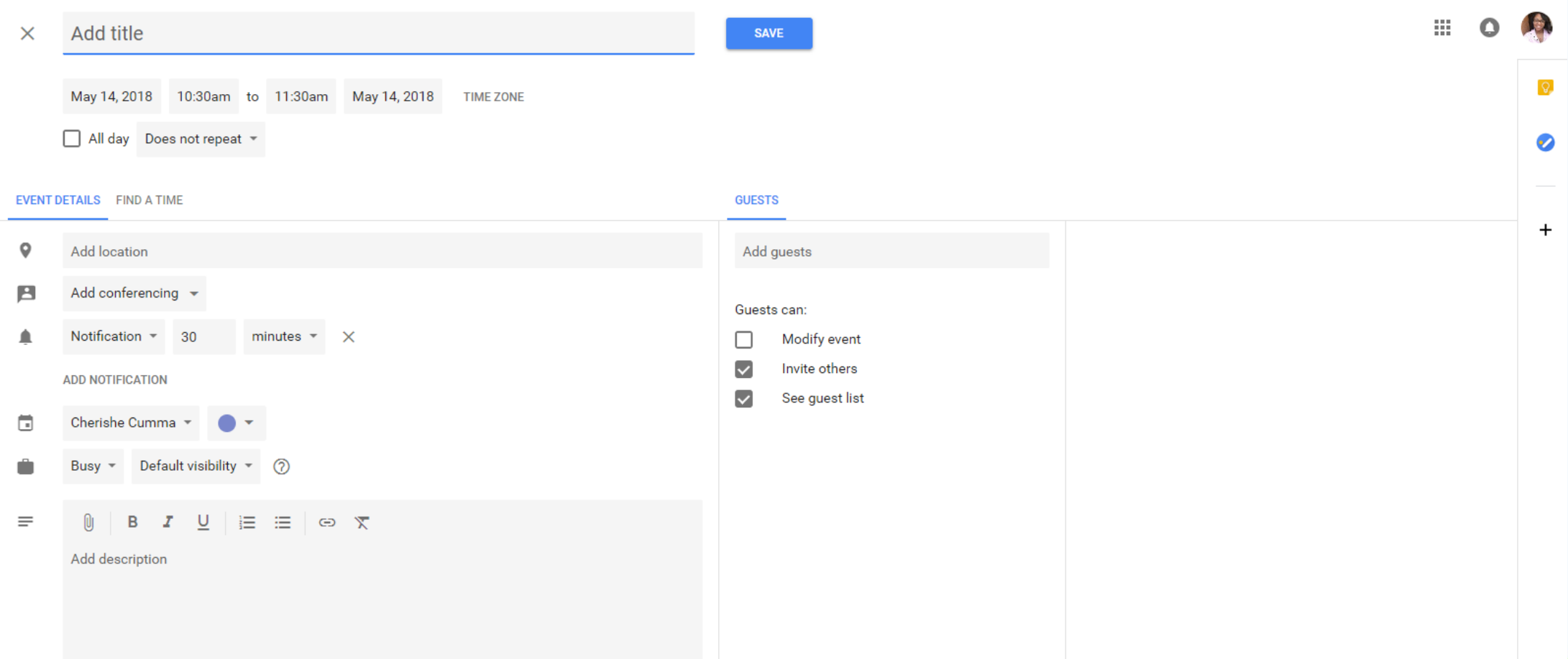
Steps to Scheduling and Organizing Phone Appointments

Cherishe Cumma November 9,2018

Input Data into Google Calendar



Save Data to Schedule Appointment

Appointment With Leslie Aguilar

SAVE

More actions

May 14, 2018 11:30am to 1:00pm May 14, 2018 TIME ZONE

All day Does not repeat

EVENT DETAILS FIND A TIME

GUESTS

Add location

Add conferencing

ADD NOTIFICATION

Bridges Scholars Appointment Confirmation

Busy Default visibility

11:30 Appointment with Leslie Aguilar

Phone number:

Add guests

3 guests
3 awaiting

Dr. Pa Her *

leslie.aguilar@mail.citytech.cuny... *

Pa Her *

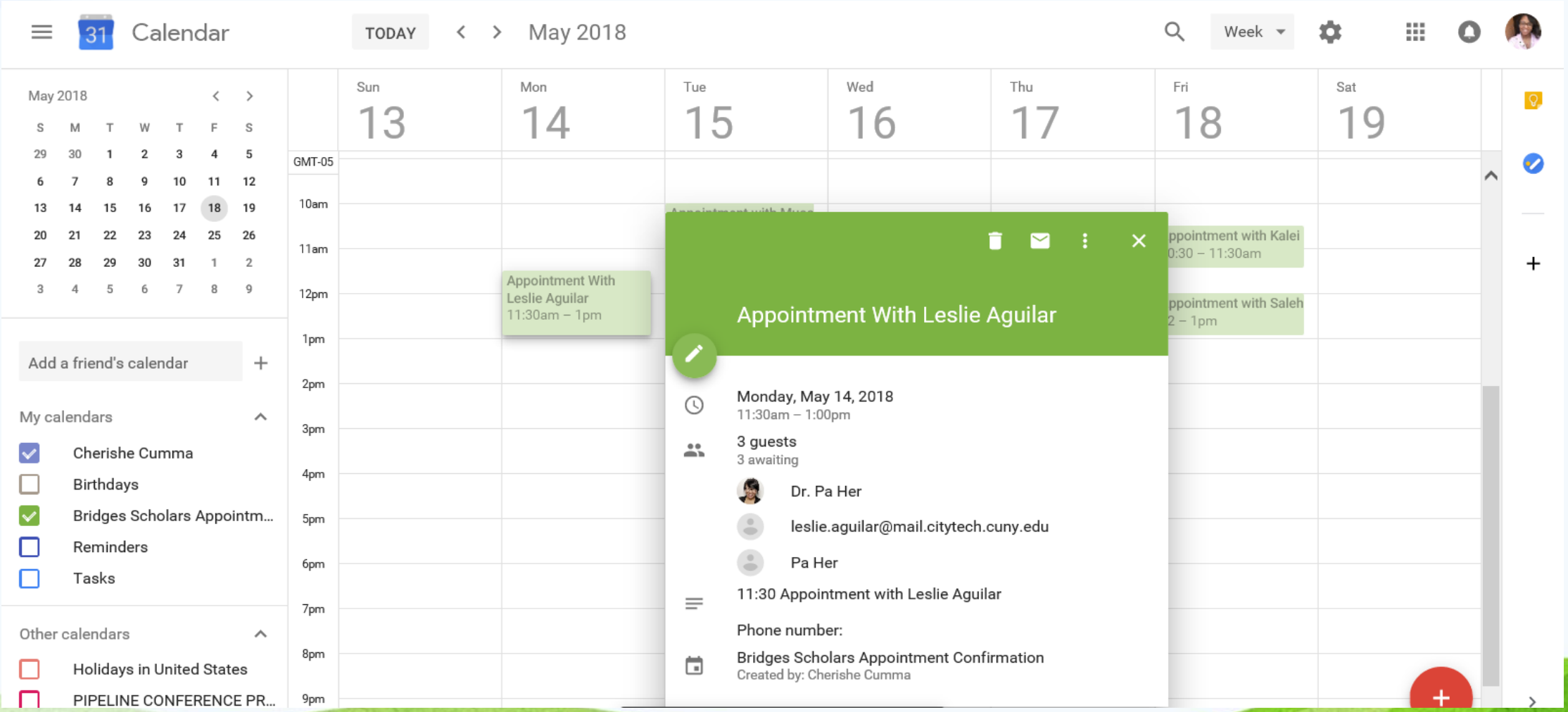
* Calendar cannot be shown

Guests can:

- [ ] Modify event
- [x] Invite others
- [x] See guest list

9:29 AM
11/9/2018

Recheck that Data is Correct in Google Calendar



Confirm that your Supervisor received the Appointment receipt

Appointment With Leslie Aguilar more details »

11:30 Appointment with Leslie Aguilar

Phone number [redacted]

When Mon May 14, 2018 11:30am – 1pm Eastern Time

Calendar Dr Pa

Who
- Cherishe Cumma - creator
- pher@citytech.cuny.edu
- Dr Pa

Going? Yes - Maybe - No more options »

Send out the Weekly Schedule to your Supervisor

Hello Pa,

I was able to successfully schedule appointments with potential Bridges Scholars this week.

The schedule for this week is as follows:

Monday, May 14,2018
11:30 am Appointment with Leslie Aguilar
Phone number: [redacted]

Tuesday, May 15,2018

10:00 am Appointment with Muaad Alomari

Phone Number: [redacted]

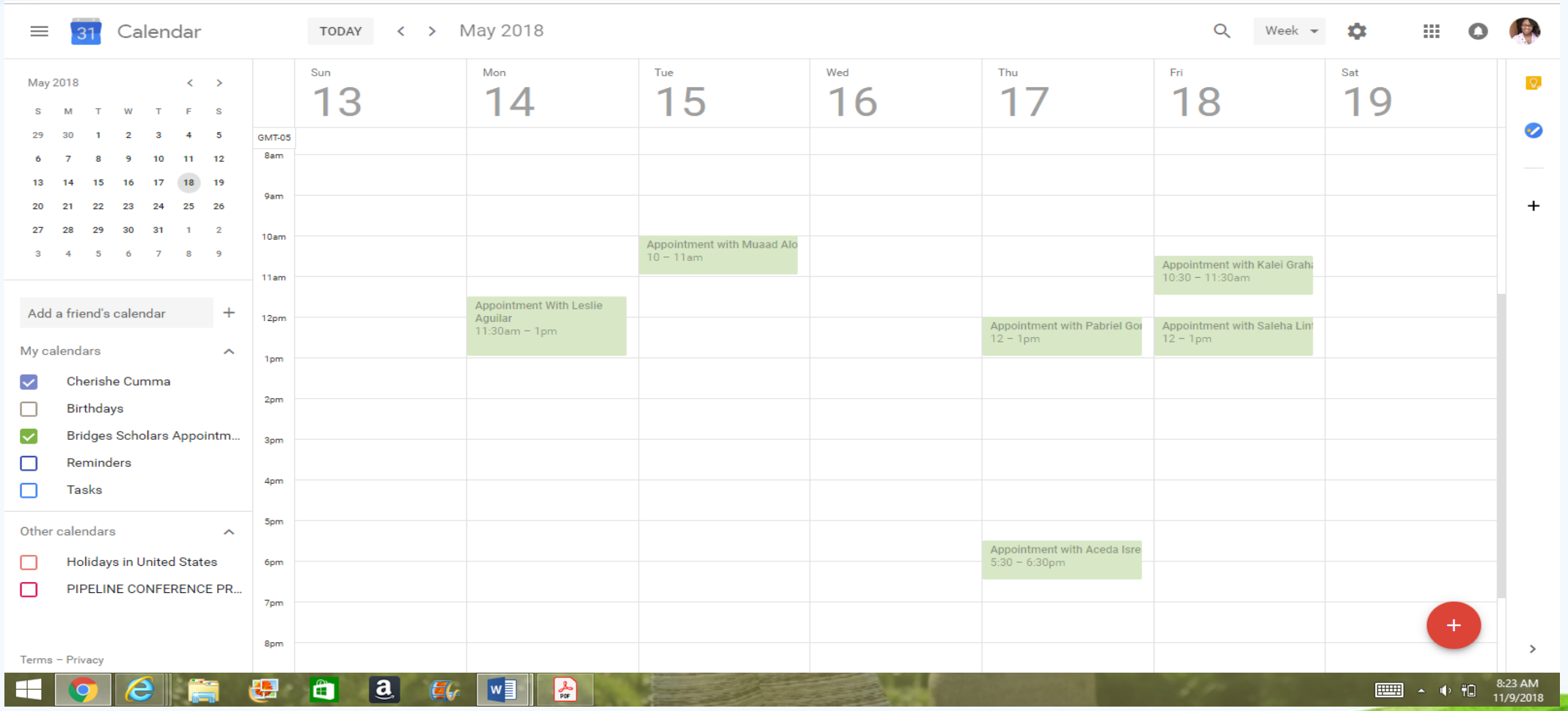
Friday, May 18,2018

10:30 am Appointment with Kalei Graham-Crowther

Phone number: [redacted]

Friday, May 18,2018

12:00 Appointment with Saleha Linta

Phone Number: [redacted]

Recheck and Review your Appointment Calendar