

Adding invites and train or plane tickets

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Have you just received an invitation to an event or a train ticket? You can simply forward this email to Julie and she will add it to your calendar with all the necessary information.

If Julie does not take care of finding or booking your plane or train tickets for you, upon receipt of your trip confirmation email, you can transfer it to her so that she can add the route to your agenda by including information such as departure and arrival airports, the file number and all necessary information for your flight!

If you don't confirm your presence at an event, you can of course transfer invitations to Julie from trade shows, conferences and other events you wish to attend. She can then add them to your calendar.
