

# How to deal with Julie when you are travelling abroad ?

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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 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"

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

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](#) .

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