

Mihaela Geanina Oneamoise-223227

Module: Digital Technologies

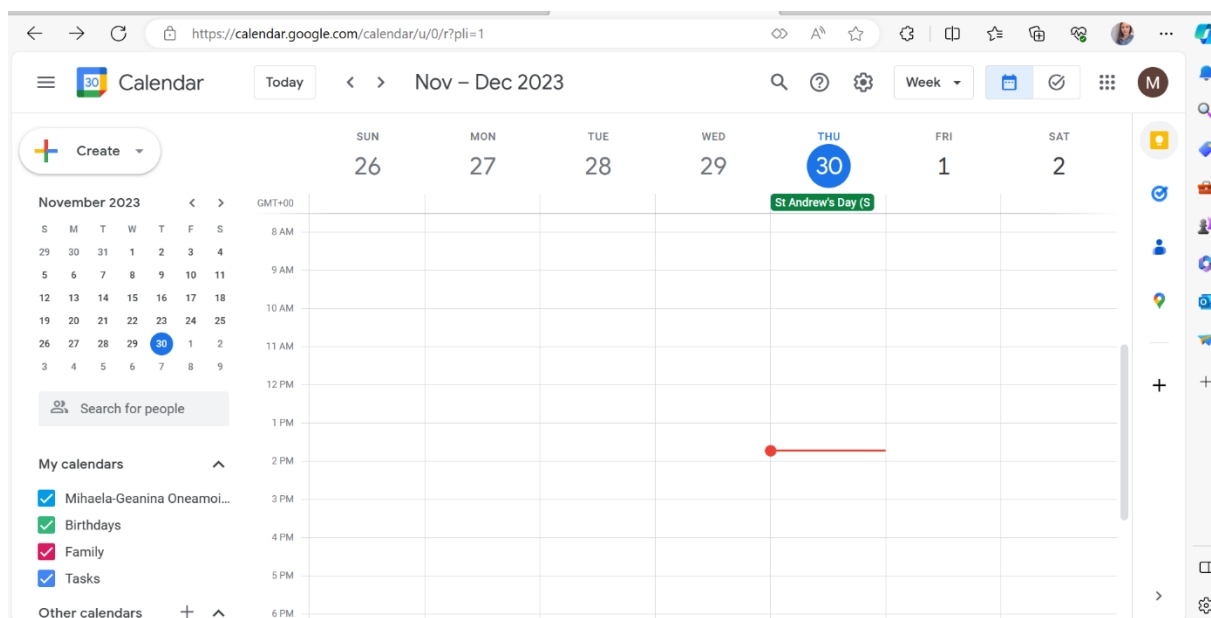
Connect and collaborate from anywhere with Digital tools.

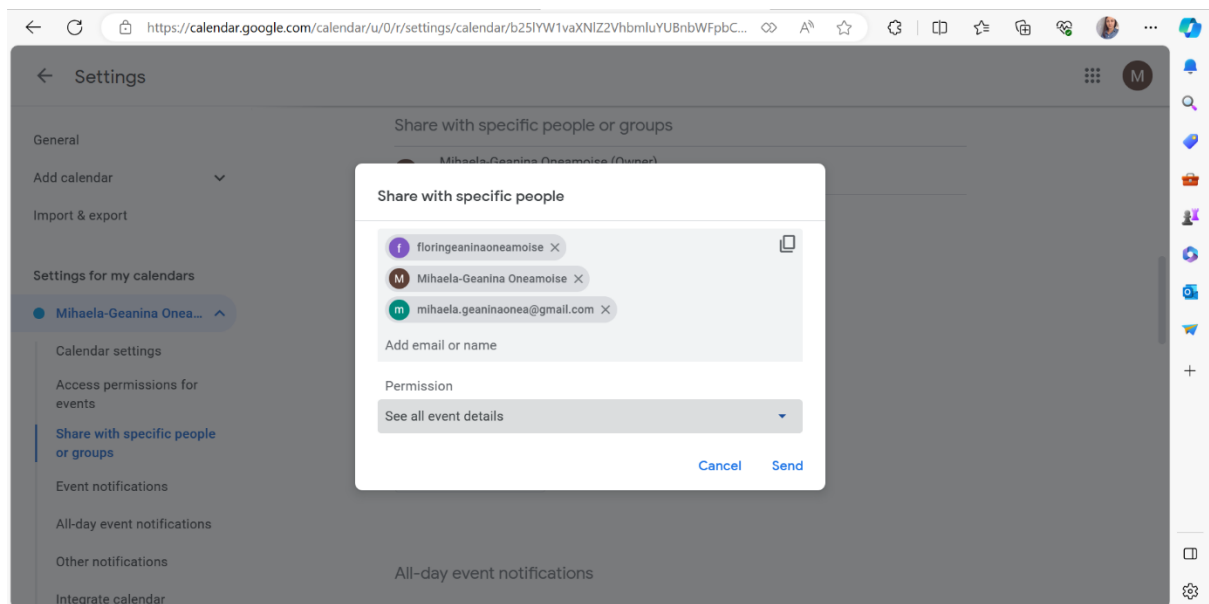
Digital collaboration tools help you:

- connect with others
- make your team more productive
- achieve your business objects

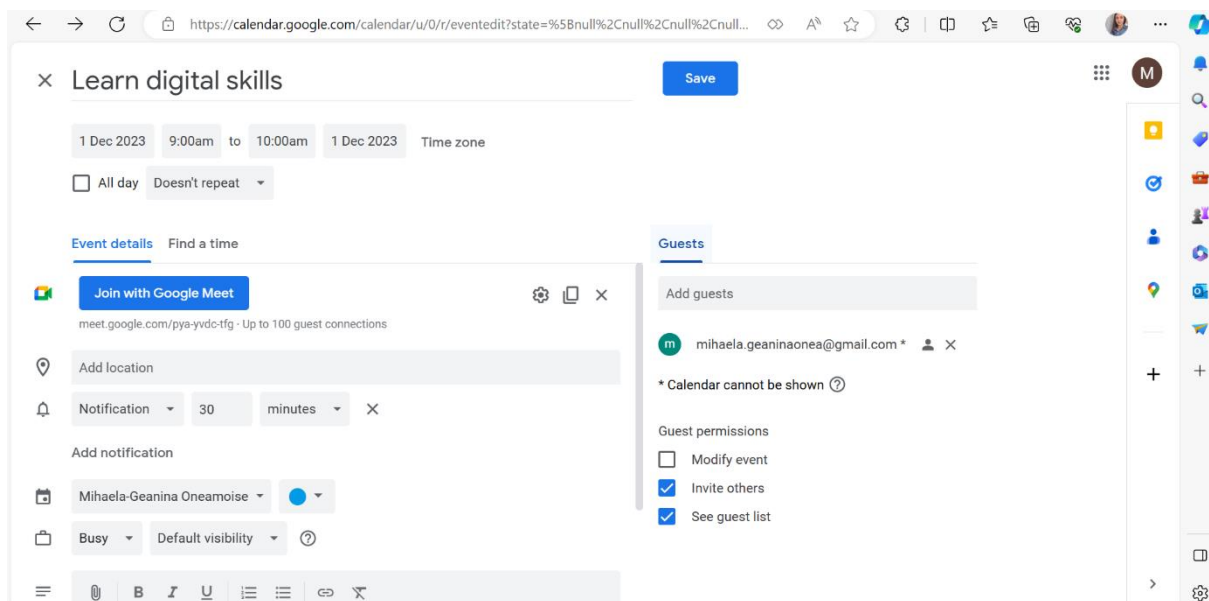
**From this lesson I had to choose one skill and I picked this skill:
Schedule a Meeting in Google Calendar**

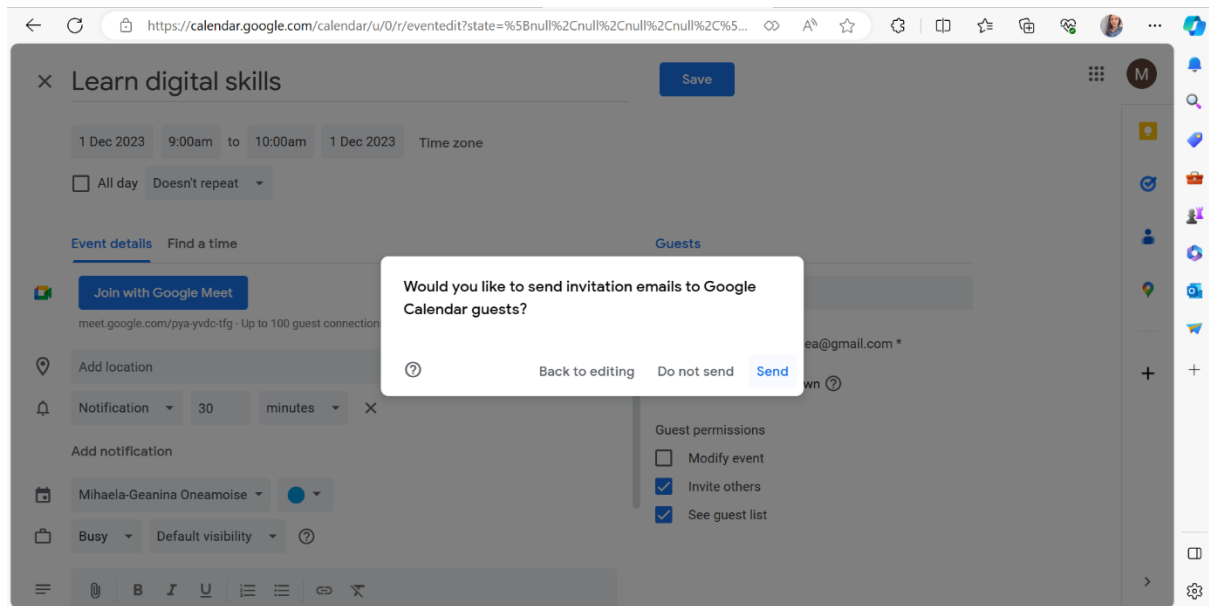
1.First step I opened my calendar and shared with specific people



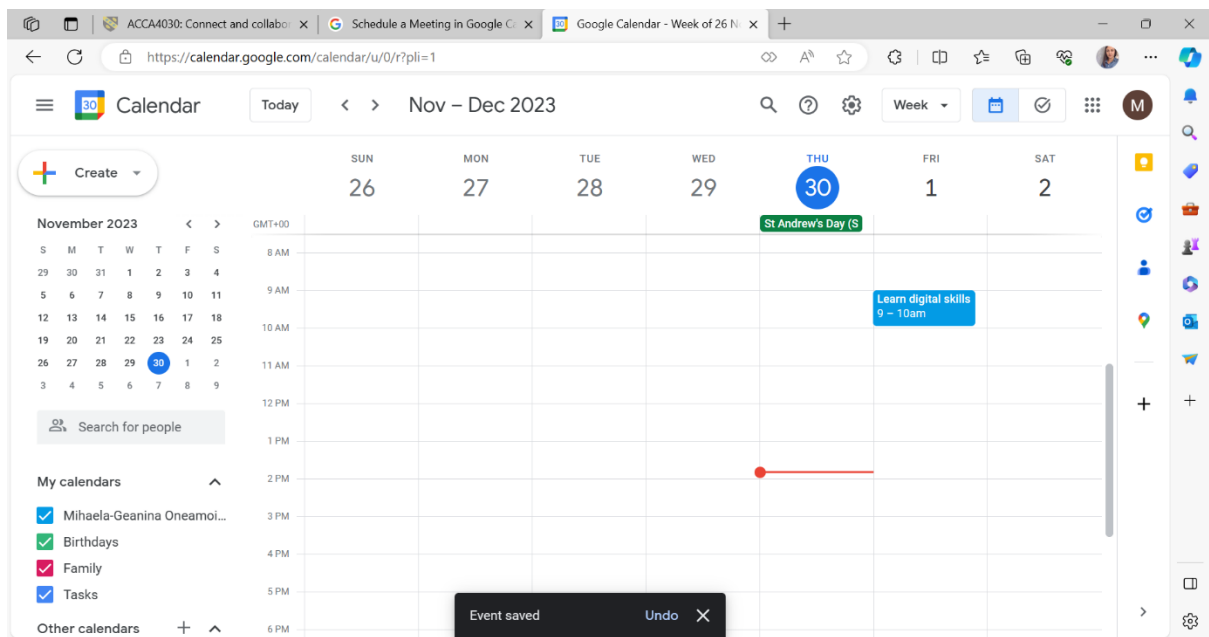


2.I choose a title for my event: Learn digital skills, and I type the email guest and send the invitation.





3. My calendar meeting is done. The guest received an email with invitation, when he replays, I received an email with their attended confirmation.



Invitation: Learn digital skills @ Fri Dec 1, 2023 9am - 10am (GMT)
(mihaela.geaninaonea@gmail.com)



Mihaela-Geanina Oneamoise <oneamoisegeanina@gmail.com>



To: You

Thu 11/30/2023 1:48 PM

Invitation: Learn digital skills @ Fri Dec 1, 2023 9am - 10am (GMT)
(mihaela.geaninaonea@gmail.com)

Fri 12/1/2023 9:00 AM - 10:00 AM

No conflicts

RSVP to this event

☒ Email organizer

Add a message (optional)

✓ Yes

? Maybe

✗ No

invite.ics
2 KB



Accepted: Learn digital skills @ Fri 1 Dec 2023 9am - 10am (GMT) (oneamoisegeanina@gmail.com)

Delete Archive Report Reply all Zoom Read / Unread Flag / Unflag Print

Accepted: Learn digital skills @ Fri 1 Dec 2023 9am - 10am (GMT) (oneamoisegeanina@gmail.com)



Mihaela Oneamoise <mihaela.geaninaonea@gmail.com>

Thu 11/30/2023 1:52 PM

To: You

Accepted: Learn digital skills @ Fri 1 Dec 2023 9am - 10am (GMT) (oneamoisegeanina@gmail.com)

Fri 12/1/2023 9:00 AM - 10:00 AM

Google Calendar has accepted this event

invite.ics
1 KB



Mihaela Oneamoise has accepted this invitation.

When
Friday 1 Dec 2023 - 9am - 10am (United Kingdom Time)

Join with Google Meet

Organiser
oneamoisegeanina@gmail.com

Meeting link
meet.google.com/pya-yvdc-tfg

