Share calendar changes with Julie

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You are on a day off, on a business trip or in home office? don't forget to communicate your calendar changes with Julie.

How to communicate calendar changes to Julie

Your availabilities or preferences may change temporarily if you are working from a different office or city, have some days off or want only calls one day when working from home.
In these cases, it is best to create events, with the appropriate name, in your calendar : then both you and Julie will see your calendar the same way.

Careful: The event's name has to be clear and to the point for Julie to understand it

You are not available on certain days or time period

When your days are not open for Julie to book meetings, you can create all-day events for your absence, and mark them as "busy".

Your situation	Create an all-day event with the name	Event status	Julie's behavior
			Julie will not

Your situation	Create an all-day event with the name	Event status	Julie's behavior
You are on holidays	"Holidays"	Busy	create events on these days
You are unavailable	“OFF”/ “OOO”/ “Out of office”/ “not available”	Busy	Julie will not create events on these days

You are available but under certain conditions

You are available for bookings but under certain conditions and you want Julie to take that into consideration. You will have to create an all-day event set to “available”. The name you will give that event will help Julie understand the condition under which she should create the event.

Your situation	Create an all-day event with the name	Event status	Julie's behavior
You are working from home	“work from home” / “Wfh” / “home office”	Working from home (Microsoft) Available (Google)	Julie will schedule only calls
You only want calls	“calls only” / “Remote”	Available	Julie will schedule only calls

You are travelling for business

When you are travelling it is important to give Julie this piece of information for her to schedule meetings in the right city.

Your situation	Create an all-day event with the name	Event status	Julie's behavior
You are travelling to New York	“New-York” / “NYC”	Available	Julie will schedule physical and virtual meetings in New York (with the right timezone)

Two important things to know:
- Let Julie know what to look in your calendar when you want her to schedule your meeting outside of your main location
“Hi Max, I’ll be in New York later this month, it would be great to get together. Julie (CC’d) will help us find time to meet while I’m there.”
- The indication you give her in your email has to be the same as the event title
Do not create event in your calendar call "New York" and then say in your email "when I'll be in the US"

How to tell Julie that you are absent ?

When your days are not open for Julie to book meetings, the easiest option is to create all-day events for your absence, marked as “busy" to tell Julie that you are not available for meetings.

Your situation	Create an all-day event with the name	Event status	Julie's behavior
You are on holidays	"Holidays"	Busy	Julie will not create events on these days
You are unavailable	“OFF”/ “OOO”/“Out of office”/ “not available”	Busy	Julie will not create events on these days

How to create an all-day event

To understand how to create all-day event with a Google calendar, you can check our related article on how to create an all-day event with Google .

If you are using Outlook as your Calendar application for your Microsoft Exchange or Office365 account, you can check the following article on how to create an all-day event for Microsoft and this article to know all about our way of reading status of your Outlook calendar .

Finally, if you are with iCloud, explanations on how to create all-day event are in the linked article on how to create an all-day event with iCloud .

How to manage your business trips?

During business trips you will expect Julie to organize your appointments according to the city and time zone you’re in.

There are two prerequisites for the creation of travel-related events:

- The first is that your event title must be named according to the city you’re in. *Example: If you are in "Lyon", your event should be called "Lyon" and not "In Lyon".*
- The second is that the status of your day for the event must be "Available" (if you are on Google) or "Working elsewhere"/ "On the move" (if you use Outlook to manage your calendar).

When you are travelling abroad, it is important to give Julie this piece of information for her to schedule meetings the right way, including on the adequate timezone.

Your situation	**Create an all-day event with the name**	**Event status**	**Julie's behavior**
You are travelling	“New-York” /		Julie will schedule physical and virtual meetings

Your situation	Create an all-day event with the name	Event status	Julie's behavior
to New York	“NYC”	Available	in New York (with the right timezone)

Two important things to know:
- Let Julie know what to look in your calendar when you want her to schedule your meeting outside of your main location
“Hi Max, I’ll be in New York later this month, it would be great to get together. Julie (CC’d) will help us find time to meet while I’m there.”

- The indication you give her in your email has to be the same as the event title
Do not create event in your calendar call "New York" and then say in your email "when I'll be in the US"

If you are more navigating between offices in the same country, you can check our article about navigating between offices .

How to create an all-day event

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Working from home

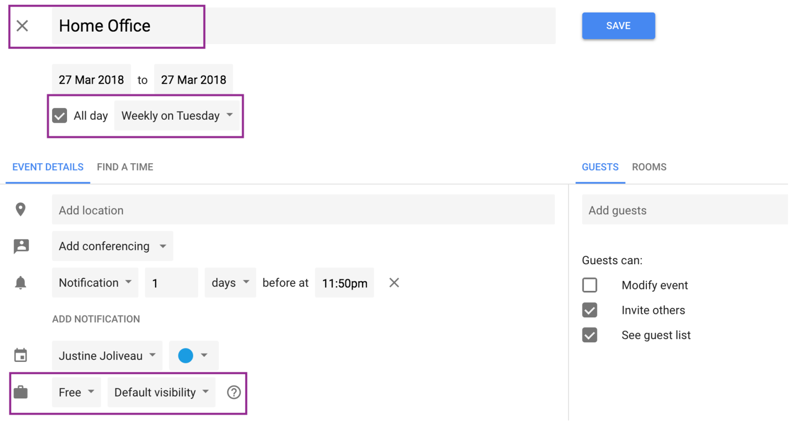
When you are working from home, you are expecting Julie to suggest virtual meetings and not in-person ones. For this, you will need to share with Julie, directly in your calendar, events - recurring or not - named to inform Julie about your status.

There are two requirements for home-office events :
- First, the event object has to be "home office" or "working from home"
- The second is that the status of the all-day event has to be "Free" (if you use Google) or "Working Elsewhere" (with Outlook)

Creating all-day recurring events

If you are working from home one day a week, you may want to create a recurring event.

If you have a Google agenda :



Home Office

27 Mar 2018 to 27 Mar 2018

☑ All day   Weekly on Tuesday

Add location

Add conferencing

Notification   1   days   before at   11:50pm

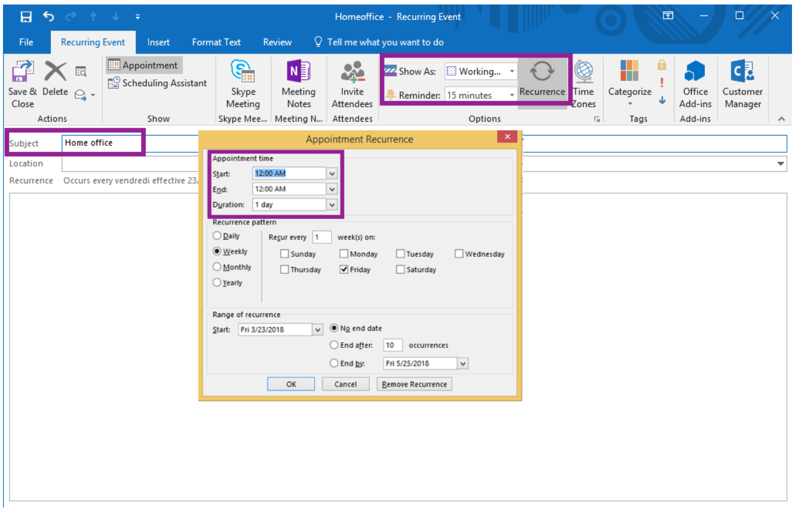
Justine Joliveau

Free   Default visibility

Guests can:
☐ Modify event
☑ Invite others
☑ See guest list

SAVE
EVENT DETAILS
FIND A TIME
ADD NOTIFICATION
GUESTS
ROOMS
Add guests

If you are using Outlook :



Homeoffice - Recurring Event

Show As: Working...
Reminder: 15 minutes

Subject: Home office
Location:
Recurrence: Occurs every vendredi effective 23/

Appointment Recurrence

Appointment time
Start: 12:00 AM
End: 12:00 AM
Duration: 1 day

Recurrence pattern
○ Daily
● Weekly
○ Monthly
○ Yearly
Recur every 1 week(s) on:
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☑ Friday ☐ Saturday

Range of recurrence
Start: Fri 3/23/2018
● No end date
○ End after: 10 occurrences
○ End by: Fri 5/25/2018

File
Recurring Event
Insert
Format Text
Review
Tell me what you want to do
Save & Close
Delete
Actions
Appointment
Scheduling Assistant
Show
Skype Meeting
Skype Mee...
Meeting Notes
Meeting N...
Invite Attendees
Attendees
Recurrence
Options
Time Zones
Categorize
Tags
Office Add-ins
Add-ins
Customer Manager
OK
Cancel
Remove Recurrence