

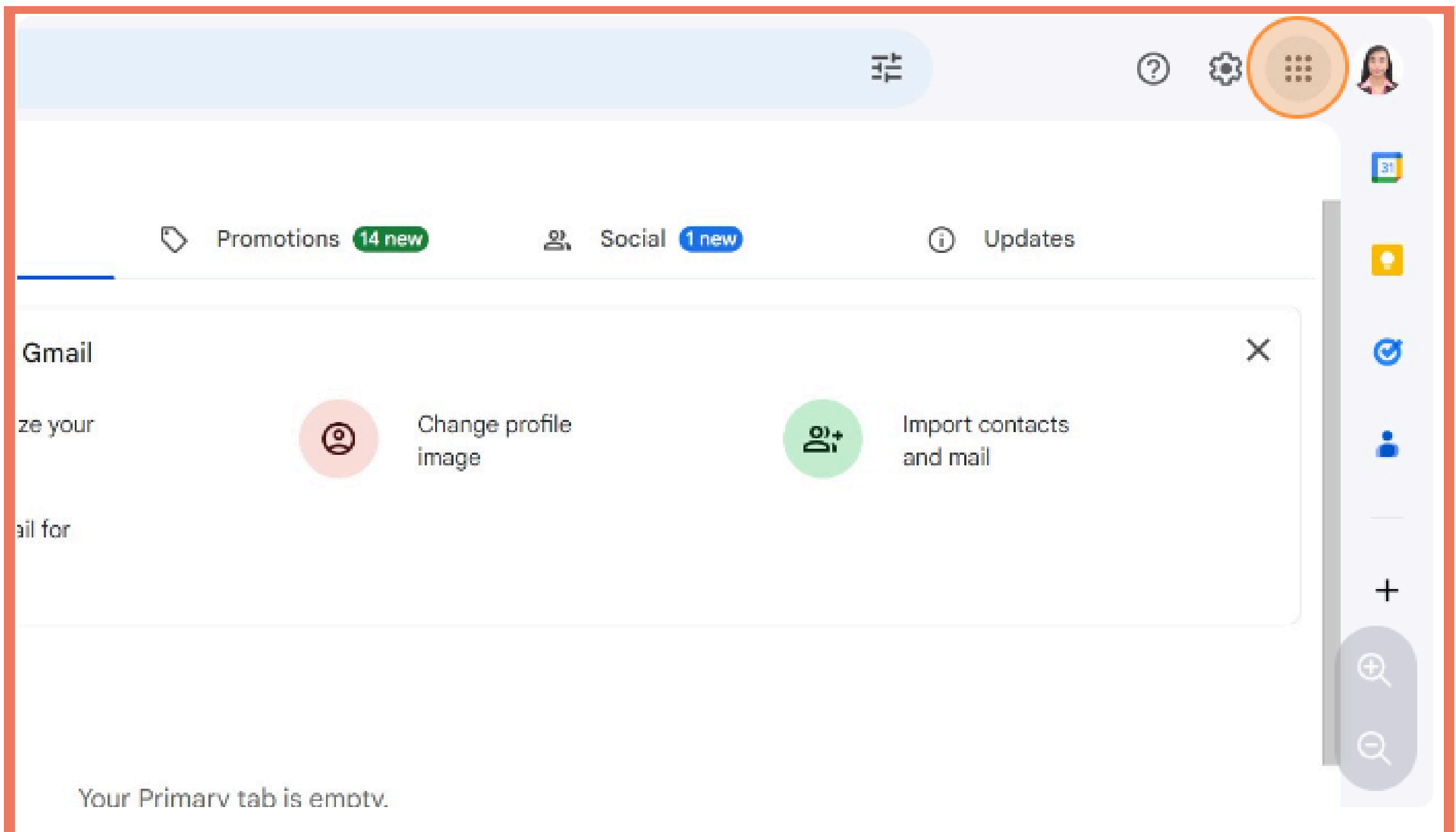


How to Send a **CALENDAR INVITE**

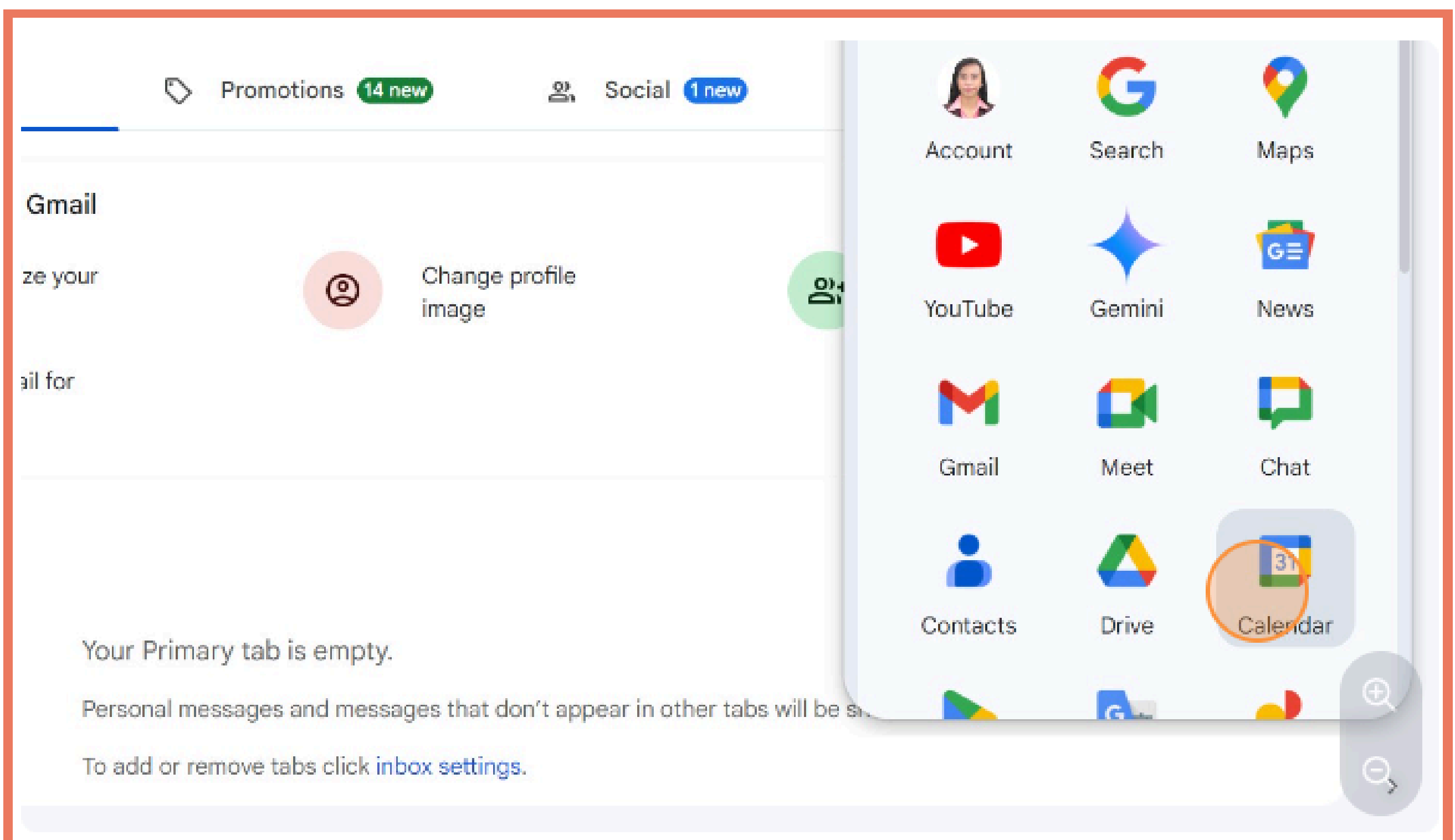


01 Go to gmail.com and log in to your account.

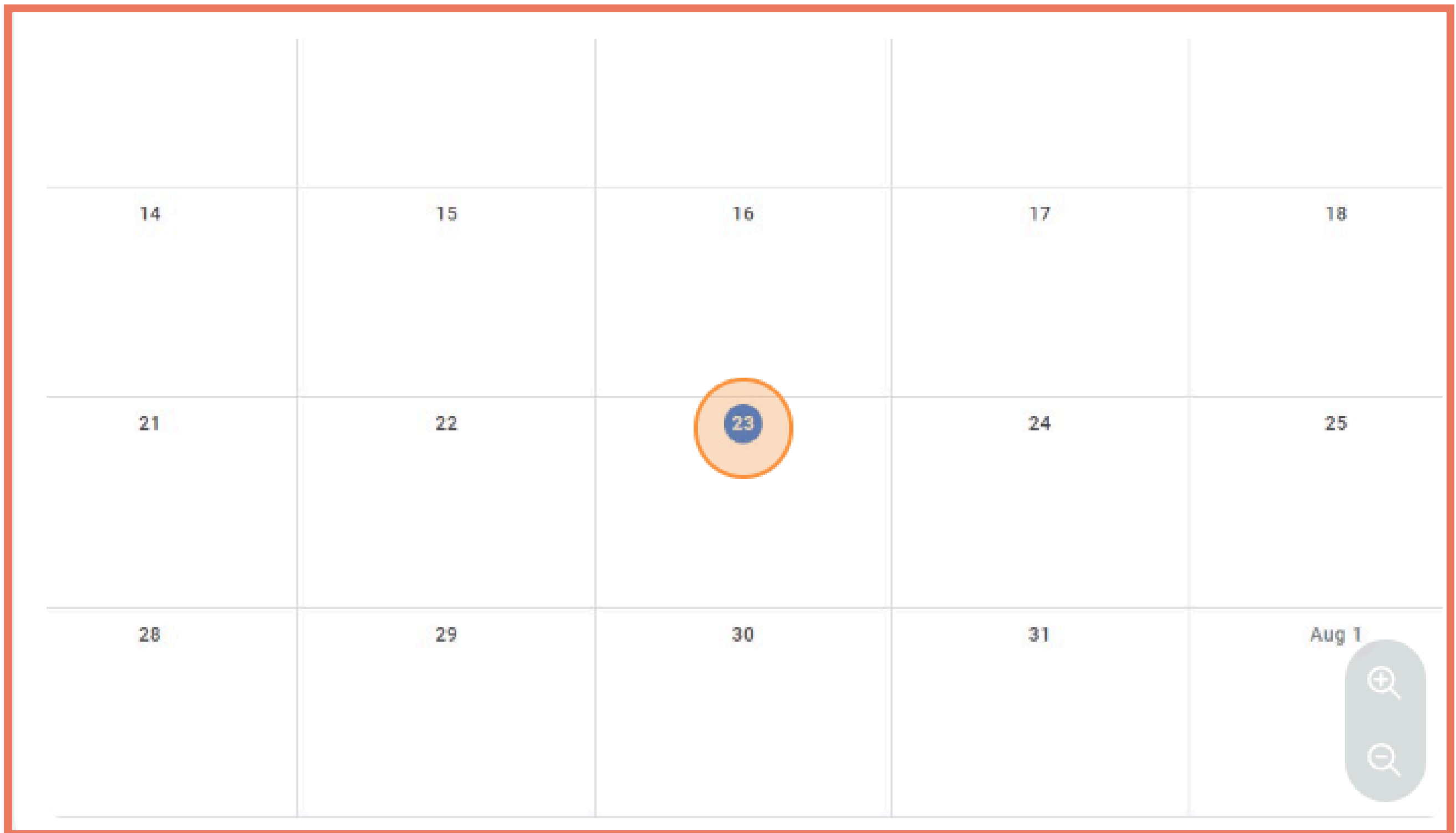
02 Navigate to your google account.



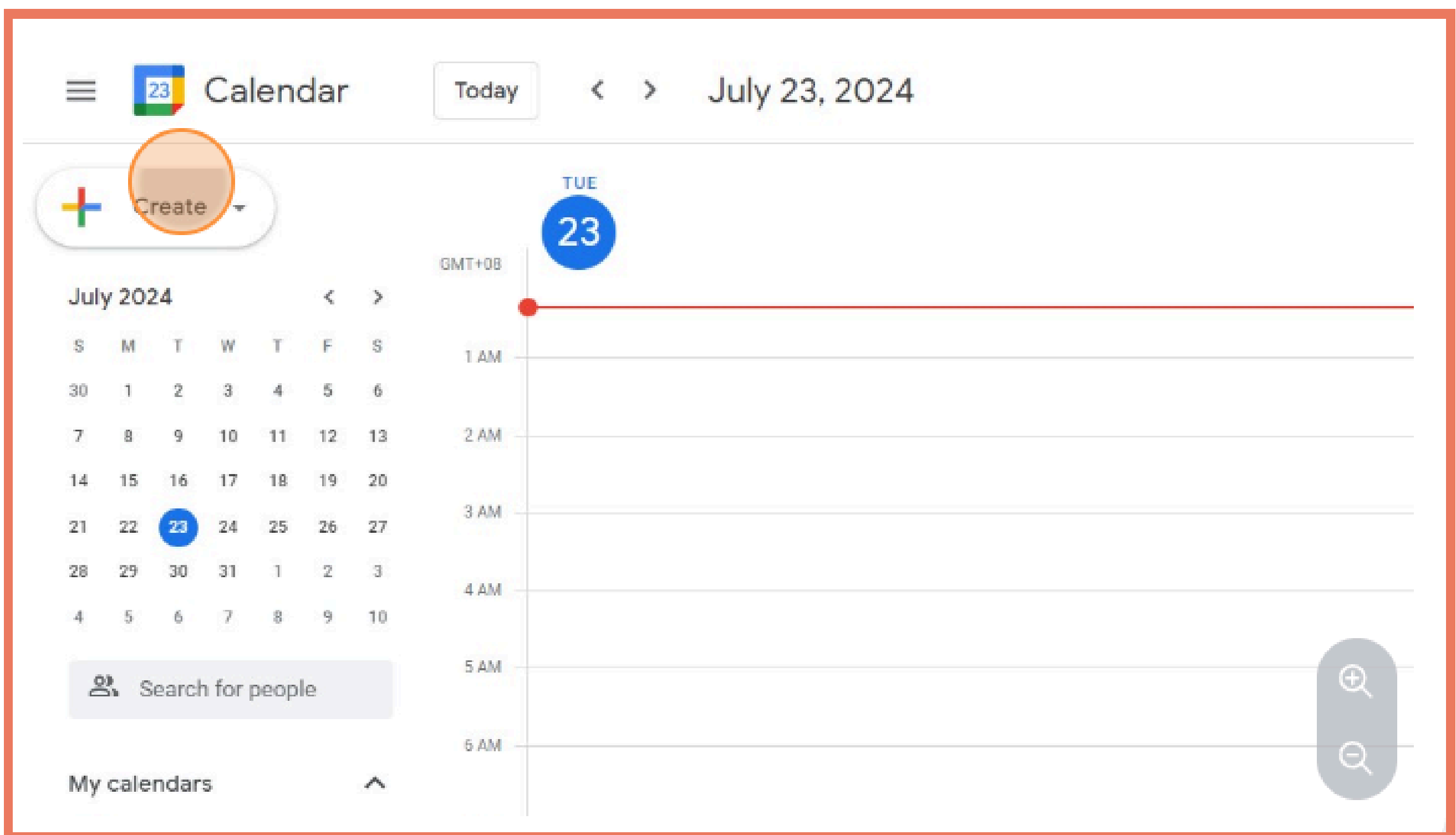
03 Go to your calendar application (Google Calendar, Outlook, etc.).



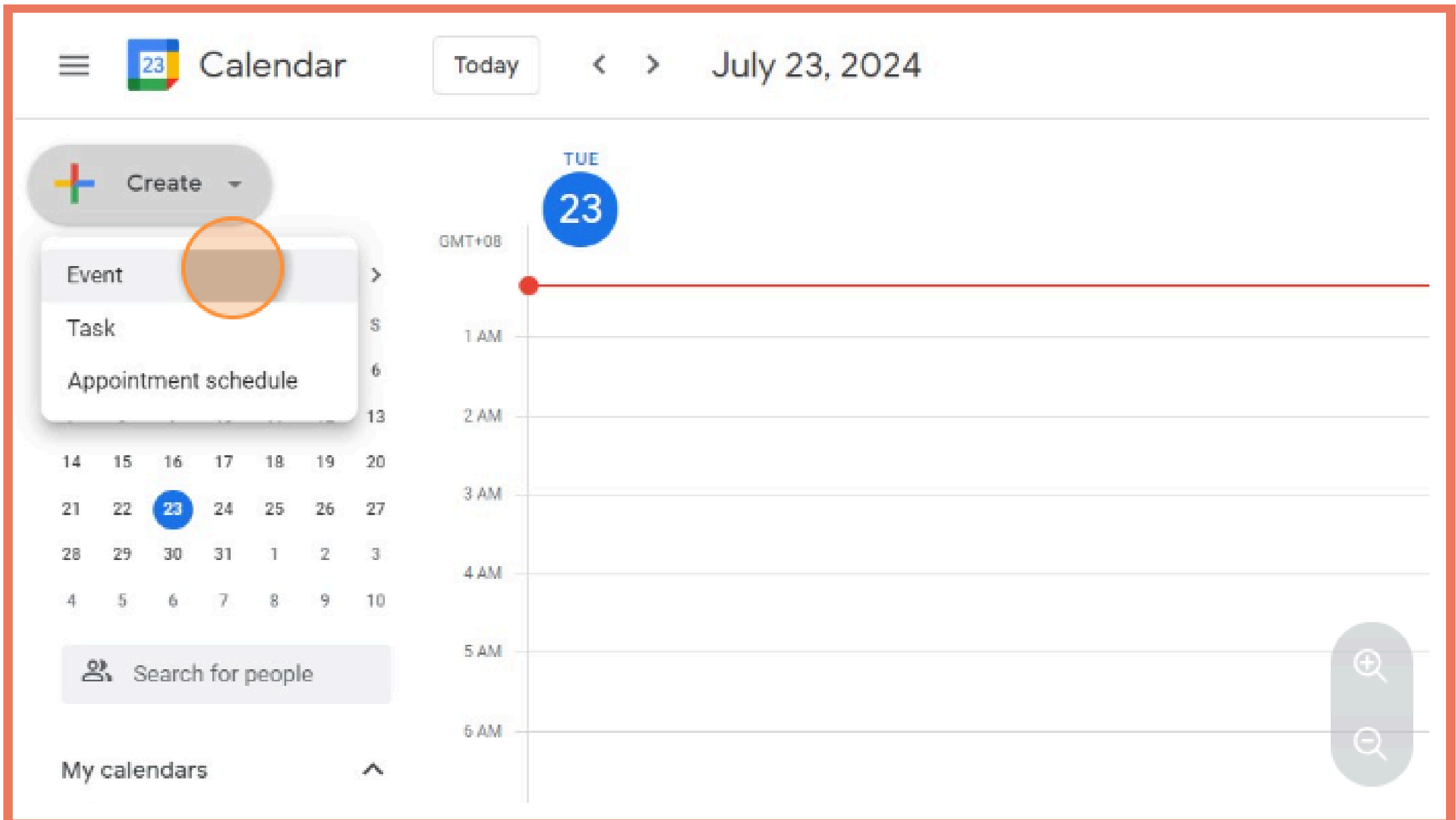
04 Click on the date and time you want to schedule the event.



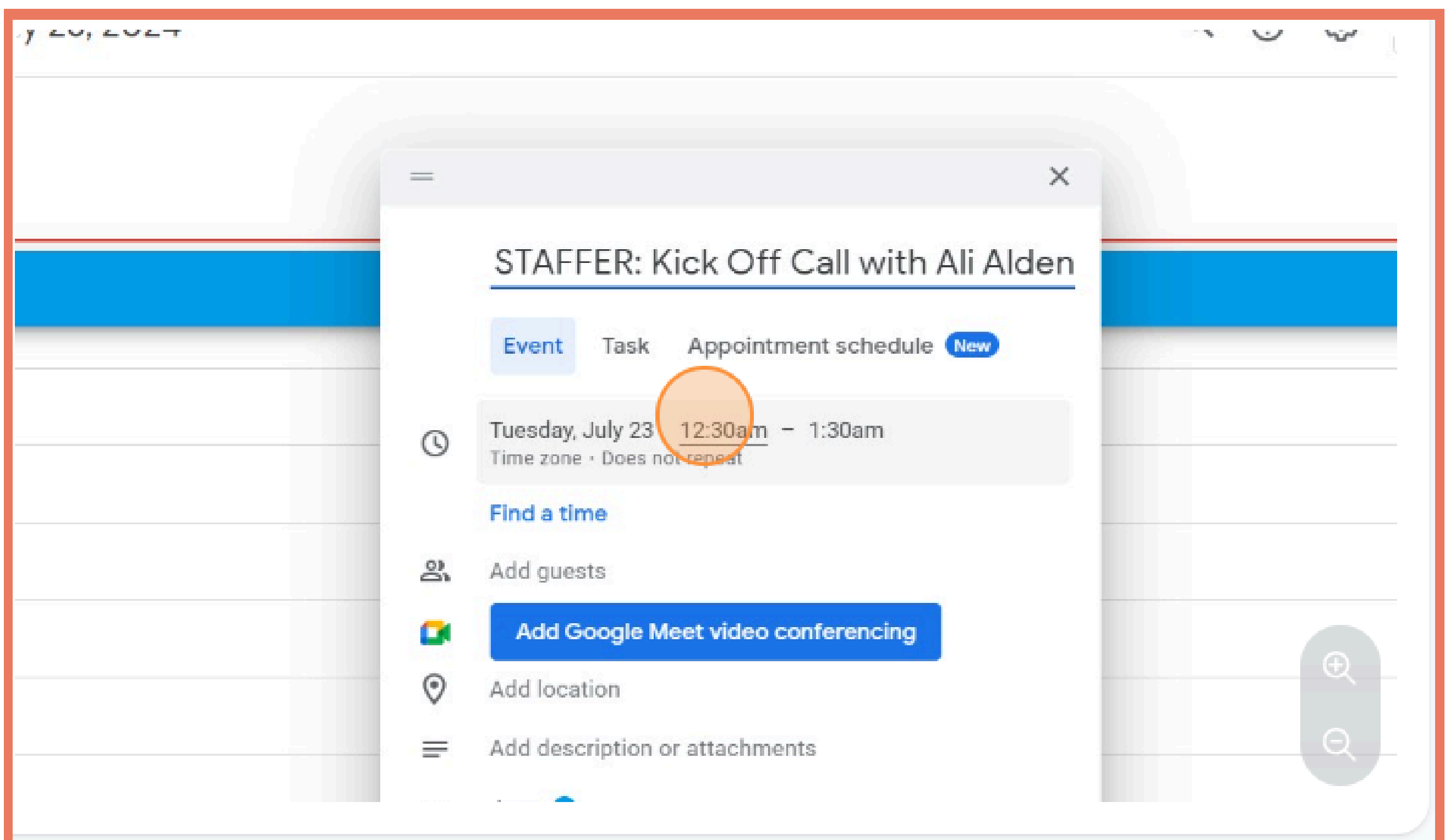
05 Click "Create"



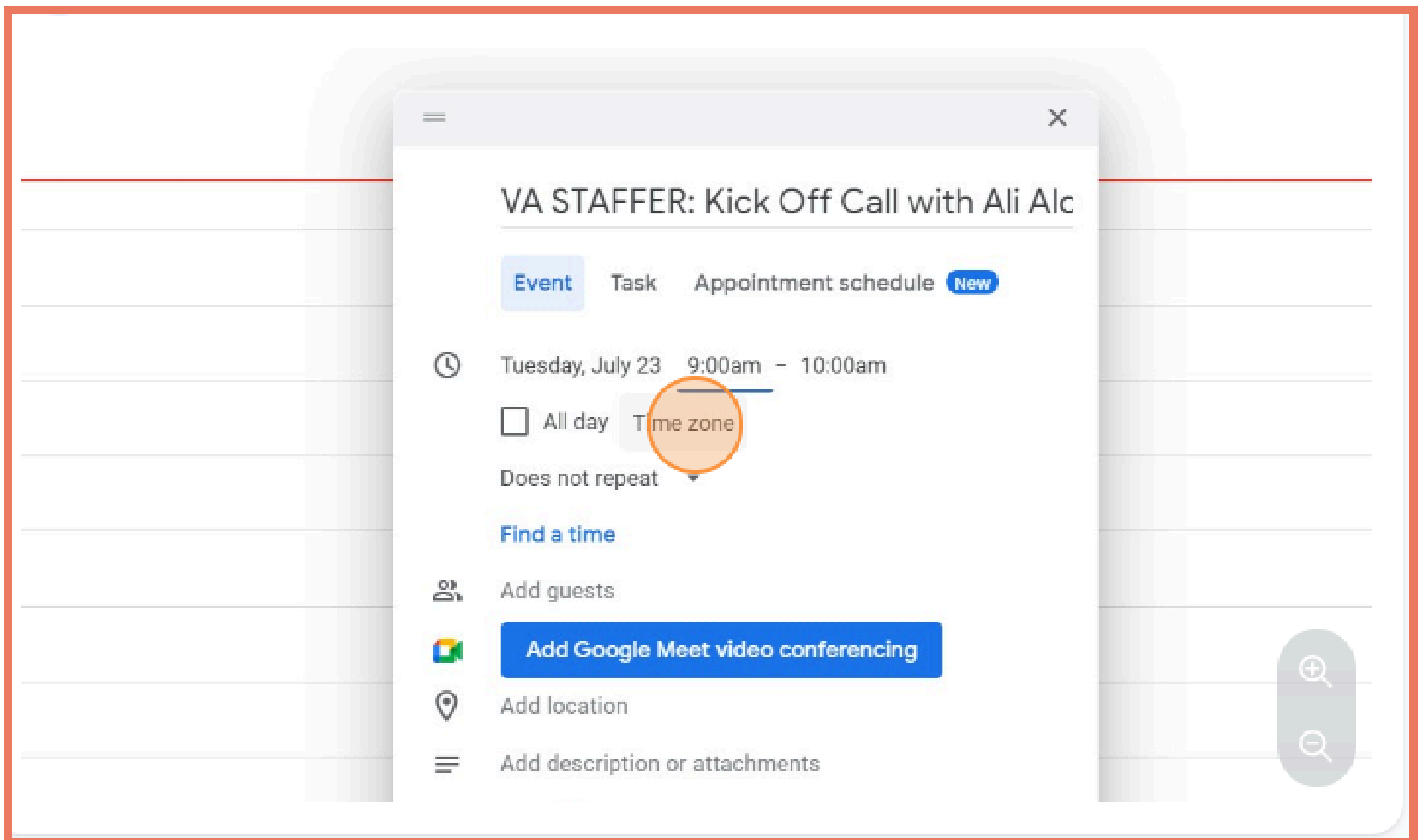
06 Click "Event"



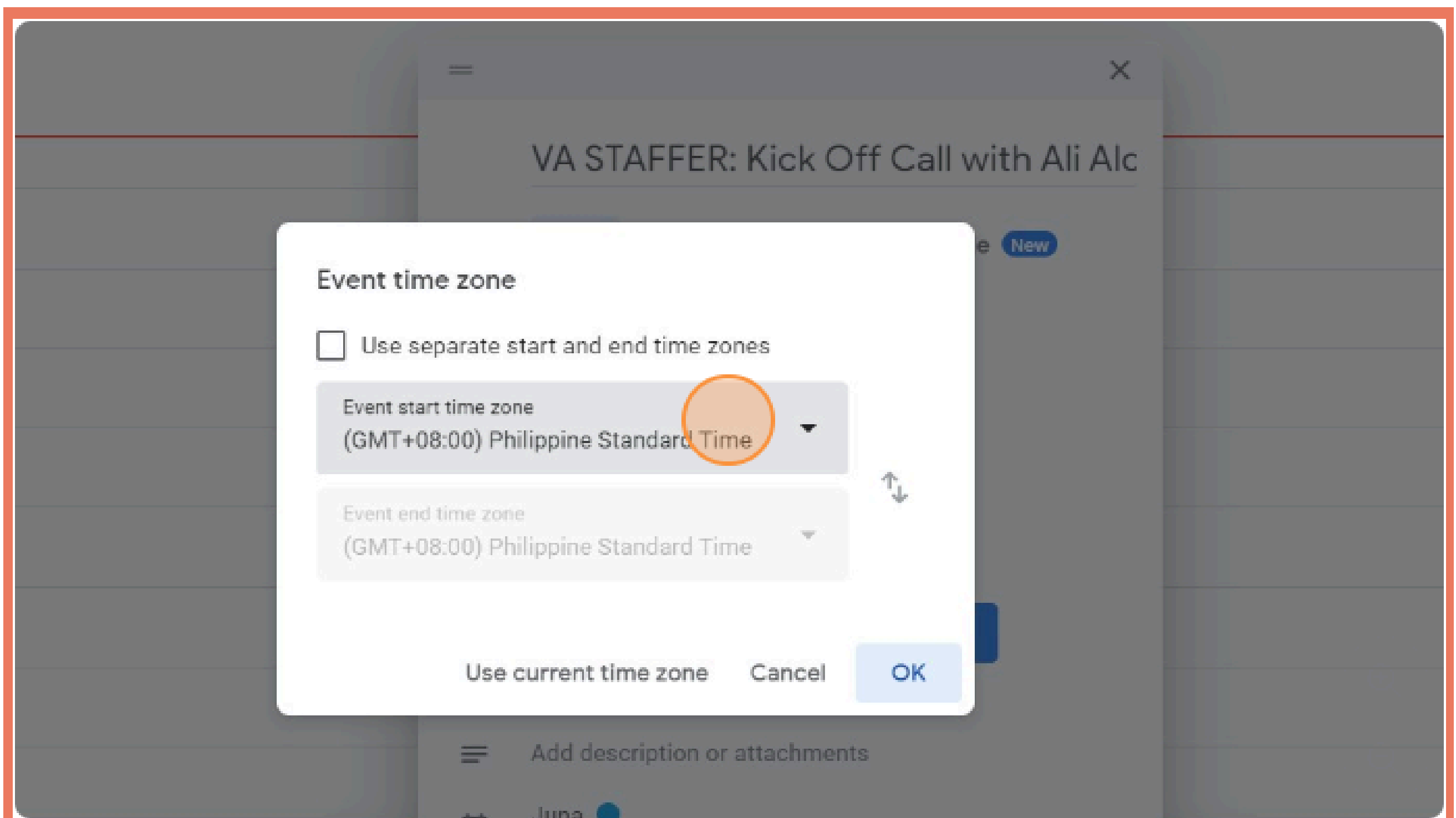
07 Enter event details like the title and time.



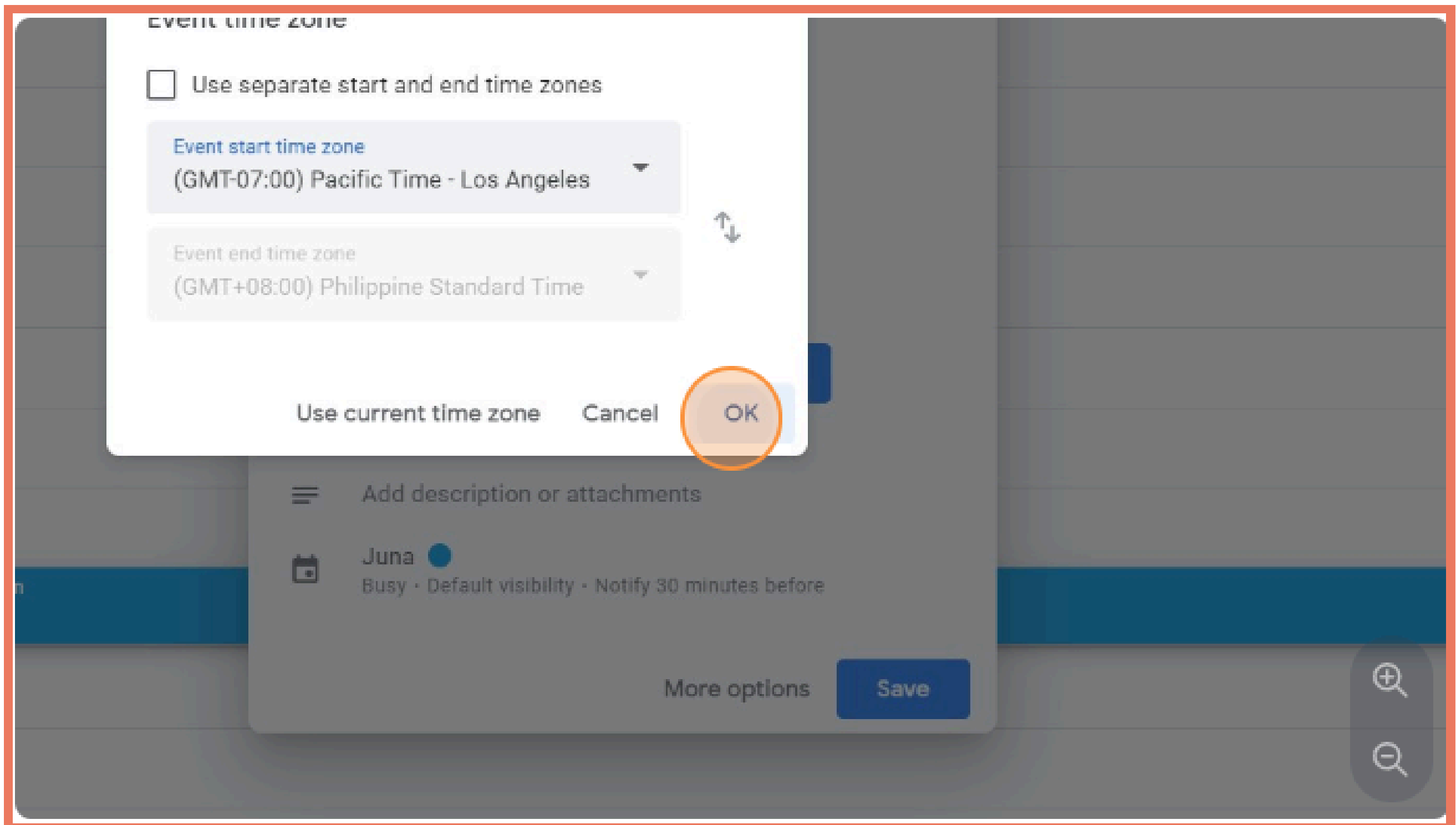
08 Specify the start and end time of the event and the time zone.



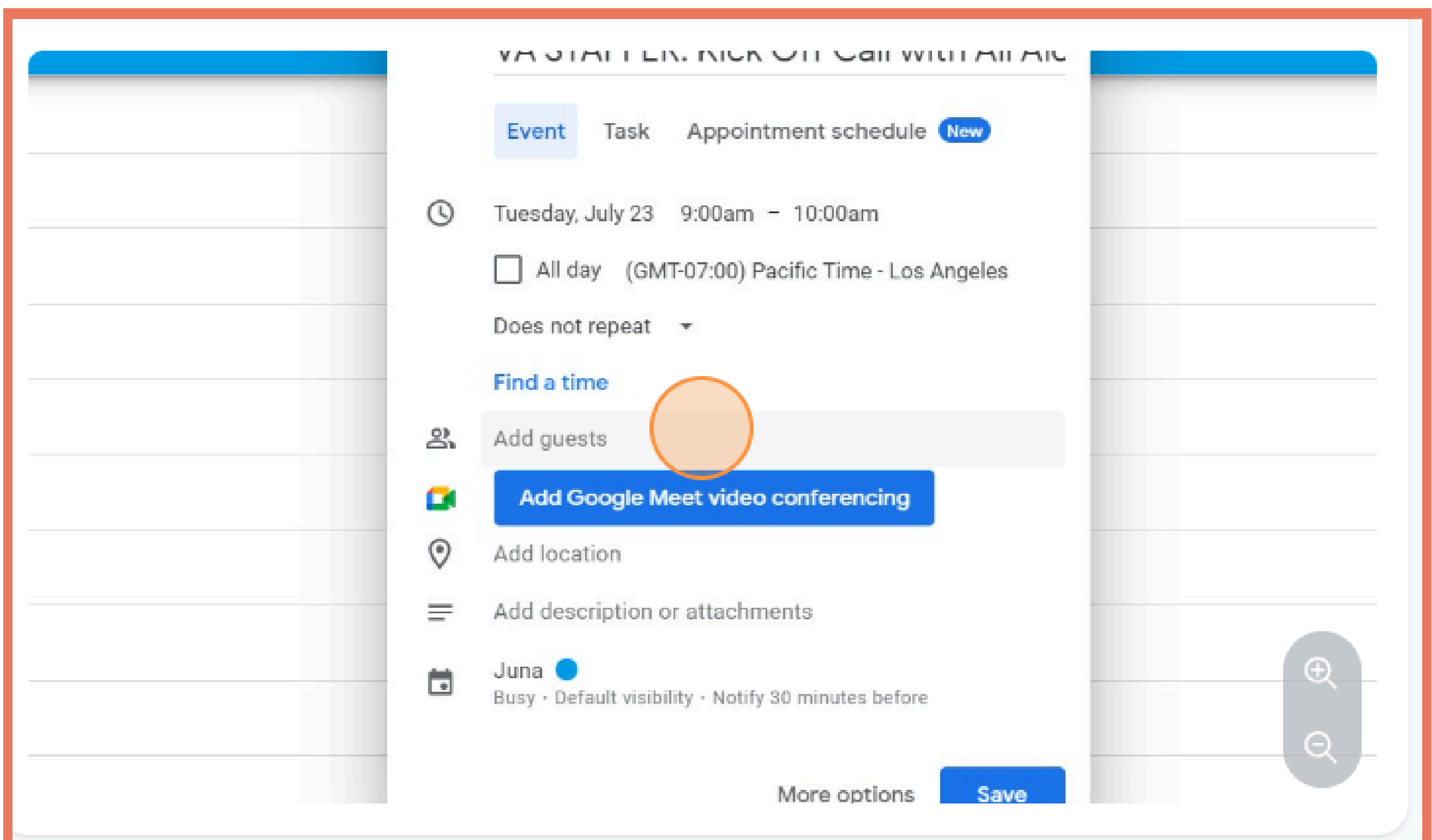
09 Set to your preferred time zone.



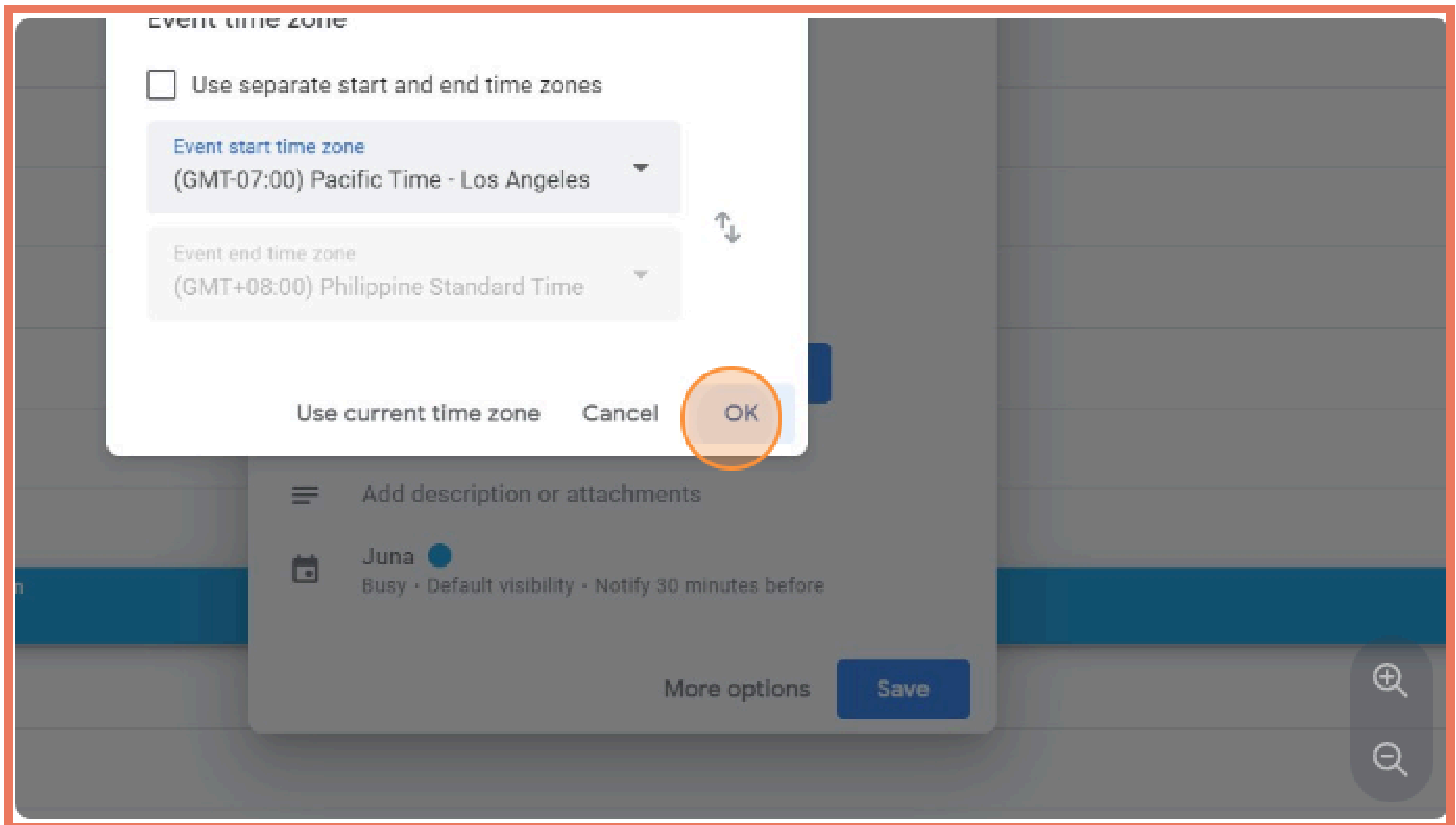
10 Click "OK"



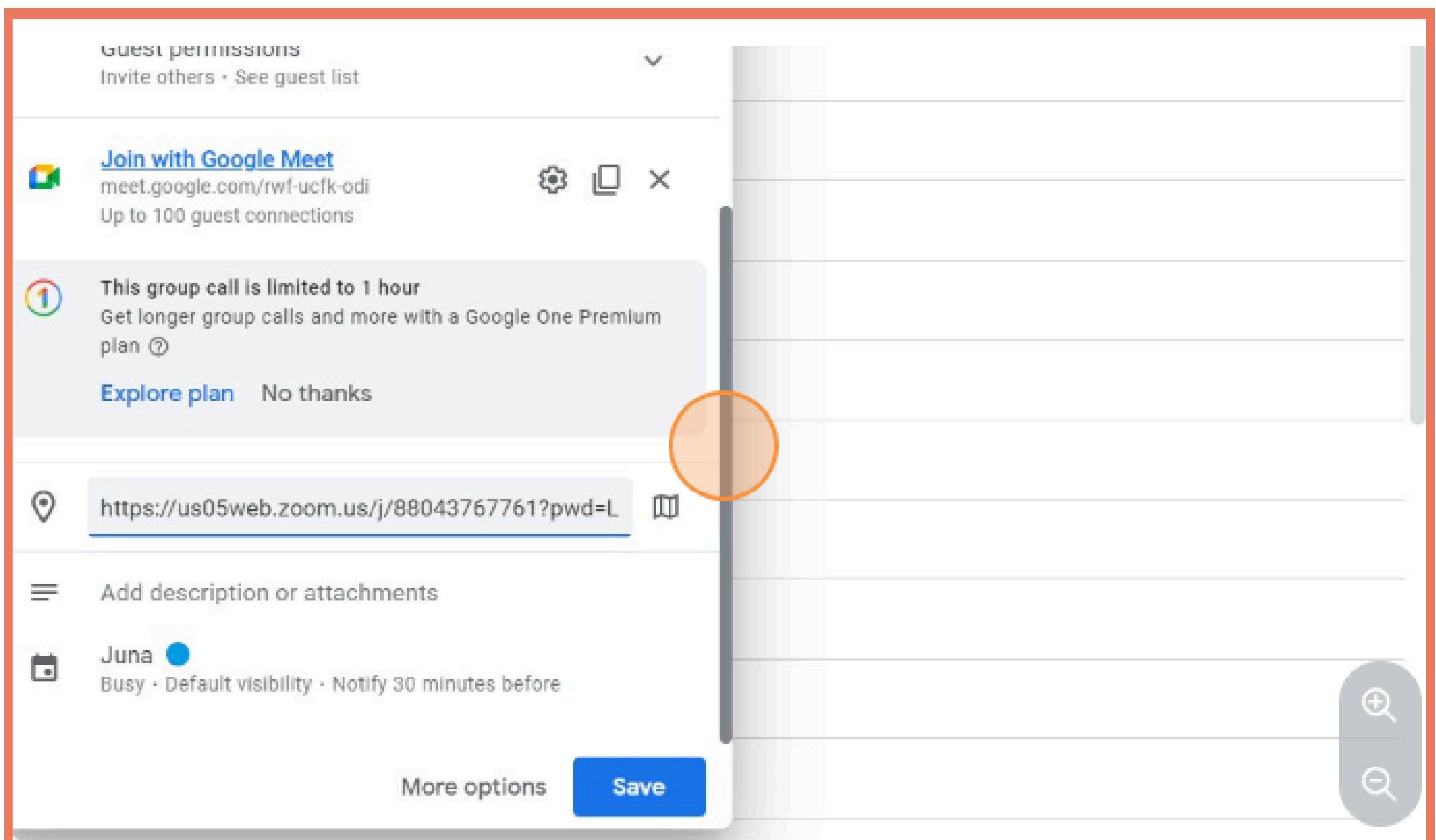
11 Enter the email addresses of the people you want to invite in the "Guests" or "Invitees" section.

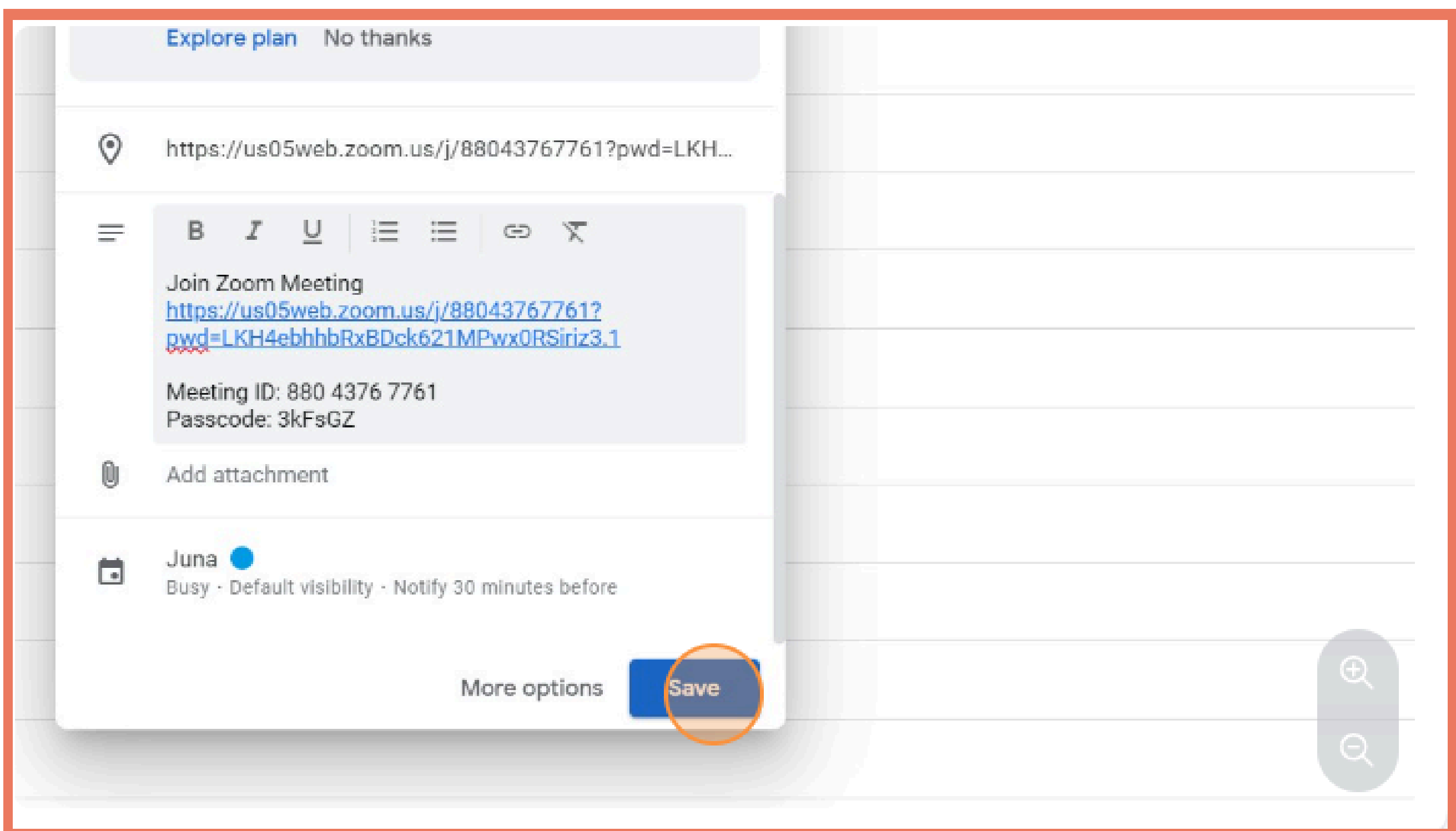
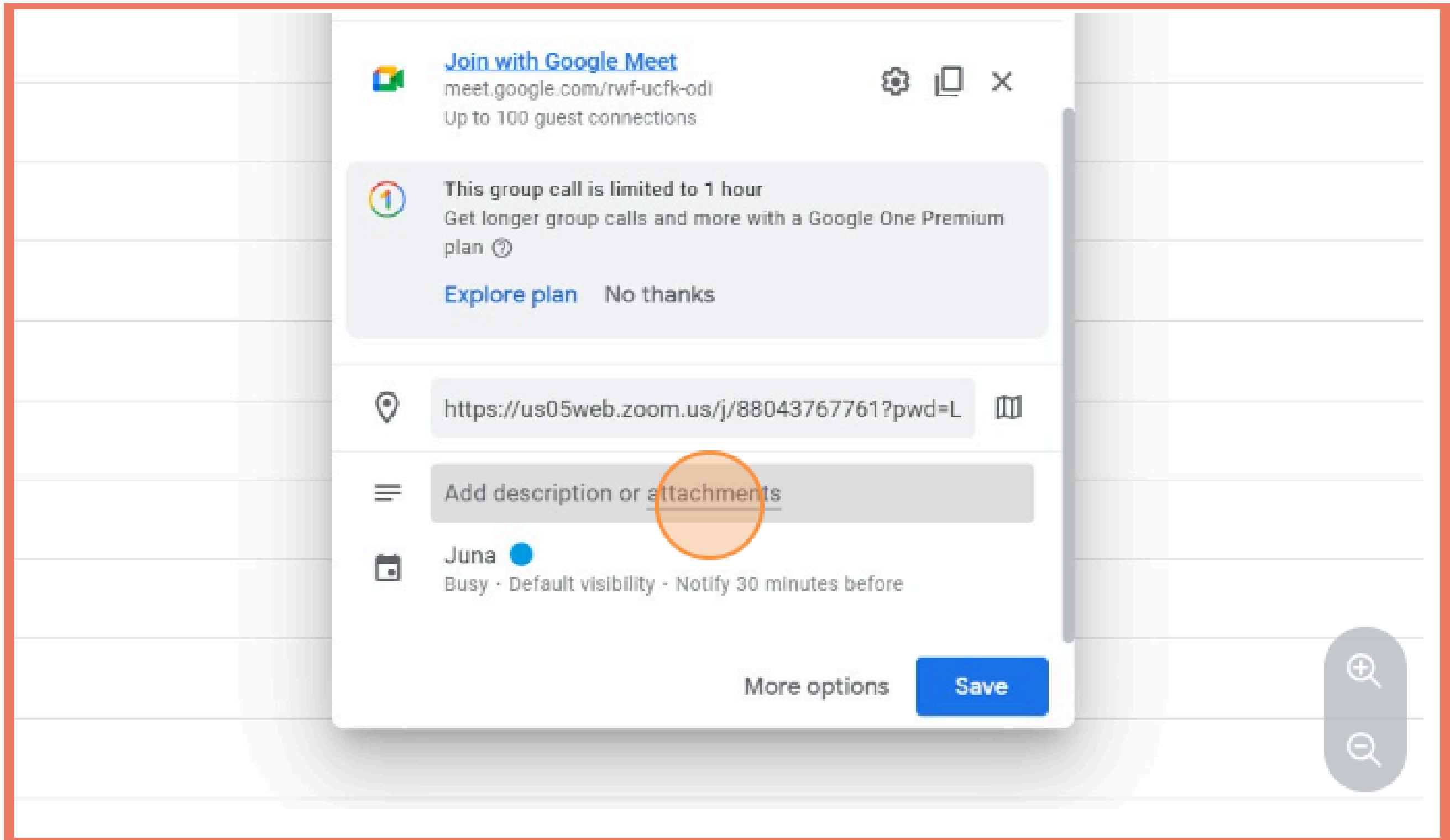


12 Add the location of the event.

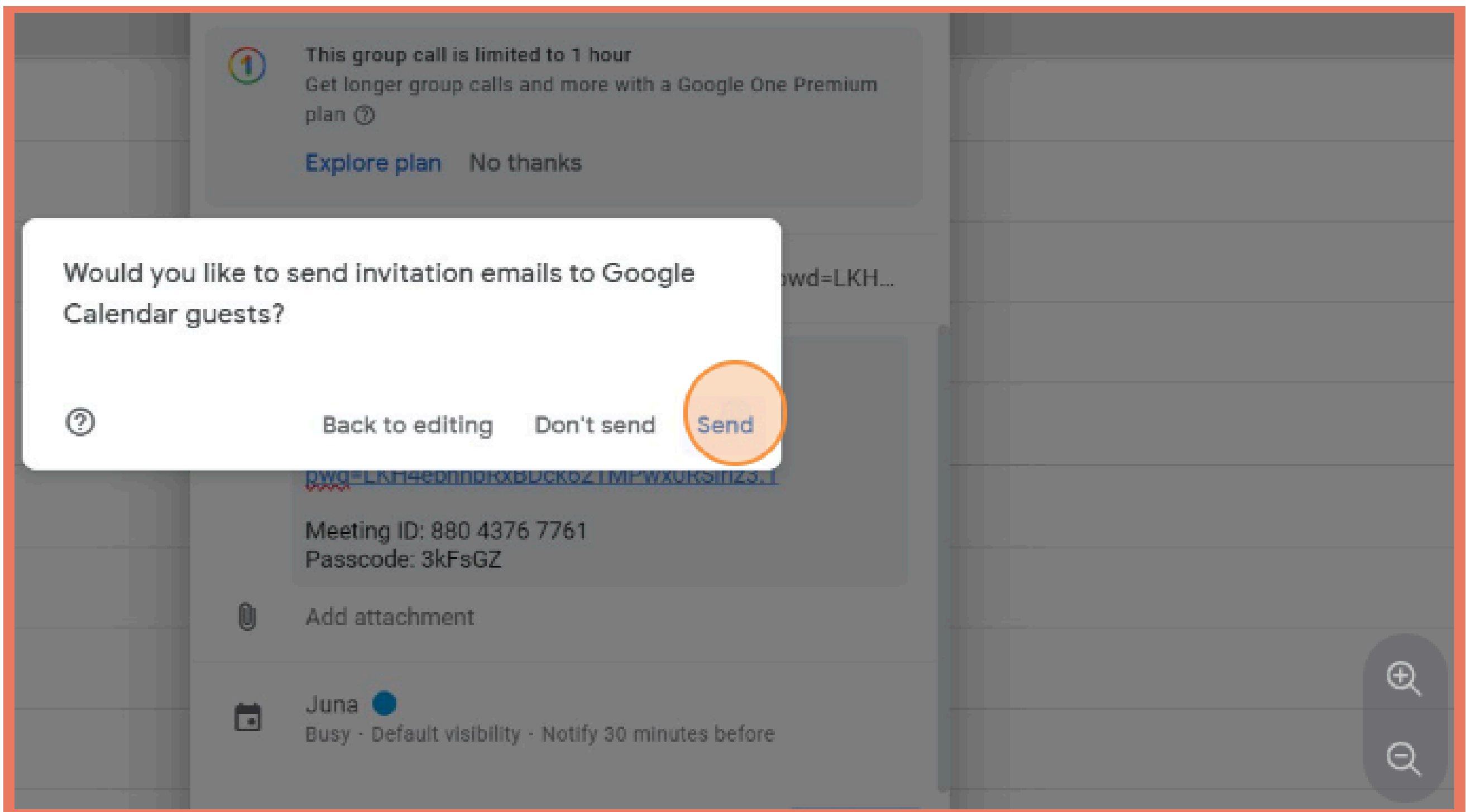


13 If you are going to use the Zoom application for the meeting, you can paste here the link.





16 Click "Send" to send the calendar invite to the guests.



How to Send a CALENDAR INVITE



BOOK A STRATEGY CALL

Jeff J Hunter

*Founder VA Staffer
Pre-Trained, Pre-Vetted Executive
Assistants*

www.vastaffer.com

