

Appointments - Bonus Feature*



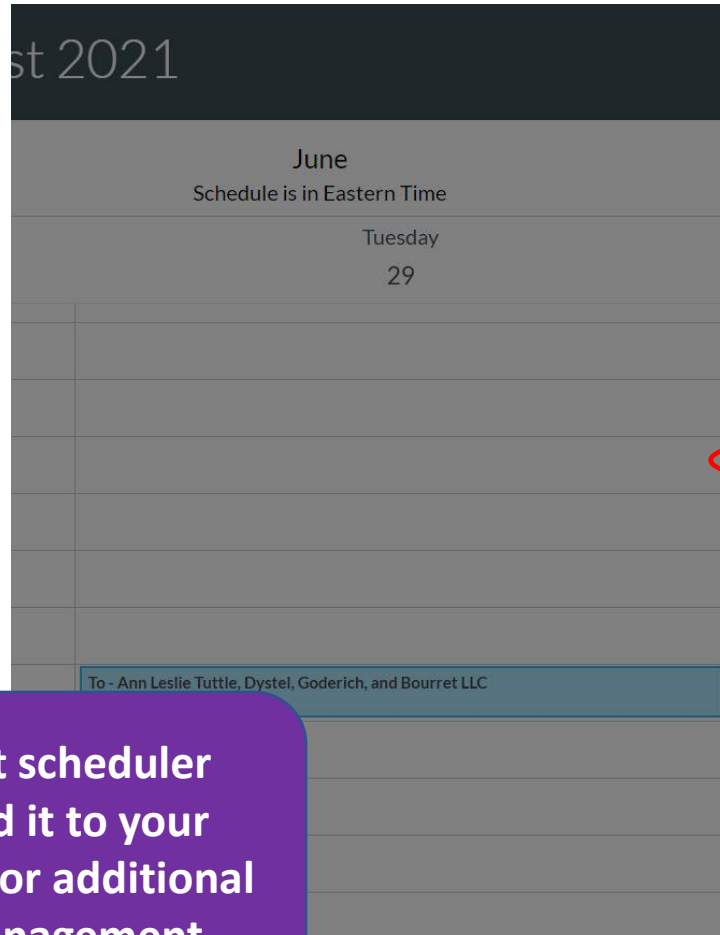
Hey Gang, it's **Jam** again. Do you want to see something cool? Check this out.



Step 1# - Click on Add to Calendar.



The appointment scheduler allows you to add it to your personal calendar for additional time and task management.



ConsultFest Request [X]

✓ Your Status: Accepted

[Edit](#) [Cancel appointment](#)

🕒 Wednesday, June 30
11:15 AM - 11:30 AM ET

📍 ConsultFest - Mr. Lou Aronica - 30 June
Zoom Link: <https://us02web.zoom.us/j/81011285315?pwd=cU9JNCtqTEhMWNpxeW5NZHdCMTRKdz09> - Meeting ID: 810 1128 5315 - Passcode: 778602

Add to Personal Calendar (Outlook, etc.)

Private Note - Add

Host

SO ✓ **Samuel Octavius** - Available
PitchFest Assistant Director
International Thriller Writers

Attendees

LA ✓ **Lou Aronica** - Available Check-In
ConsultFest Publisher
The Story Plant

Step 2# - Save Appointment.

The screenshot shows the Microsoft Outlook calendar interface. At the top, the 'Home' ribbon is visible with the 'Save' button circled in red. Below the ribbon, the appointment title 'ConsultFest Request' is entered in the title field, and the 'Calendar - Outlook' dropdown menu is also circled in red. The appointment details include the subject 'ConsultFest - Mr. Lou Aronica - 30 June, Zoom Link: https://us02web.zoom.us/j/81011285315?', start time 'June 30, 2021 11:15 AM', and end time 'June 30, 2021 11:30 AM'. The appointment details text reads: 'Appointment Details Hosts: Octavius, Samuel - Accepted Attendees: Aronica, Lou - Accepted'. On the right side, the 'People' section shows a profile picture of a man with a beard and glasses, and the 'itw INTERNATIONAL THRILLER WRITERS' logo below it. A red arrow points from the profile picture to the 'Calendar - Outlook' dropdown menu. A purple speech bubble at the bottom center contains the text: 'You can save the appointment inside your Outlook calendar.'

Step 3# - Check your calendar.



Your appointments will appear there and it includes your Agent's Name, Time, and associated Zoom link.

Calendar

Search

June 2021

Today Day Week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6/13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	7/1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

Wednesday, June 30, 2021

11:15 AM ConsultFest Request
11:30 AM ConsultFest - Mr. Lou Aronica - 30 June, Zoom Lir

+ New event

Good Luck!!



Isn't that cool? I thought so too. Alright, back to chasing the Audit Gecko.
Good luck!!

