

# Manage my appointments

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Your daily life will change, as will your agenda, which may change over time. Here's how to manage your appointments with Julie.

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## Your weekly recap

To follow Julie Desk's activity, every Monday morning you will receive a weekly summary where you will find the previous week's:

- Events organized by Julie
- Events being organized, with the date of the next [automatic follow-up](#)
- Cancelled events, when your contact has not replied to Julie for 14 days

If you wish to restart the organization of a meeting (whether it is being organized or considered as cancelled) or stop the organization of an event, you can simply reply to the email and tell Julie what she should do about the events concerned.

N.B.: You can also ask to receive this summary twice a week (Mondays and Thursdays), every day, or never. To change your notification settings, you can send an email to [hello@juliedesk.com](mailto:hello@juliedesk.com).

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# Postpone / Cancel your meetings

Want Julie to reschedule or to cancel your meetings? You can, provided that you are the organizer of the event.

## **Postpone meetings**

- You are the organizer of the event

With a simple demand, Julie can postpone a meeting in your agenda, whether or not she organized the meeting. After apologizing on your behalf, she can propose new meeting times to invited parties.

*Example: Julie, please reschedule my Tuesday 11am meeting with Paul.*

## **If the meeting is scheduled for the same day**

If the meeting you wish to reschedule is planned for that same day, Julie will send an email to the invited parties with new dates and wait for a response before deleting the rendez-vous from your agenda. This assures that your meeting will stay on your calendar until your guests have confirmed reception of the message.

## **If your meeting is for a day other than the day you planned**

If you ask Julie to reorganize an event for a day other than the one planned, Julie will send new dates and cancel the event from your agenda at the same time whether or not your guests have responded to the message. This will assure you don't keep events that you can't attend on your agenda !

- You are not the organizer of the event

If you are not the organizer, Julie will not be able to reschedule this

appointment but she will notify the organizer of the event that you will not be present.

Once the organizer has been informed of your absence, he may decide to reschedule this meeting if your presence is essential.

### Cancel meetings

- You are the organizer of the event

With a simple demand, Julie can cancel a meeting in your agenda, whether or not she organized the meeting. After apologizing on your behalf, she can will cancel the meeting and delete the invites.

*Example: Julie, please cancel my Tuesday 11am meeting with Paul.*

- You are not the organizer of the event

If you are not the organizer, Julie will delete the invite from your calendar and she will notify the organizer of the event that you will not be present.

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## Adding invites and train or plane tickets

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.

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## How to let Julie know when meetings are high-priority

Julie has an overview of your agenda and your availability. To let Julie know that a meeting is high priority and should be scheduled before others, you can **give Julie a deadline to schedule this meeting**.

You can tell Julie that **you want the meeting to be organized before a precise date** and add that you can adapt if necessary.

For example you can ask:

*"Julie, please set up this meeting this week"*

*"Julie will suggest some availabilites in the next 2 weeks"*

*"Julie, this meeting need to take place before next Tuesday"*

She will first propose slots based on your availability. Then, depending on your guest's responses, she will organize a meeting on the date proposed and will contact you if the newly proposed meeting conflicts with an event already saved to your agenda. You can then ask Julie to reschedule the conflicting meeting.

It is also possible to **ask your guest for their availability** and make sure to tell Julie to do her best to organize a meeting during the time slots identified by your guest. Julie will understand that she must organize the meeting even if it means rescheduling a meeting that has already been organized.

For example you can say:

*"Paul, when are you free this week? Julie I will adjust my agenda to Paul's availabilites"*

*"Mr Smith, do you have any availabilities this week?"*

In this case, Julie will organize a meeting for the date and time proposed by your

guest and will contact you to inform you if the meeting conflicts with one that is already saved to your agenda. You can then ask Julie to reschedule the conflicting meeting.

To maximize the number of time slots during which Julie can propose meetings you can read our article [on managing overbooking](#).

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## How to inform Julie is one participant is mandatory or not?

Julie Desk considers that all persons whose email addresses are added as recipients of your message are expected to attend the appointment she organizes. Nevertheless, the higher the number of recipients of an email, the more complex the organization becomes even for the Intelligence behind Julie Desk :)

To make appointment taking easier, you have several options.

The first is to **BCC the people who are not expected at the meeting** but who must be kept informed of the appointment during the organization. As Julie will not see them in the recipient list, she will not include them as people to include in the meeting.

You can also indicate **who is expected** at your event directly in your email. Julie Desk will contact them and will validate their availability as a priority.

Finally, you have the option to **specify whose presence is optional**. For example, you can tell Julie that:

*Ex: "Paul and Emilie will join you if they can".*

Julie Desk will understand that she should not consider their availability but that an invitation should be sent when the date is set.

Just so you know, within the framework of internal meetings, Julie Desk has a [partial vision of your colleagues' calendars](#). In the event that Julie doesn't find a date in the time slot you've indicated, (and you haven't specified whose

presence is obligatory or optional) **she will go back to all participants in order to find out whose presence is absolutely obligatory.**

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## How are named events created by Julie

By default, Julie has two options when she has to name an event:

- **Type of meeting “Company + Name” of your interlocutor <> your “Company + Name”**

From your interlocutor’s email address or his signature, Julie will extract the name of his company.

 Call the bureau [Delphine Remy-Boutang] <> Julie Desk [Justine Joliveau]

- **Email Subject**

It is possible to choose an option applicable to all events created internally (all participants have an email address with the same domain name as you) and choose another one for meetings scheduled with people external to your company.

It is also possible to give a personalized name to events, by indicating to Julie in the meeting scheduling request email:

“Julie, please schedule this 1 hour meeting “Annual review” with Paul for next week”.

To set up this preference, you must log into your [Julie Desk account](#) and click on "**Advanced Options**".

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