

Adapt your time preferences according to appointment type

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It is not possible to set meeting schedules according to appointment type, i.e. for Julie to offer your availability from 8am to 6pm for virtual appointments and from 9am to 3pm for physical appointments.

I want Julie to schedule my in-person meetings in the afternoon, how do I do that?

In order for Julie to schedule in-person meetings in the afternoon, you must specify this in your request.

Example: Julie, please schedule a meeting with Paul in the afternoon in the next few days.

I want my phone appointments to be only on Mondays, how do I do that?

For Julie to offer your availability only on Mondays for phone meetings, simply specify this in your request.

Example: Julie, please schedule a phone appointment with Maxime next Monday
