

Calendar invites

Create

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

Add calendar

My calendars

- Shreya Chawla
- Birthdays
- Reminders
- Tasks

Other calendars

- Student Calendar 2018-19

	SUN	MON	TUE	WED	THU	FRI	SAT
	13	14	15	16	17	18	19
GMT+05:30	Cycle 22		Cycle 23				
	Long weekend for Students		D5	Reminder - No HW t	D1	D2	Interscholar Sports C
		Uttarayan (H)		D6	Grade 8- Preparatio		Compensation off fr
		Uttarayan (H)		Drama Inter-house c	Music Inter-house c		
10 AM			Guest speaker sessi 9:50am, Y box (150)		Grade 6 - Day - 1 - It house mu competition 9:50 - 11:35am	DEAR Tim, 8:55am	Webinar 10am - 12:30pm Y box (150)
11 AM				Grade 6 Inter house 10:45am - 12pm			
12 PM							
1 PM			Parent orientatio 1:30 - 3pm	Math PYP 1:30pm, G	Math PYP Testing 1:30 - 3pm display Grade 6 - Deliberate		
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							

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



Create

January 2019

S	M	T	W	T	F	S
30	31	1	2	3	4	5
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13	14	15	16	17	18	19
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	SUN 13	MON 14	TUE 15	WED 16	THU 17	FRI 18	SAT 19
GMT+05:30	Cycle 22			Cycle 23			
	Long weekend for Students		D5	Reminder - No HW t	D1	D2	Interschool Sports C
		Uttarayan (H)		D6	Grade 8- Preparatio		Compensation off f
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5 PM							
6 PM							
7 PM							

shehla

- Shehla Shaikh
shehla.shaikh@fountainheadschoo.org
- Shehla
shehla.shaikh@fountainheadschoo.org

- Reminders
- Tasks

Other calendars

Student Calendar 2018-19

Create

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

Add calendar

My calendars

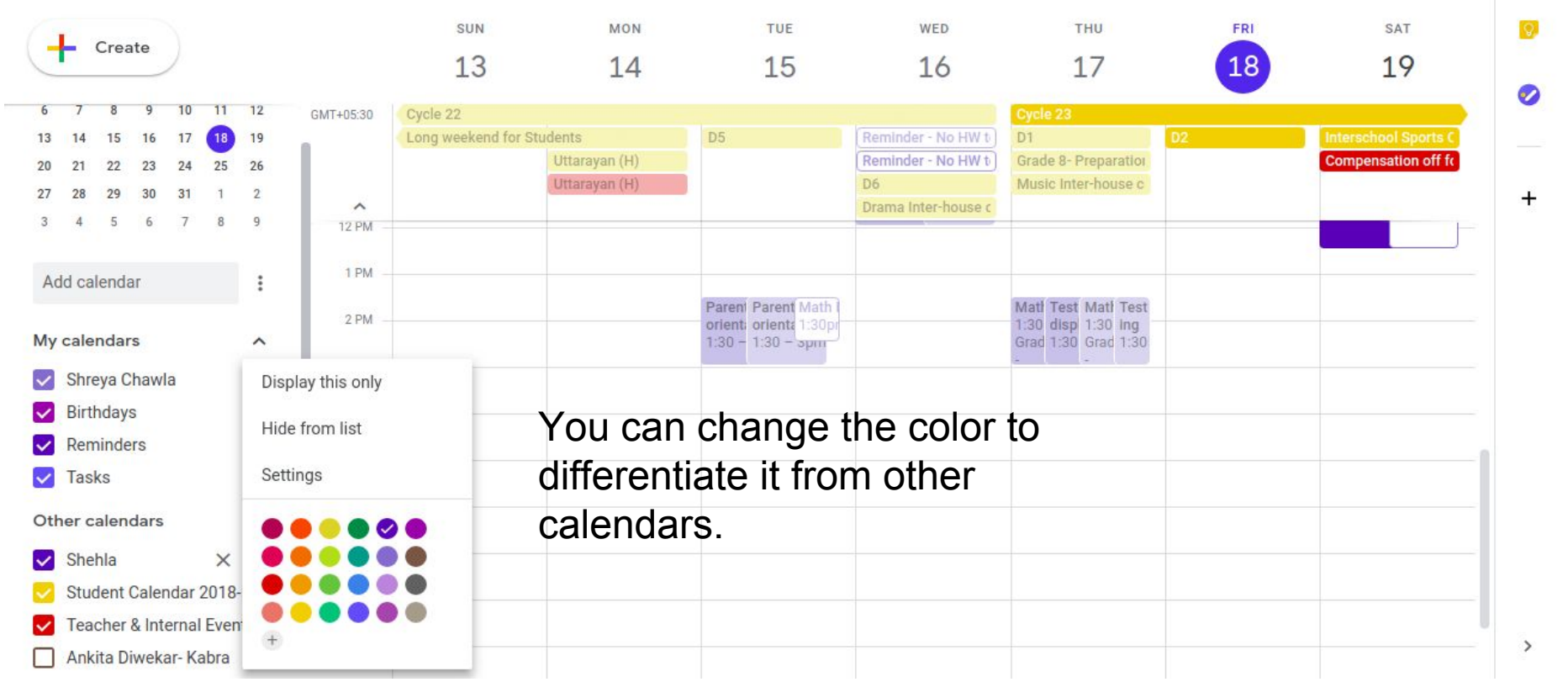
- Shreya Chawla
- Birthdays
- Reminders
- Tasks

Other calendars

- Shehla
- Student Calendar 2018-19
- Teacher & Internal Events 2...
- Ankita Diwekar- Kabra

Calendar is added

	SUN	MON	TUE	WED	THU	FRI	SAT
	13	14	15	16	17	18	19
GMT+05:30	Cycle 22			Cycle 23			
	Long weekend for Students		D5	Reminder - No HW t	D1	D2	Interscholar Sports C
		Uttarayan (H)		Reminder - No HW t	Grade 8- Preparatio		Compensation off f
		Uttarayan (H)		D6	Music Inter-house c		
				Drama Inter-house c			
12 PM							
1 PM							
2 PM			Parent orient: 1:30 - 3pm	Parent orient: 1:30 - 3pm	Math 1:30 - 3pm		
3 PM					Matl 1:30 - 3pm	Test disp 1:30 - 3pm	
4 PM					Matl 1:30 - 3pm	Test ing 1:30 - 3pm	
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							



Create

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13	14	15	16	17	18	19
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Add calendar

My calendars

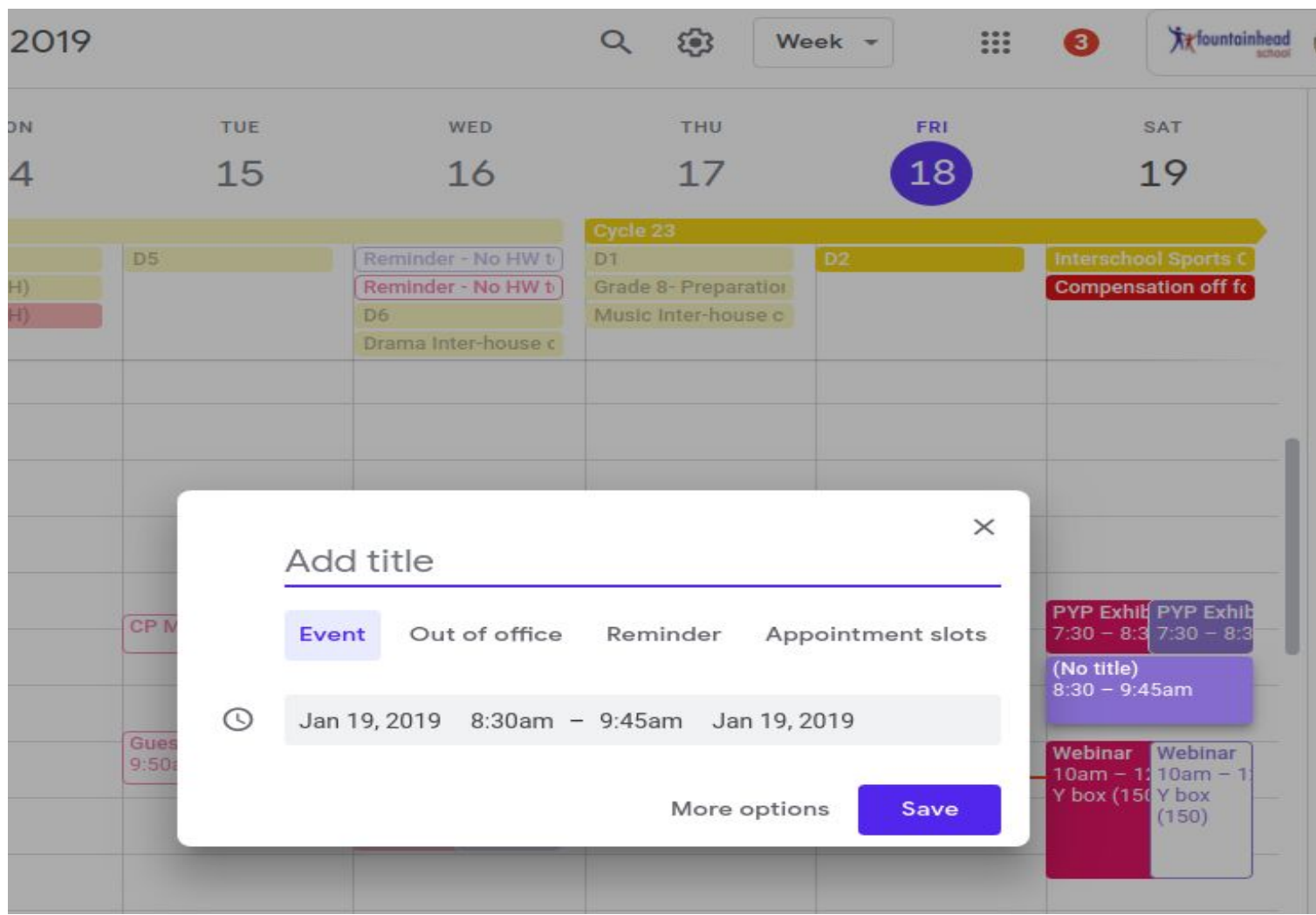
- Shreya Chawla
- Birthdays
- Reminders
- Tasks

Other calendars

- Shehla
- Student Calendar 2018-19
- Teacher & Internal Events 2...
- Ankita Diwekar- Kabra

	SUN 13	MON 14	TUE 15	WED 16	THU 17	FRI 18	SAT 19
GMT+05:30	Cycle 22			Cycle 23			
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		Uttarayan (H)		D6	Music Inter-house c		
				Drama Inter-house c			
4 AM							
5 AM							
6 AM							
7 AM							
8 AM			CP Meet, 7	CP Meetr	Collabora	Collabora	PYP Exhib
9 AM							PYP Exhib
10 AM			Guest spe	Guest spe			
11 AM			9:50am, Y	9:50am, Y	Grade 6 In	Grade 6 In	Webinar
12 PM					10:45am -	10:45am -	10am - 11am
1 PM					9:50		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.

Week

TUE 15 WED 16 THU 17 FRI 18 SAT 19

Cycle 23

Reminder - No HW t
Reminder - No HW t
D6
Drama Inter-house c

D1
Grade 8 - Preparati
Music Inter-house c

D2
Interschool Sports C
Compensation off fr

Interview - Survey on migration

Event Out of office Reminder Appointment slots

Jan 19, 2019 9:00am - 9:30am Jan 19, 2019

More options Save

PYP Exhibit PYP Exhibit
7:30 - 8:30 7:30 - 8:30

Interview - Su, 9am

Webinar Webinar
10am - 11:10am - 11:10am
Y box (150) Y box (150)

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.


× Interview - Survey on migration |

Save

Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat ▾

Event Details Find a Time



 Add location






 Add conferencing ▾

 Notification ▾ 10 minutes ▾ ×

Add notification

 shreya.chawla@fountainheadschoos.org 

 Busy ▾ Default visibility ▾ 

  **B** *I* U    

Add description

Guests Rooms

Add guests

Guests can:

- Modify event
- Invite others
- See guest list

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

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

Interview - Survey on migration

Save

Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat ▾

Event Details Find a Time



Grade 6 - Wing Area



Add conferencing ▾



Notification ▾ 10 minutes ▾ ×

Add notification



shreya.chawla@fountainheadschoools.org 



Busy ▾ Default visibility ▾ ?



 **B** *I* U |   |  

Add description

Guests Rooms

Add guests

Guests can:

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

Interview - Survey on migration

Save

Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat

Event Details Find a Time

Notification 10 minutes

Add notification

shreya.chawla@fountainheadschoools.org

Busy Default visibility

Rich text editor toolbar

Respected Shehla ma'am,

I would like to conduct an interview with you on the topic of migration, which is our ongoing unit.

We are expected to talk with people who have been a migrant and describe their experience which could help us during our Summative Assessment Task.

Looking forward to your support and cooperation.

Guests Rooms

sheh|

- Shehla Shaikh
shehla.shaikh@fountainheadschoools.org
- Shehla
shehla.shaikh@fountainheadschoools.org

See guest list

Add the name of the guest to send the invite.

× Interview - Survey on migration

Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat ▾

Event Details Find a Time

🔔 Notification ▾ 10 minutes ▾ ×

Add notification

📅 shreya.chawla@fountainheadschoools.org 🌐 ▾

📁 Busy ▾ Default visibility ▾ ?

≡

Respected [Shehla](#) ma'am,

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Looking forward to your support and cooperation.

Save

Guests **Rooms**

🔍 Search for room or resource

Available rooms only ▾

Suggested rooms

- 📅 Congruence (5-6)
- 📅 Senior Library (40-50)
- 📅 Hippo (Front with stage) (90-100)
- 📅 Y box (150)
- 📅 Drome (Rear End) (90-100)

Alchemy (Block) ▾

Antinova (60) ▾

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.

Interview - Survey on migration

Save

Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat

Event Details Find a Time

Notification 10 minutes

Add notification

shreya.chawla@fountainheadschoools.org

Busy Default visibility

Rich text editor toolbar

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Guests Rooms

Add guests

shreya.chawla@fountainheadscho... Organizer

Shehla Shaikh

Y box (150)

SUGGESTED TIMES

Guests can:

- Modify event
- Invite others
- See guest list

The name reflects in your invite, if added.

× Interview - Survey on migration

Save

Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat ▾

Event Details Find a Time

Guests Rooms

Notification ▾ 10 minutes ▾ ×


Add guests

Add notification

shreya.chawla@fountainheadschoools.org 

Busy ▾ Default visibility ▾ ?

- Guests can:
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Add description to inform the invitee about the purpose behind having a meeting with them.

× Interview - Survey on migration

Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat ▾


Event Details Find a Time

🔔 Notification ▾ 10 minutes ▾ ×

Add notification

📅 shreya.chawla@fountainheadschoools.org  ▾

📅 Busy ▾ Default visibility ▾ ?

☰ 

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Save

Guests Rooms

Add guests

 shreya.chawla@fountainheadscho...
Organizer

 Shehla Shaikh

 Y box (150)

SUGGESTED TIMES

Guests can:

Modify event

Invite others

See guest list

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

Interview - Survey on migration

Save

Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat ▾

Event Details Find a Time

Guests Rooms

Notification ▾ 10 minutes ▾ ×

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shreya.chawla@fountainheadschoools.org

Busy ▾ Default visibility ▾ ?

Rich text editor toolbar

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Would you like to send invitation emails to Google Calendar guests?



Cancel changes

Don't send

Send

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

× Interview - Survey on migration

Save


Jan 19, 2019 9:00am to 9:30am Jan 19, 2019 Time zone

All day Does not repeat ▾


Event Details Find a Time

🔔 Notification ▾ 10 minutes ▾ ×

Add notification

📅 shreya.chawla@fountainheadschoools.org  ▾

📁 Busy ▾ Default visibility ▾ ⓘ

☰  **B** *I* U | ☰ | ☰ | 🔗 ✂

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
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Guests Rooms

Add guests

 shreya.chawla@fountainheadscho...
Organizer

 Shehla Shaikh

 Y box (150)

SUGGESTED TIMES

Guests can:

- Modify event
- Invite others
- See guest list

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