Your first steps with Julie

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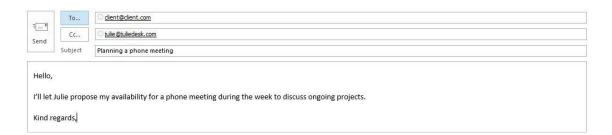
You just subscribed and you do not know how to use Julie? This section is

for you, you will find basic information to initiate a request to Julie.

How do I ask Julie to organize meetings?

You've just activated your account but don't know where to start? Here are a few examples of emails that you can address to Julie and your guests. They can be adapted to fit your needs. The main thing to remember is that your email request must always contain the answer to the following four questions: who, what, where and when?

Planning a phone meeting



If your guest is abroad, don't forget to let Julie know in the email so she can take time zones into account when proposing meeting times.

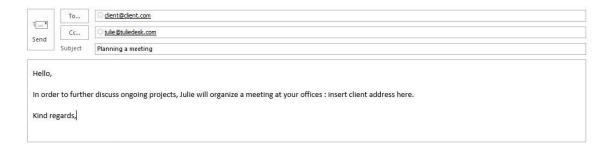


Planning a meeting with multiple guests



If you request a meeting room in your email, Julie can also reserve it for your meeting.

Planning a meeting outside your offices



If your meeting is during lunch, Julie will take care of reserving the restaurant of your choosing .



A third party wishes to organize a meeting with you.

If a third party wishes to organize a meeting with you and sends an email directly to Julie and the person is not listed in your trust circle, Julie will ask you to confirm that you wish to organize the meeting.

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<u>S</u> end	<u>C</u> c	iulie@juliedesk.com;
	S <u>u</u> bject	Meeting at your offices
Thibault, Is it possible to organize a meeting next Thursday at your offices ? Kind regards,		