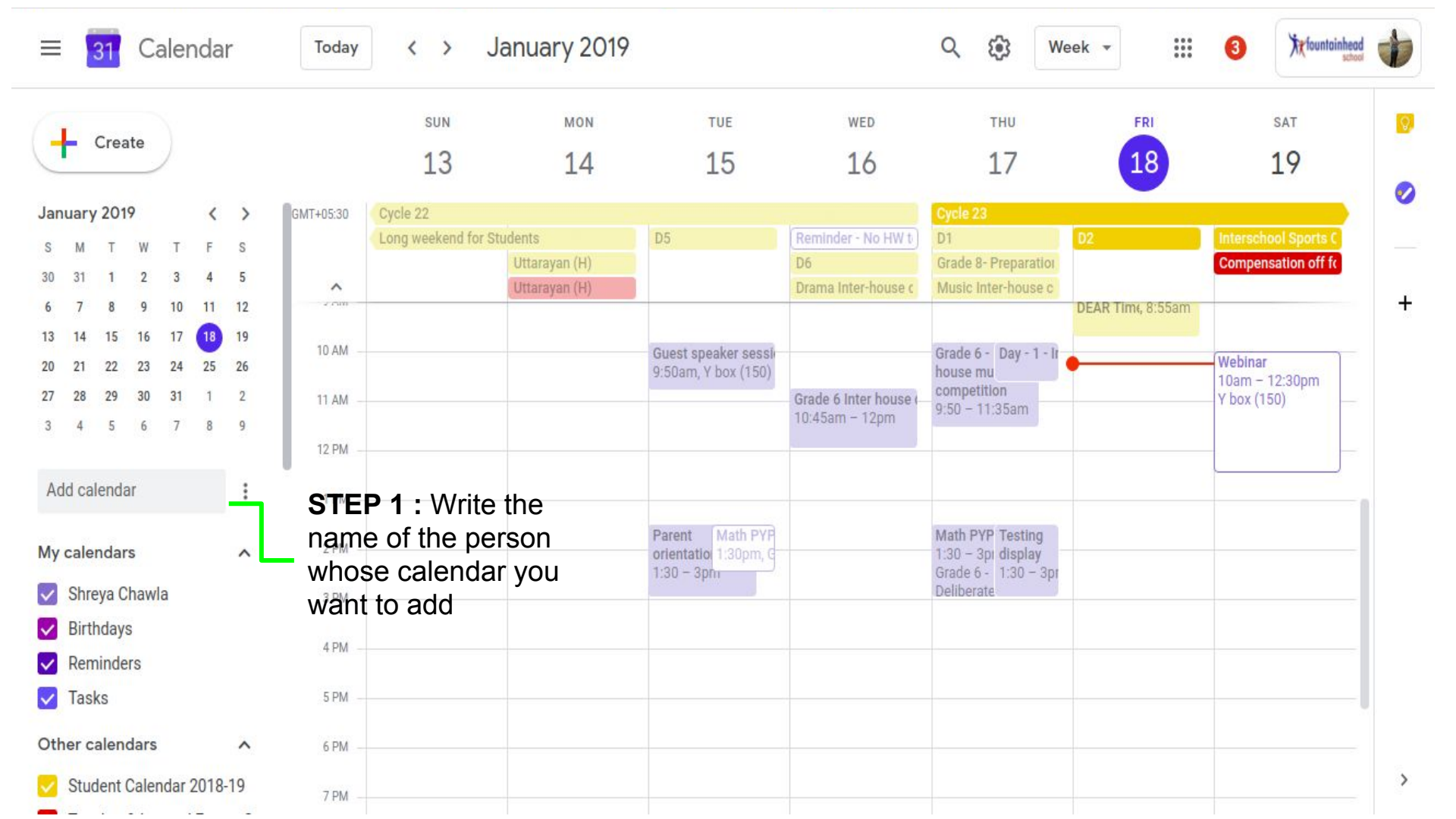
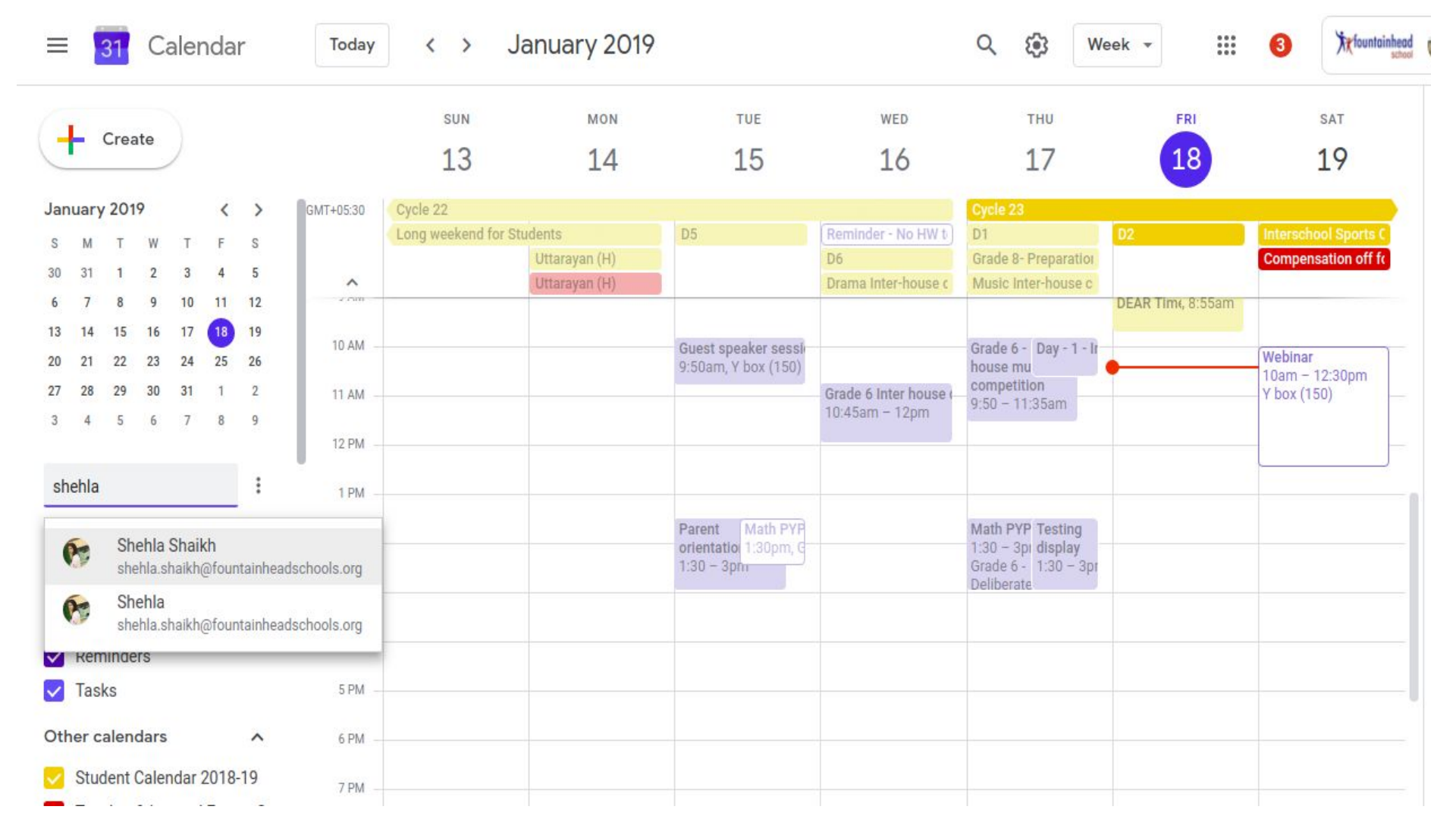
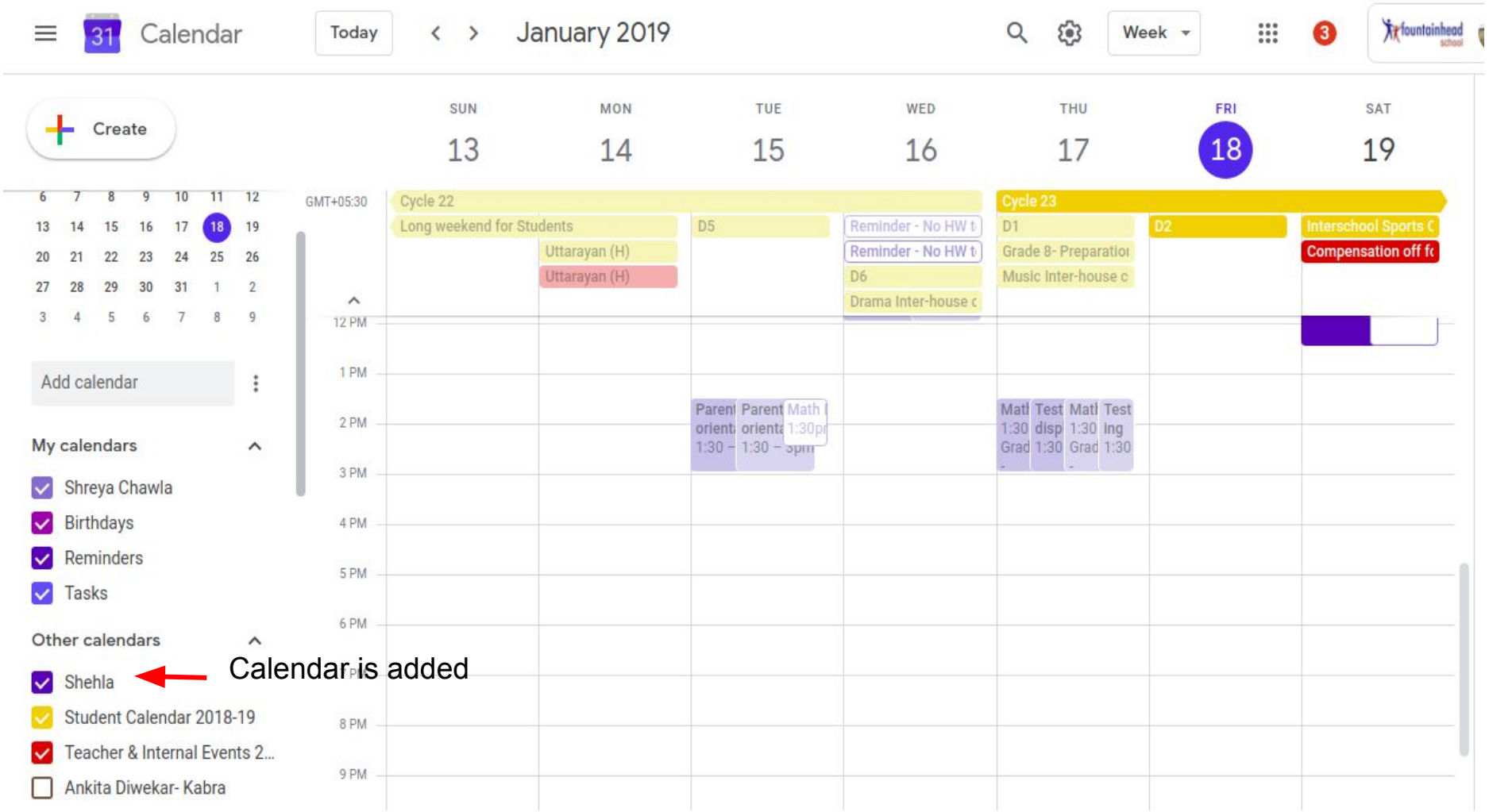
Calendar invites



STEP 1 : Write the name of the person whose calendar you want to add


Calendar
Today
January 2019
Week
3
Create
SUN 13
MON 14
TUE 15
WED 16
THU 17
FRI 18
SAT 19
January 2019
S M T W T F S
30 31 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 1 2
3 4 5 6 7 8 9
GMT+05:30
Cycle 22
Long weekend for Students
Uttarayan (H)
Uttarayan (H)
D5
Reminder - No HW t
D6
Drama Inter-house c
Cycle 23
D1
Grade 8- Preparatio
Music Inter-house c
D2
Interschool Sports C
Compensation off fc
DEAR Time, 8:55am
10 AM
Guest speaker sessi
9:50am, Y box (150)
Grade 6 Inter house
10:45am – 12pm
Grade 6 -
house mu
competition
9:50 – 11:35am
Day - 1 - I
Webinar
10am – 12:30pm
Y box (150)
11 AM
12 PM
1 PM
Parent
orientatio
1:30 – 3pm
Math PYP
1:30pm, G
Math PYP
1:30 – 3p
Grade 6 -
Deliberate
Testing
display
1:30 – 3p
shehla
Shehla Shaikh
shehla.shaikh@fountainheadschools.org
Shehla
shehla.shaikh@fountainheadschools.org
Reminders
Tasks
5 PM
Other calendars
6 PM
Student Calendar 2018-19
7 PM


Calendar
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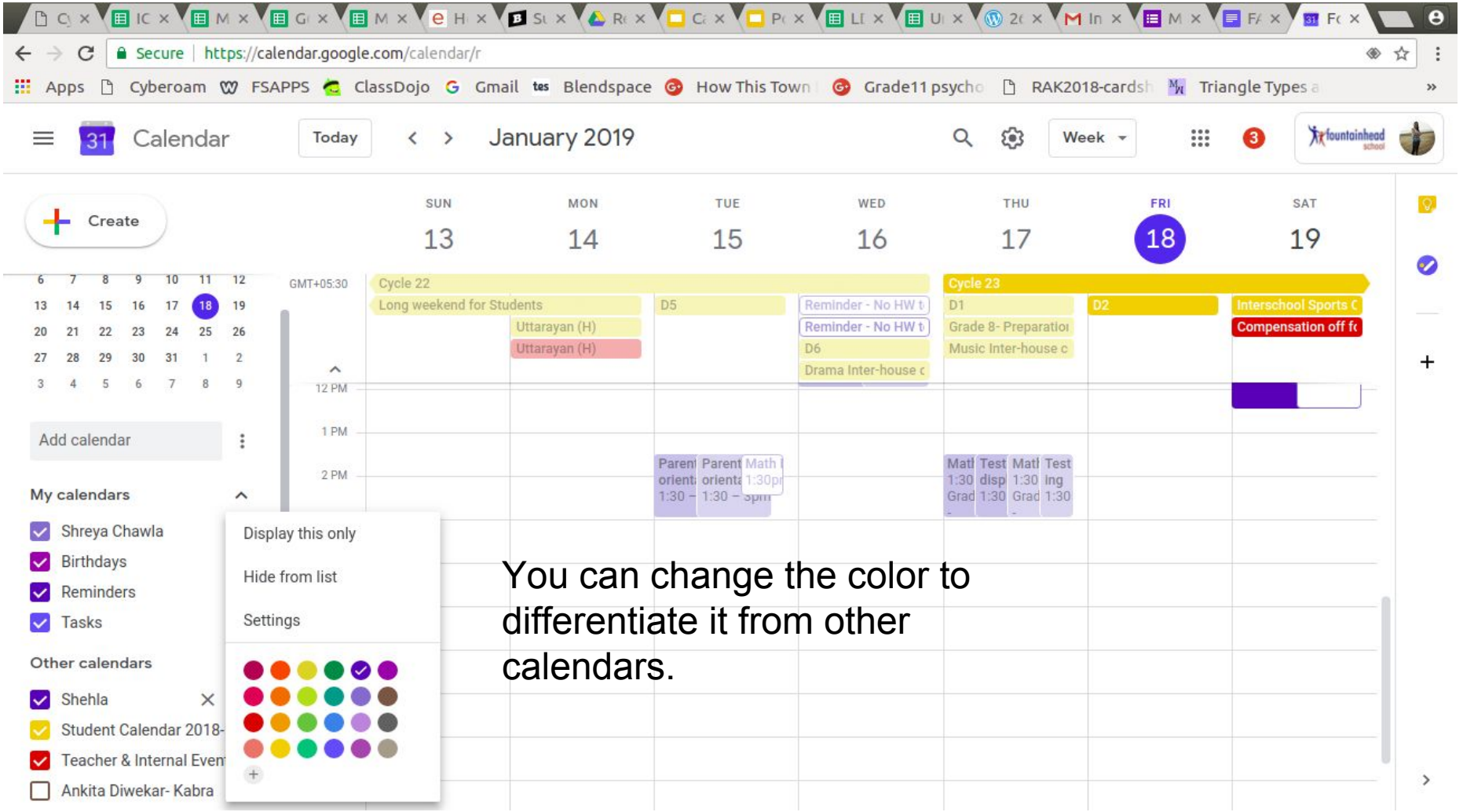
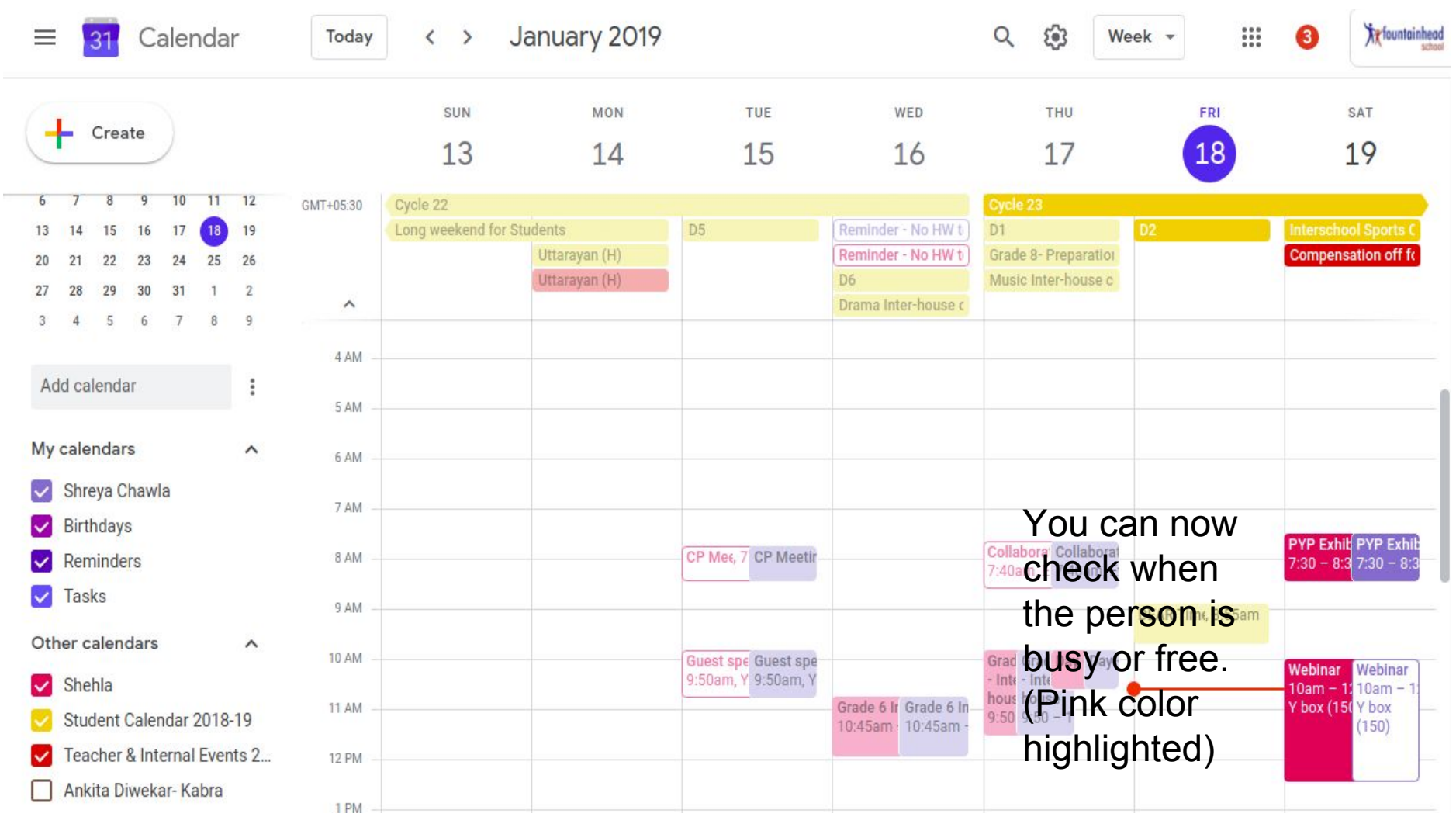
Grade 8- Preparatio
Music Inter-house c
D2
Interschool Sports C
Compensation off fc
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM
8 PM
9 PM
Add calendar
My calendars
Shreya Chawla
Birthdays
Reminders
Tasks
Other calendars
Shehla
Student Calendar 2018-19
Teacher & Internal Events 2...
Ankita Diwekar- Kabra
Calendar is added



You can change the color to differentiate it from other calendars.


Calendar
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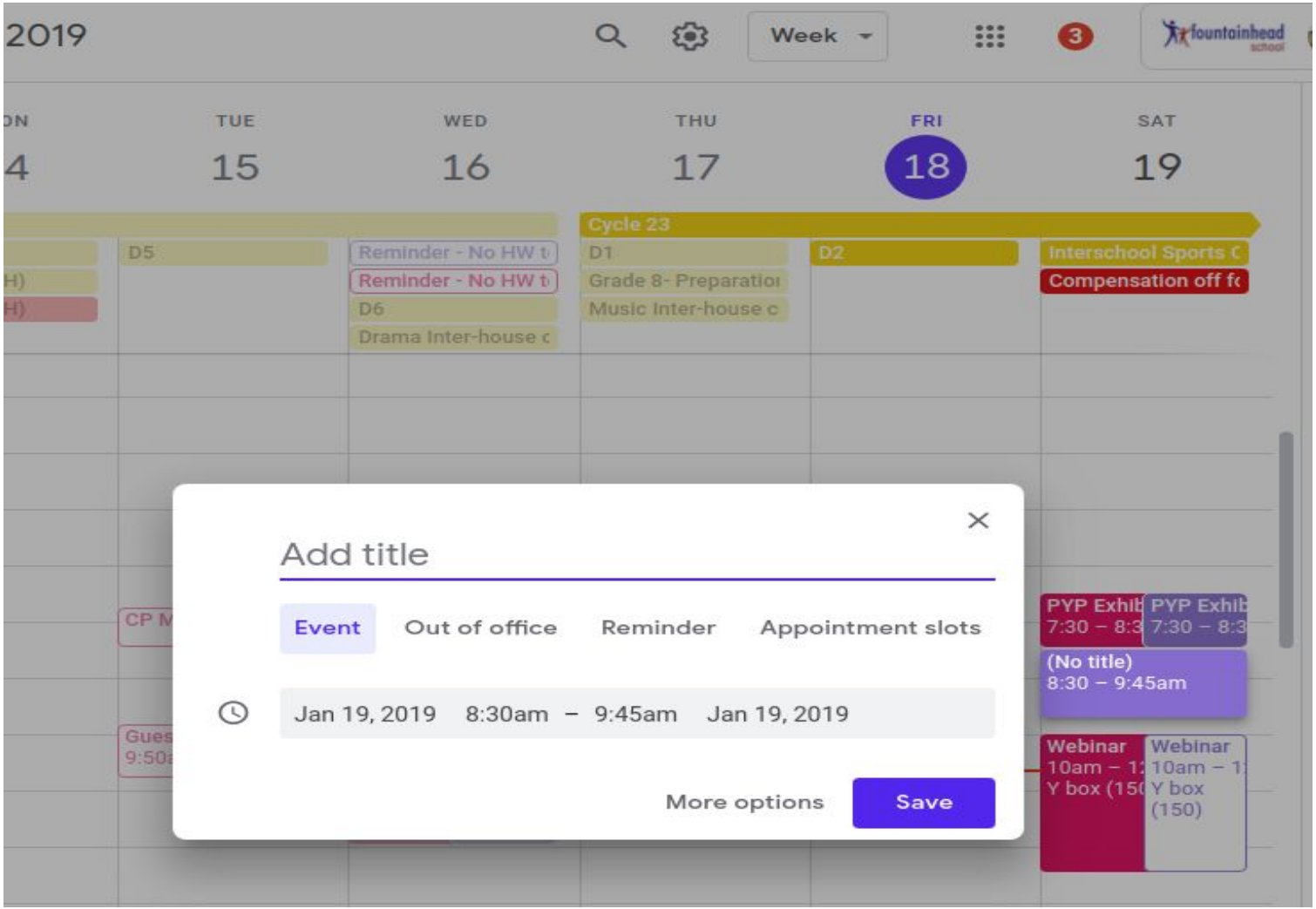
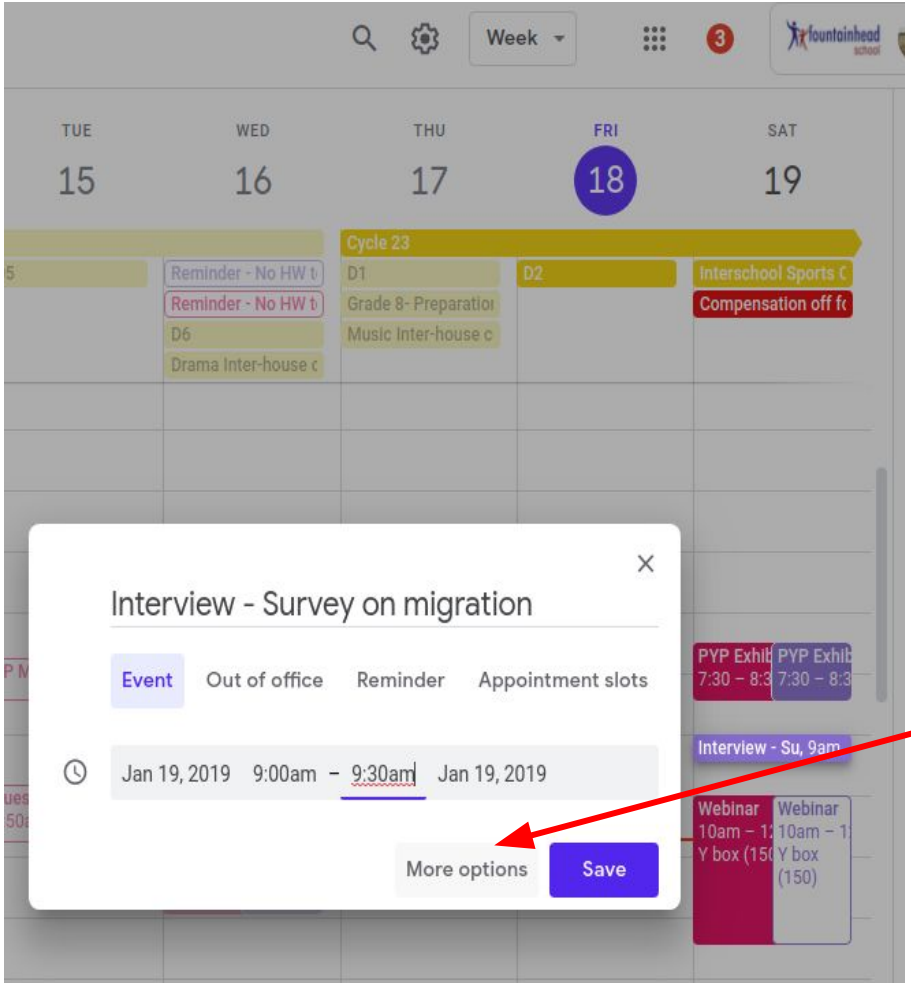
Shehla
Student Calendar 2018-19
Teacher & Internal Events 2...
Ankita Diwekar- Kabra
4 AM
5 AM
6 AM
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
CP Meet, 7
CP Meetir
Guest spe
9:50am, Y
Guest spe
9:50am, Y
Grade 6 In
10:45am
Grade 6 In
10:45am -
PYP Exhib
7:30 – 8:3
PYP Exhib
7:30 – 8:3
Webinar
10am – 1
Y box (150
Webinar
10am – 1
Y box
(150)
You can now check when the person is busy or free. (Pink color highlighted)



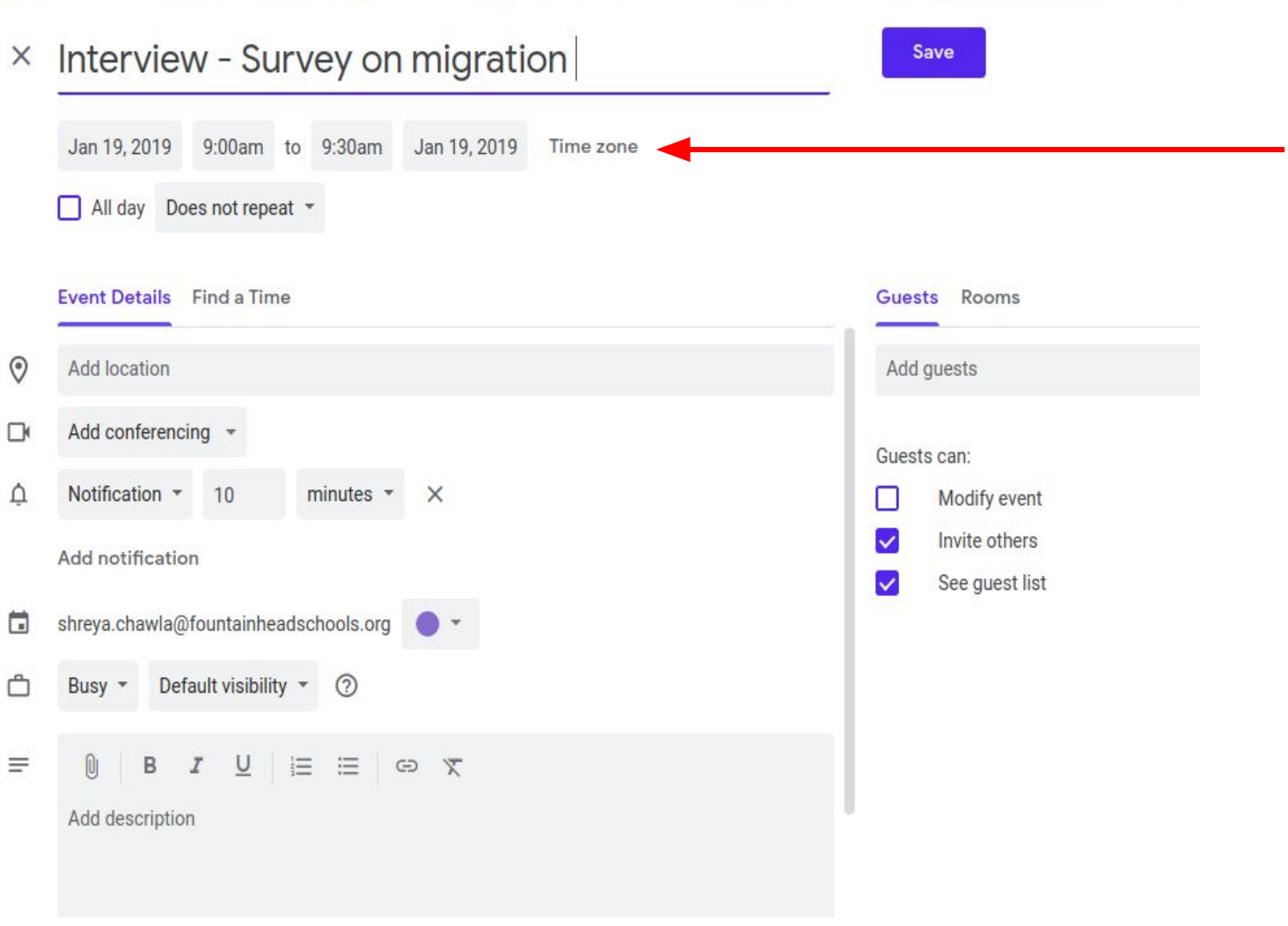
Select and drag to open the window for sending an invite.



Add the **title** - ‘Interview - Survey on migration’

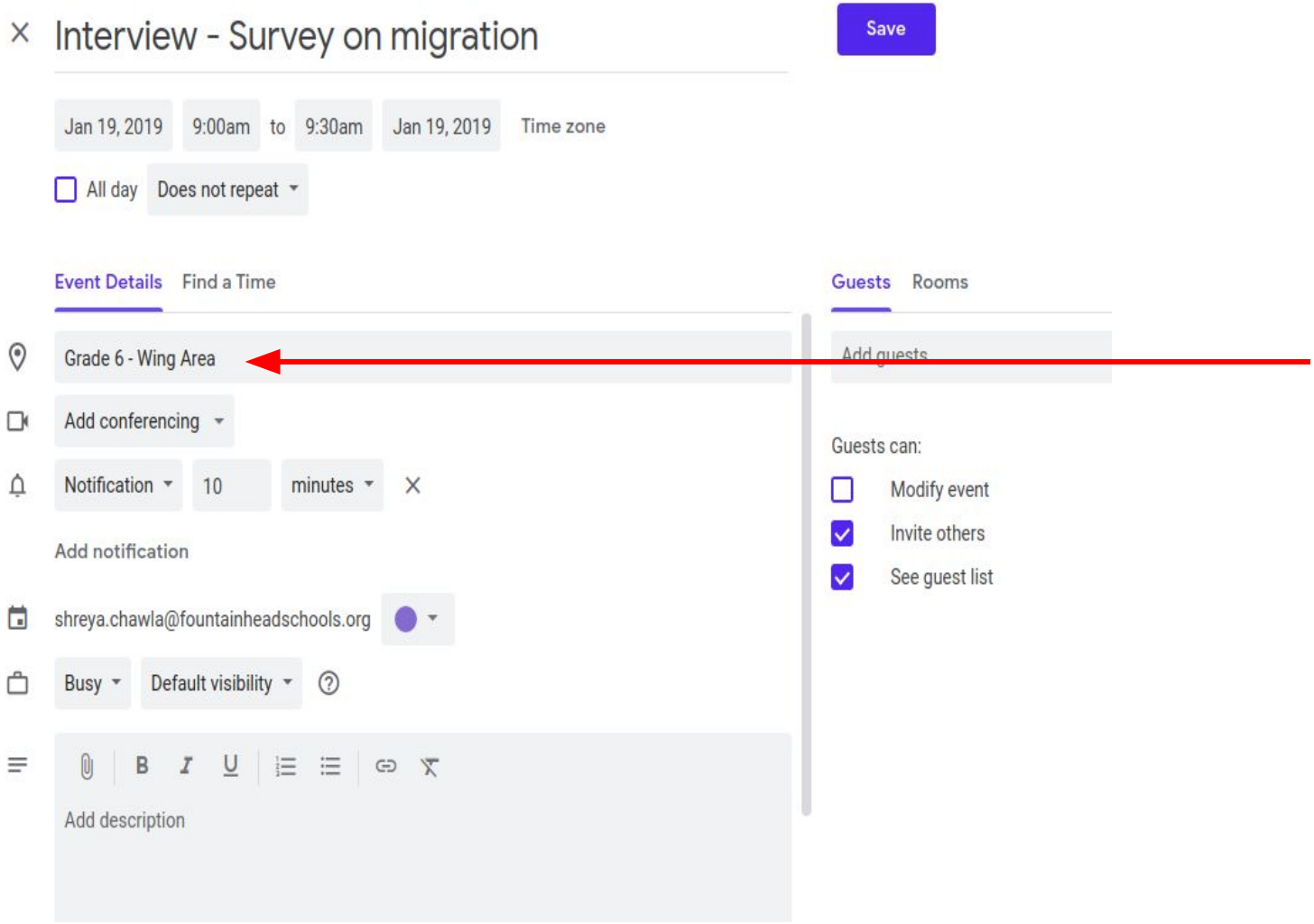
Edit the timings during which you want to conduct the interview. (9:00 - 9:30 a.m.)

Select the **‘More options’** to further edit the details for the invite.

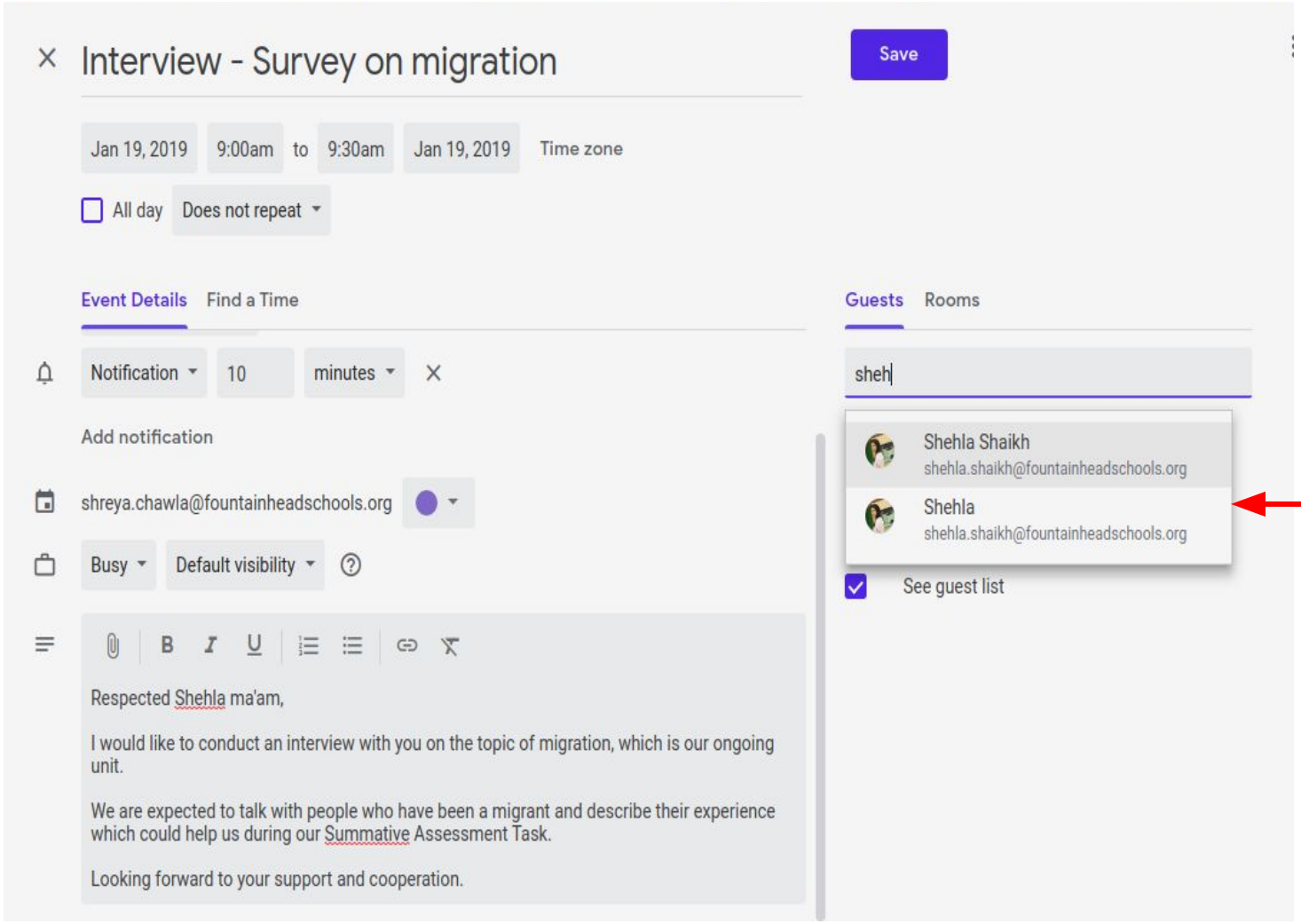


Remember to check the timings and date before moving further with the invite.

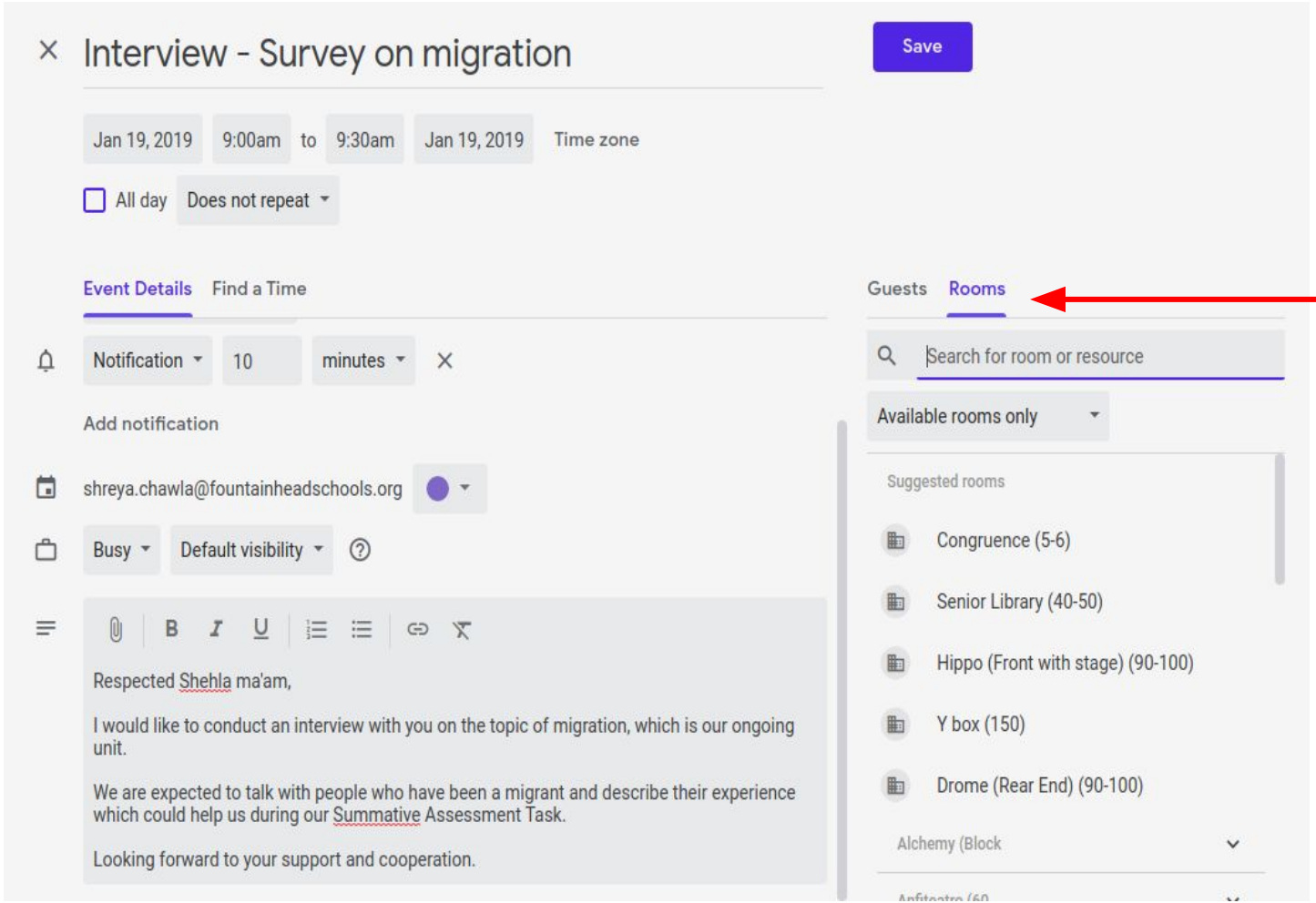
Ex : a.m. or p.m.
Title



Remember to enter the **'Location'** so the invitee knows about the location of the interview.



Add the name of the guest to send the invite.



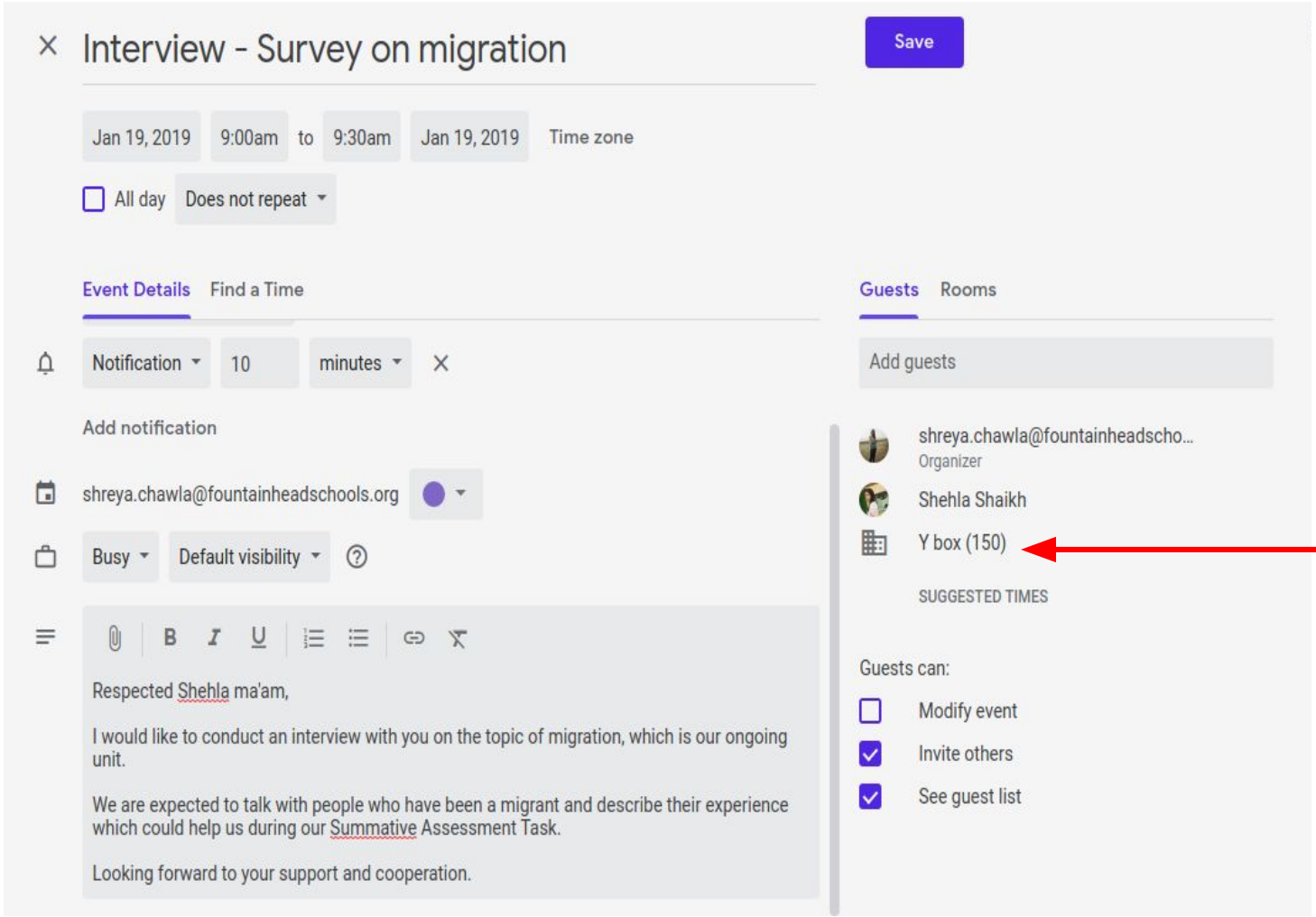
You may also choose to conduct the meeting at a particular venue.

For that :

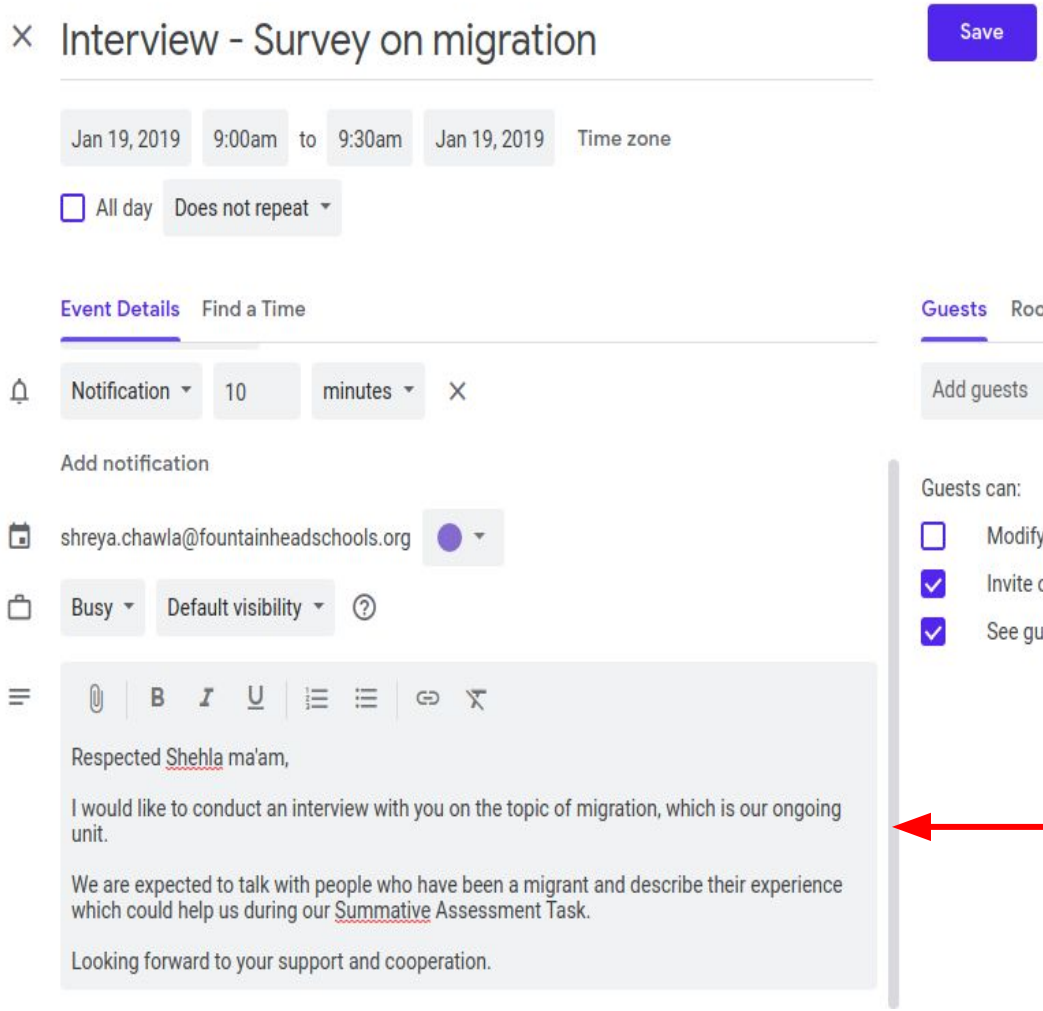
1. Add the calendar of the room (like Y-box) to your calendar.

2. Click on **'Rooms'** in your invite.

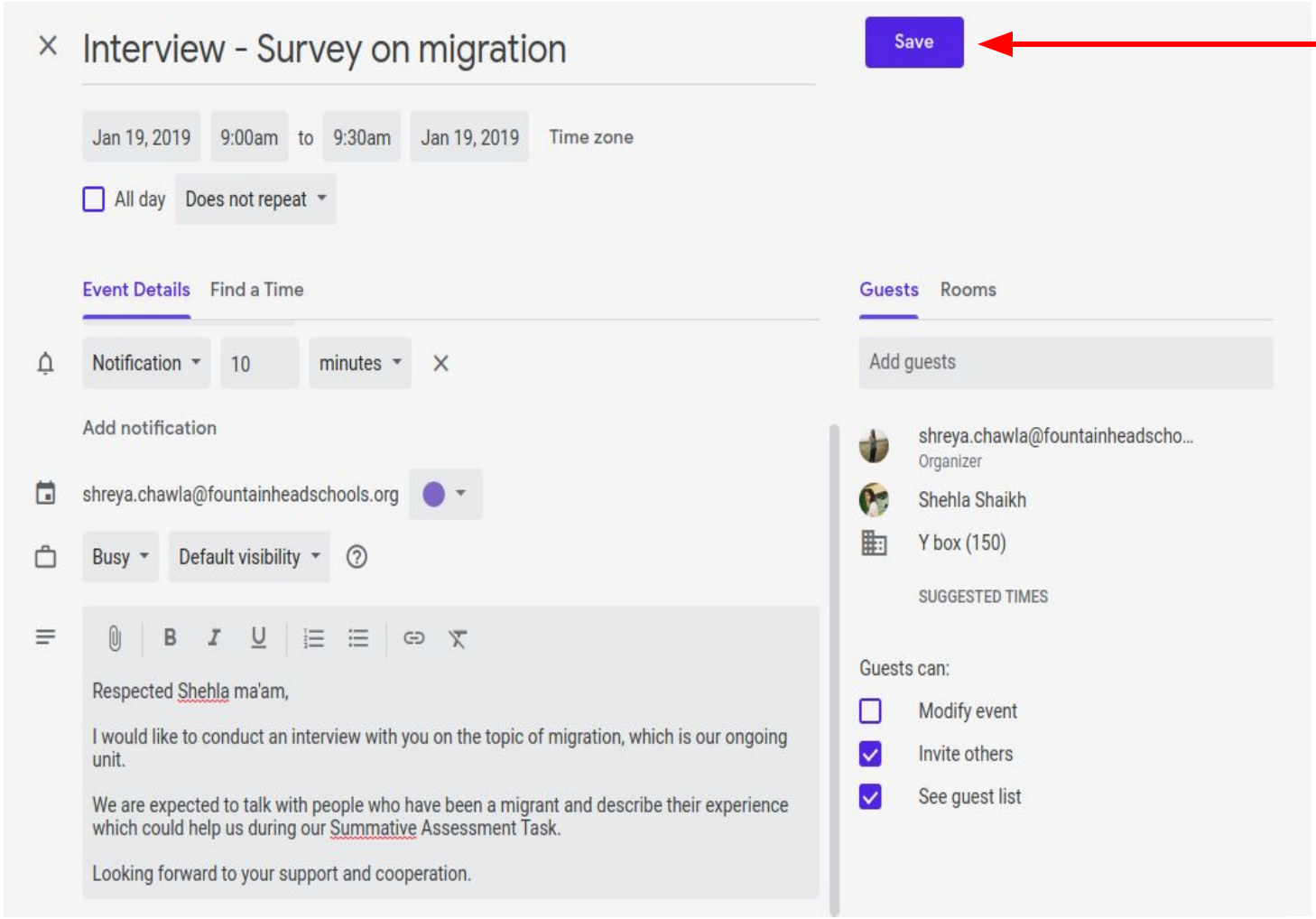
3. If is available, click on the name to add the venue.



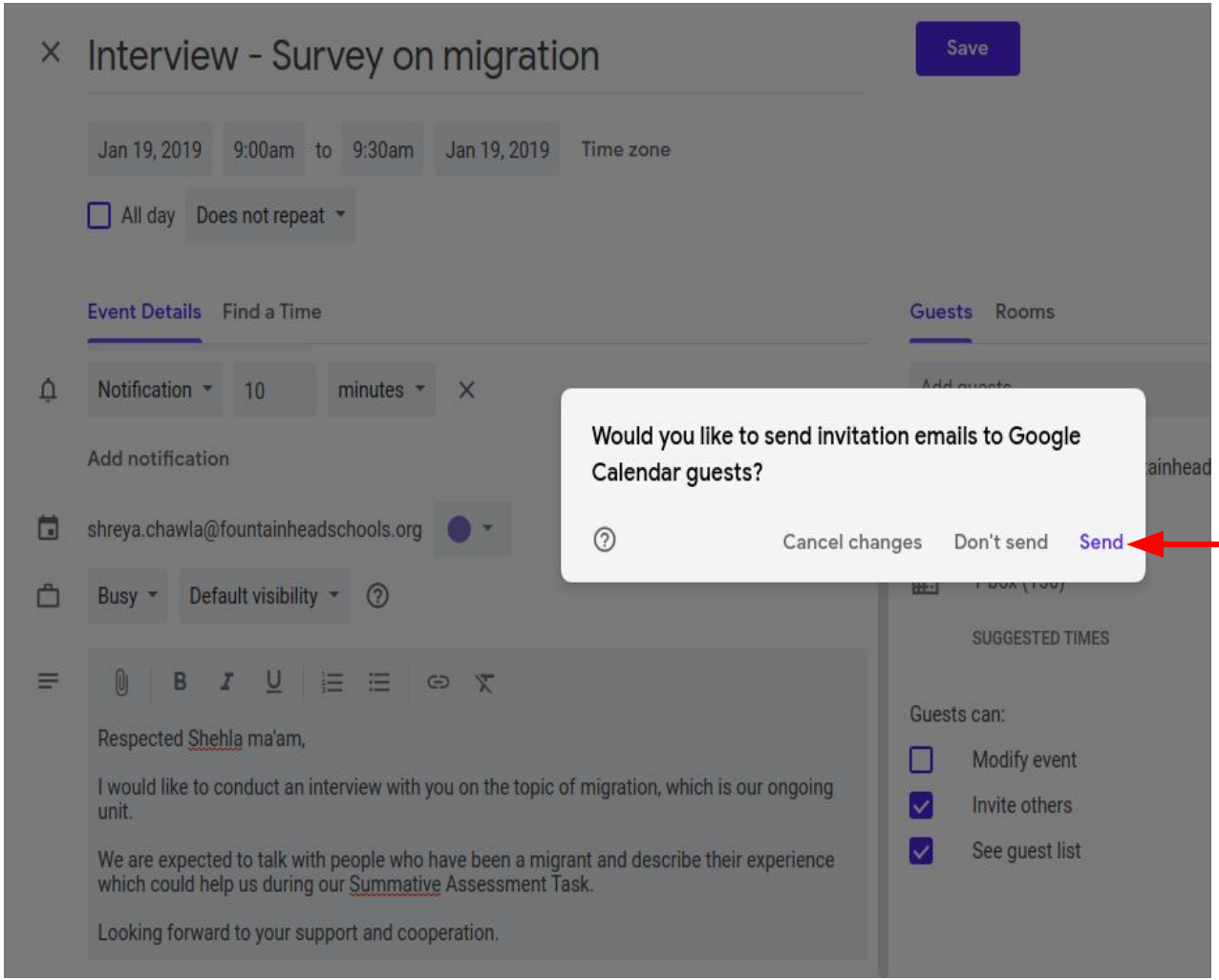
The name reflects in your invite, if added.



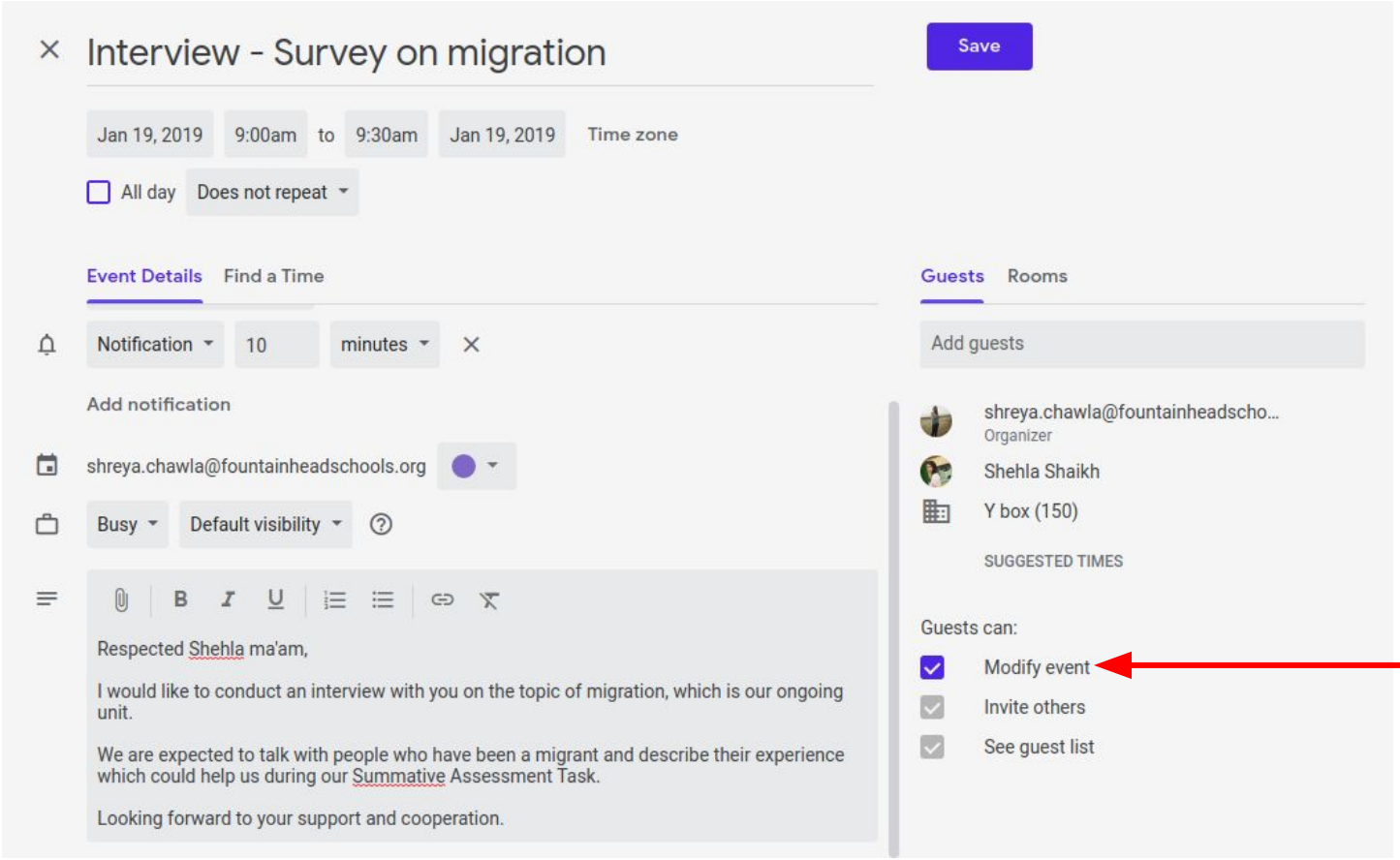
Add description to inform the invitee about the purpose behind having a meeting with them.



Click on **'Save'** to send the invite.



Click **'Send'** if ready to send the invite.



Always have the option **'Modify event'** checked. It helps the invitee/guest to modify the event, if needed.