

# Meetings

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An overview about all you need to know about the meetings.

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## Adapt your time preferences according to appointment type

It is not possible to set meeting schedules according to appointment type, i.e. for Julie to offer your availability from 8am to 6pm for virtual appointments and from 9am to 3pm for physical appointments.

**I want Julie to schedule my in-person meetings in the afternoon, how do I do that?**

In order for Julie to schedule in-person meetings in the afternoon, you must specify this in your request.

*Example: Julie, please schedule a meeting with Paul in the afternoon in the next few days.*

**I want my phone appointments to be only on Mondays, how do I do that?**

For Julie to offer your availability only on Mondays for phone meetings, simply specify this in your request.

*Example: Julie, please schedule a phone appointment with Maxime next Monday*

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# By default Julie proposes your main address as the place for in-person meetings.

## Want your in-person meetings to take place at the office ?

When you registered, you probably configured Julie to arrange your in-person meetings at your office. If this is the case, you just have to ask her to schedule an appointment without having to specify the place.

*Example : Julie, please propose my availability to Paul for an appointment next week*

Have any doubts about the configured location? Go to your [Julie Desk account](#)

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## Don't want your in-person meetings to take place at the office ?

If you do not want your in-person meetings to take place at the office, you have 2 options:

- Modify the location for your in-person meetings by going through your [Julie Desk account](#)
  - Specify the desired location in your request to Julie (Example: Julie, please arrange an appointment with Paul at 4 rue des Pommiers in Paris).
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