

How do I view and/or change my preferences?

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In order to view and/or modify your preferences, you must log in to your Julie Desk account !

How do I access to my Julie Desk account ?

To get started, go to [Julie Desk website](#). Once on the site, click on "**Log in**" at the top right.



Services ▾

PA

Digital Marketing

Log In

EN ▾

You then arrive on a page where you have to choose the calendar Julie works with:



Services ▾

PA

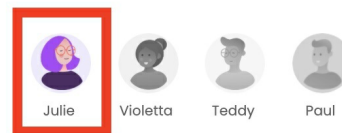
Digital Marketing

Log In

EN ▾



Select a service!



Username or email

Send



Je ne suis pas un robot



Confidentialité - Conditions

Or :



Google



Office 365

No account? [Sign up](#)

Discovering your Julie Desk account

The preferences dashboard is divided into several categories:

- **General Information**

In this section, you can modify your personal information (First Name, Last Name, Company Name, Skype ID, Phones...). Don't forget to click on "**Save**"

New : You can connect in General Information your **Online Meeting tools** (Dynamic links) that is to say : Zoom and Microsoft Teams. It means that Julie could propose a Zoom or Microsoft Teams link directly in your meeting calendar.

JulieDesk | MY ACCOUNT

PREFERENCES

- General Infos
- Availability rules
- My Meetings
- My Locations
- My Calendars
- Advanced options

Language*
English

Mr* Ms*

First Name*
Marie

Last Name*
Fouris

Company name ?
Julie Desk

Skype ID ?
fourism

Landline

Mobile number
0661768341

Conference call number
Hangout by default

Video conference line
Proposer HANGOUT par défaut

Your Connected Tools:
[+Add online meeting tool](#)


Save

Your email addresses ?

Main email address*
marie.fouris@julledesk.com

Other email addresses
mfouris@pix.city

[How to add another email address?](#)



Please note: The "Your email addresses" section cannot be modified !

To add or remove an email address, you can refer to this [article](#).

- **Availability rules**

You can define your availability as you like! You can specify the same hours every day or change them depending on the day. You can also change your default mean of transport, your default travel time, your in-between meetings buffer time and your main location for your in-person meetings.

JulieDesk | MY ACCOUNT marie.fouris@julledesk.com Logout

PREFERENCES

- General Infos
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- Advanced options

Working hours

Open hours on which you want your meetings getting scheduled.

Default timezone
Europe/London

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 am					
11 am					
2 pm					
5 pm	2:30 pm 6:00 pm	9:00 am 6:00 pm	10:30 am 3:00 pm	10:00 am 6:00 pm	11:00 am 6:00 pm
8 pm					

Save

Between two meetings

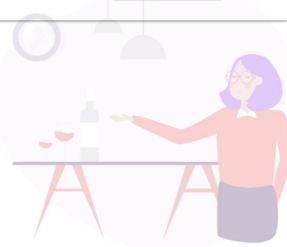
Julie uses those informations to correctly articulate your meetings.

Default mean of transport ?
Transit

Default travel time ?
30 min

In-between meetings buffer time
15 min

Main location ?
Bureau FR (27 Rue)



To know how to modify your working hours, you can read this [article](#).

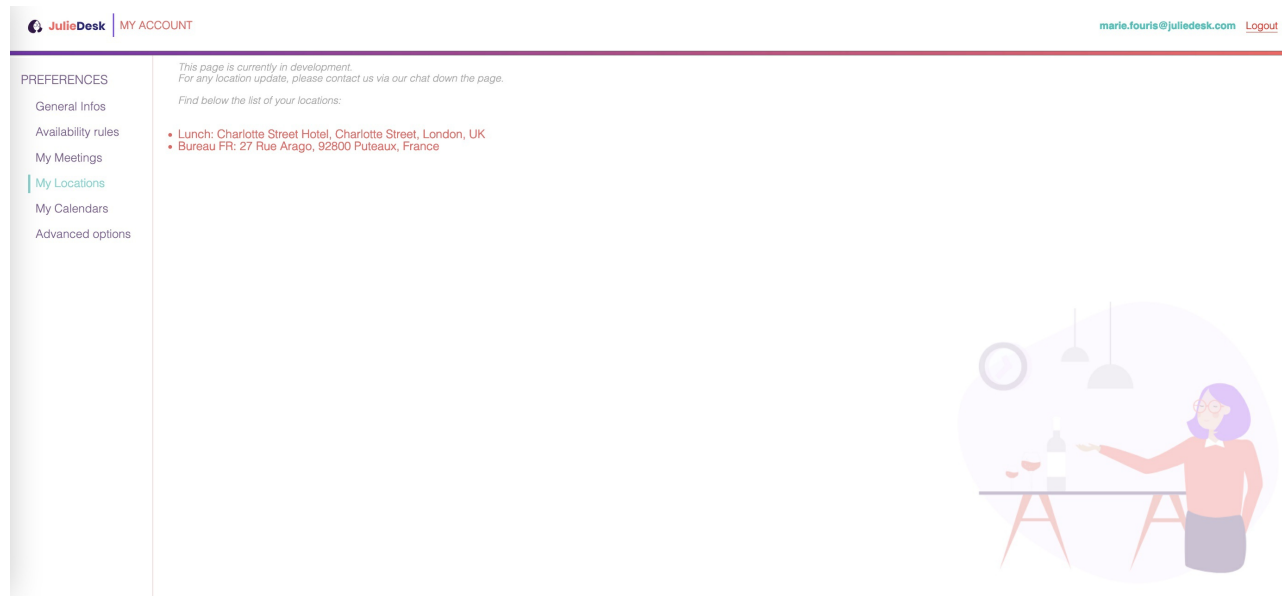
- **My meetings**

Fill in your meeting preferences: the length of the in-person/virtual appointments and the behavior you want Julie to have regarding the location of your appointments.

More information about how to configure your meetings duration in this [article](#).

- **My locations**

In this section you can see all the places associated with your account.



For any changes, you can use the chat at the bottom of the page by communicating the desired changes or send a message to hello@juledesk.com.

- **My calendars**

You can see the calendars associated with your account in this section . To add a calendar, click on "**Add new calendar**".

PREFERENCES

- General Infos
- Availability rules
- My Meetings
- My Locations

My Calendars

Calendar on which events are added

marie.fouris@juliedesk.com

Calendars showing your availabilities [+ Add new calendar](#)

To delete a calendar, you can use the chat window (bottom right of the page) or send a message to the support: hello@juliedesk.com

- **Advanced Options**

Here you can configure your [circle of trust](#), [the format of the invitations](#) and decide if you want [the email exchanges in the events notes](#).

More information about your Julie Desk account in this [video](#).

Have more questions about how the Julie Desk dashboard works / on Julie Desk ?

Feel free to click on the chat window at the bottom of your screen or send us a message at hello@juliedesk.com. You can also refer to our [help center](#).