

# 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.

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## 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

Send	To...	<input type="text" value="client@client.com"/>
	Cc...	<input type="text" value="julie@juledesk.com"/>
	Subject	<input type="text" value="Planning a phone meeting"/>

Hello,

I'll let Julie propose my availability for a phone meeting during the week to discuss ongoing projects.

Kind regards,

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.

Send	To...	partner@partner.com
	Cc...	julie@juledesk.com;
	Subject	Planning a phone meeting

Hello,

As we discussed, Julie will organize a phone meeting next week. Julie, Partner is in NYC.

Kind regards,

## Planning a meeting with multiple guests

Send	To...	candidate@candidate.com; colleague@juledesk.com
	Cc...	julie@juledesk.com
	Subject	Planning an interview

Hello,

Julie, please organize a meeting with the candidate for an interview in our offices.

Kind regards,

If you request a [meeting room](#) in your email, Julie can also reserve it for your meeting.

## Planning a meeting outside your offices

Send	To...	client@client.com
	Cc...	julie@juledesk.com
	Subject	Planning a meeting

Hello,

In order to further discuss ongoing projects, Julie will organize a meeting at your offices : insert client address here.

Kind regards,

If your meeting is during lunch, Julie will take care of [reserving the restaurant of your choosing](#) .

Send	To...	colleague@juledesk.com;
	Cc...	julie@juledesk.com;
	Subject	Lunch together

Hello,

I propose letting Julie organize a lunch next week. We'll go to "Lillie's Victorian Establishment" near Time Square.

Kind regards,

## 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.

 Send	To...	<input type="text" value="thibault@juledesk.com"/>
	Cc...	<input type="text" value="jule@juledesk.com"/>
	Subject	Meeting at your offices

Thibault,

Is it possible to organize a meeting next Thursday at your offices ?

Kind regards,

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