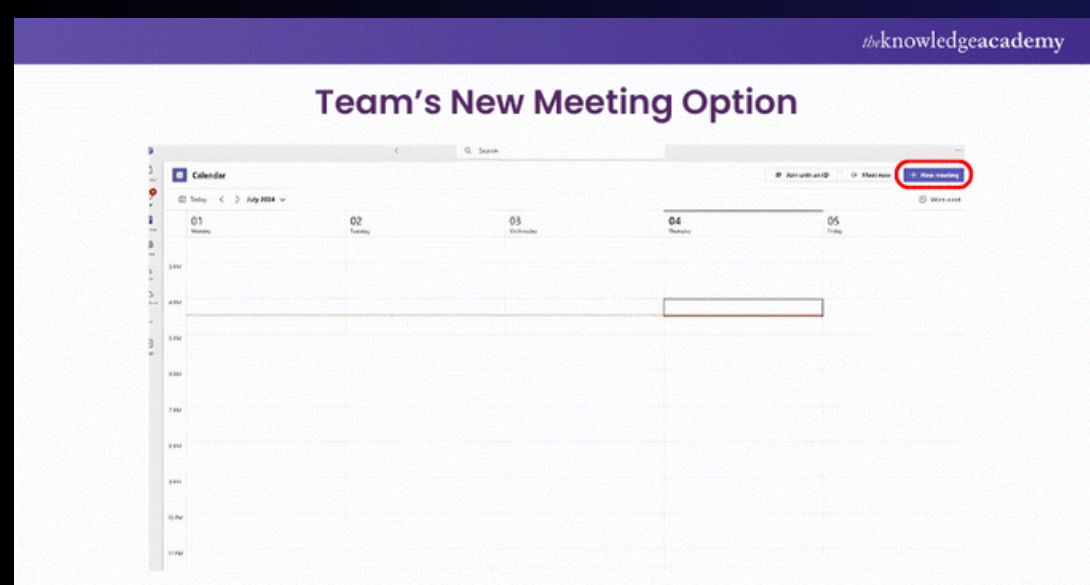
CALENDAR

go to the option calendar in your different categories



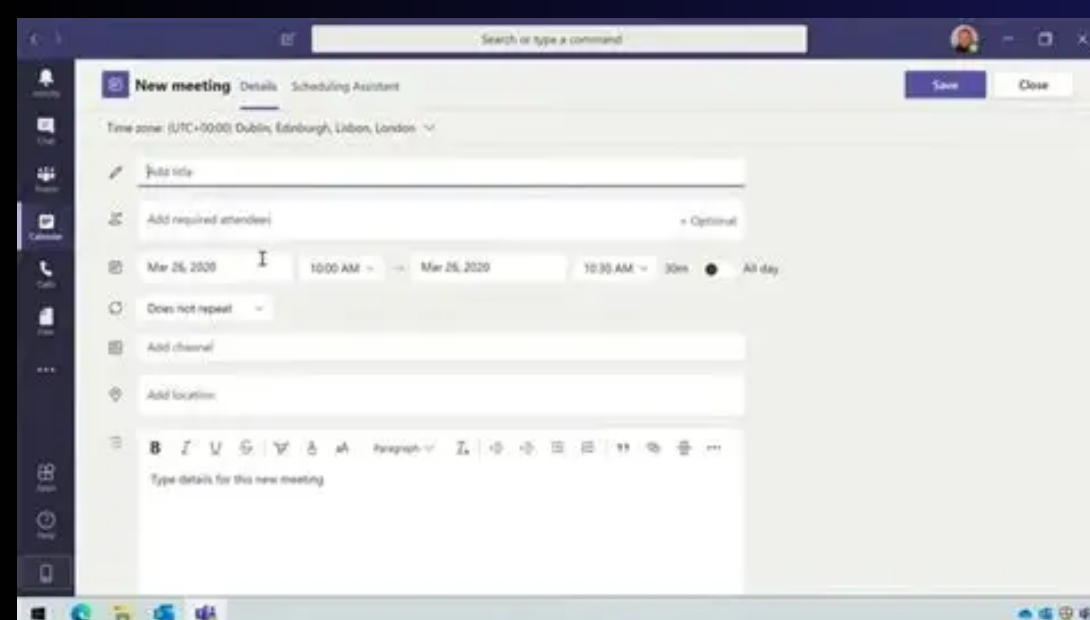
NEW MEETING

from your calendar please select the time and date you would like the meeting to take place



TITLE / ATTENDEES

Choose a title for the meeting, then select the list of attendees



SEND

remember to add any additional information and then send it to the attendees emails addresses or team profiles

