

# How to Send a **CALENDAR INVITE**

# CALENDAR INVITE





Navigate to your google account.

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

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Your Primary tab is empty.	Contacts	Drive	Calendar
Personal messages and messages that don't appear in other tabs will be s		<u> </u>	
To add or remove tabs click inbox settings.			0,





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

14	15	16	17	18
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05 Click "Create"

INVESTIGATION CONTRACTOR







Enter event details like the title and time.

1 20,2027

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3	Event       Task       Appointment schedule       New         Tuesday, July 23       12:30am       - 1:30am         Time zone - Does not repeat       - 1:30am	
ã	Add Google Meet video conferencing	
©	Add Google Meet video conterencing Add location Add description or attachments	





09

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

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ß	VA STAFFER: Kick Off Call with Ali Alc          Event       Task       Appointment schedule         Tuesday, July 23       9:00am       - 10:00am         All day       Tme zone         Does not repeat       Image: Construction of the schedule
e 1 ■	Find a time   Add guests   Add Google Meet video conferencing   Add location   Add description or attachments

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

	VASIALLEN, NICK OT CALIWITTALIAIC
	Event Task Appointment schedule New
	Tuesday, July 23 9:00am – 10:00am
	All day (GMT-07:00) Pacific Time - Los Angeles
	Does not repeat 👻
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	Add Google Meet video conferencing
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	Juna O Busy · Default visibility · Notify 30 minutes before
	More options Save





#### Add the location of the event.

# **PAGE 06**



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







#### Add description or attachments, if there is any.

# **PAGE 07**

	Join with Google Meet meet.google.com/rwf-ucfk-odi Up to 100 guest connections
3	<ul> <li>This group call is limited to 1 hour</li> <li>Get longer group calls and more with a Google One Premium</li> <li>plan (?)</li> <li>Explore plan No thanks</li> </ul>
0	https://us05web.zoom.us/j/88043767761?pwd=L
=	Add description or attachments Juna Busy · Default visibility · Notify 30 minutes before
	More options Save













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## **BOOK A STRATEGY CALL**

# Jeff J Hunter

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

