

# **Using Calendar in Zoho CRM**

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Knowing your calendar and the various components in it is helpful in planning all your meetings and scheduled calls efficiently. Following are some of the components in the Zoho CRM calendar that will help you understand the calendar better and make the best use of it.

#### Day, Week and Month View

You have got the day, week and month view for your calendar and while viewing other user's calendar.

My Meetings and Calls 0		Day	Week Month		Creat	C Options •						
	Thursday, Ma	iy 6, 2021				Today < >						
6	9AM	Seminar 9 AM · 10 AM	mitar M-10AM									
0	11AM	My N	Aeetings and Calls 0		Day	Week Month			Create Options •			
Thursday, May 2021	12PM	Ma	ay 3 - 9, 2021						< >			
Mon Tue Wed Thu Fri Sat Sun	1PM		3 Monday	4 Tuesday	5 Wednesday	6 Thursday	7 Friday	8 Saturday	9 Sunday			
26 27 28 29 30 <b>1</b> 2 3 <b>4</b> 5 6 7 8 9	2PM		9AM			Seminar RAM- 10 AM			1			
10 11 12 13 14 15 16 17 18 19 20 21 22 23	3PM		DAM									
24 25 26 27 28 29 30	4PM		ISAM									
31 1 2 3 4 5 6	5PM	- 1	12PM									
	6PM		204									
			304									
			4944									

### **Pending Invitations**

Check out the invitations that you are yet to respond to.

3PM 4PM	Board Meeting 3 PM - 5 PM	Board Meet	ing 🕒		
5PM		📰 Thursday,	, Mar 31		
6PM		<ul> <li>O3:00 PM</li> <li>Hall 2</li> </ul>	I - 05:00 PM		
7PM		Contact	None		
8PM		Host	Lucas Ugo		
9PM		Invited by	Patricia Boyle		
10PM			Accept	Maybe	Decline

### Accepting Invitations

Accept or decline meeting invitations in the calendar.

ľ	Month		Create Options	Ŧ
			< >	
Wedne	esday 25	Thursday 26	Friday 27	
			1 AM New Event	
ſ	Board Mee	eting	AM Board Meeting	
-	🛗 Friday, Jun	27	M. New Event	
	⊕ Hall 2	- 11:00 AM	NV NEW EVENL	
	Contact	None	AM Seminar - Sal	
	Host	Lucas Ugo		
	Invited by	Patricia Boyle		
		Accept Maybe Decline		

# **Invited Meetings**

Invited meetings are separately marked in your calendar.

June 23 - 2	9, 2014		
	23 Monday	24 Tuesday	25 Wednesday
10AM			
	Partners' Meet		
11AM	10:30 AM - 12:30 PM		
12PM	<u>('')</u>	Patricia Boyle invited you	
		Rusiness Lunch	
1PM		12:30 PM - 2:30 PM	
2014			
ZPIVI			
3PM			

### **Importing and Exporting Meetings**

Use .ics format files to import calendar meetings. Exported calendar meetings will also be available in .ics file.



### Reminders

Get reminders before the meetings starts and before the call.

It's Time	to call				
Ben Smith ACME Inc. Contact Owner P Email b	atricia Boyle en.smith@acme.com				
Phone Mobile Department	Board Meetir	ng Hall 2	×	Q	Reminders 1 —
Mark as Completed +	Event start time	Mar 31 12:50 PM		NOM	/
	Later	Dismiss			Board Meeting Events - Mar 31 12:50 PM - 01:50 PM
					0

### **Other Users' Calendar**

- Users with Administrator profile, can see all the user's meetings in the calendar.
- Users other than administrator profile can see the meetings of other users, if they have Public Read/Write/Delete or Public Read Only permission for the Activities module under *Data Sharing Settings* feature. This applies irrespective of the profile permission and role hierarchy. See Also <u>Setting up</u> <u>Data Sharing Rules</u>
- Others who do not have the above mentioned permission will be able to see other users' meetings as per the role hierarchy in Zoho CRM.
- Click on the **My Meetings & Calls** drop-down list and choose **All User's Meetings & Calls** to view other users' meetings.

Hanna Sm	ith and 3 more 👙			Day	Week	Month	
Monday, J	une 23, 2014						
		9 AM	10 AM		11 AM	12 PM	1 PM
	Hanna Smith <b>1 event</b>		Seminar f	or Sales	10 AM - 12 PM		
	Lucas Ugo 2 events				Product Demo		
	Manish Patel <b>2 events</b>			Partners'	Meet 10:3	0 AM - 12:30 PM	
R	Patricia Boyle <b>2 events</b>	Demo for Prospect				Business	Lunch 12:30 PM

# **Create Meetings**

Creating meetings from within the calendar is quick and easy. You can either click the **Create** link or click on a date or time slot in the calendar to create meetings. Once created, these meetings will be available under the Activities tab also. By default, Zoho CRM provides the following fields while creating a meeting from the calendar.

+ ≡ Hom	e Feeds	My Jobs Leads Accou	unts C	Contacts Dea	als Activities	Dashb	oards	•••				Q C	9 4 +	F) 🖂
Welco	me Amelia	Burrows										88 Cust	omized View	Classic V
Today's Le	eads						Open T	asks						
LEAD NAME	COMPANY	EMAIL	PHONE	LEAD SOURCE	LEAD OWNER		SUBJECT	DUE DATE	STATUS	PRIORITY	RELATED TO	CONTACT NAME	ACTIVITY OWNER	A 5
John Smith	Mobia.io	johnsmithmobia@gmail.com	214- 787- 8767	Google AdWords	Amelia Burrows		Follow up with new lead	Mar 28, 2017	Not Started	High	©ª John Smith		Tai Chang	T
Katy Smith	Katy Enterprises	katy.smith@gmail.com			Amelia Burrows		Have to prepare a quote	Mar 22, 2017	Not Started	High	Zoho	Jasmine Frank	Amelia Burrows	т
Daniel	Zebrox	danieldemocrm@qmail.com			Amelia						-			
Lead Stat	us						Sales By	/ Accoun	t					
		Leads By Status								к	ey Accounts			
STEES Contact in I STEES Cont Junk Not Cont Not Cont	None 3 Future 3 tacted tacted tacted	10 26 35			114			The \$ 14 Snow 1	Tony and Pvt Ltd \$ 6,500. mas Publish 1,660.00 ( 9.3 White Bakers	d Presscott 00 ( 4.15% ) ers 37% )		Acme Inc \$ 28,100.00 (17.95%) Bridgeford Foc Corporation	sd 7094 1	
Pre Qu	alified	Here is your Smart Chat ( Ctrl +	Space )					5104	or a diversion			\$ 7,500.00 ( 4.	L: 88 (1)	

- Title Name of the meeting
- Location Where the meeting is held
- All day Is it an all day meeting
- From & To Date and time of the meeting
- Repeat When the meeting is schedules on a regular basis
- Participants People invited for the meeting
- Reminder A reminder for the meeting

The form that you fill in to add an meeting can be customized. You can add or remove fields in the form, except for the above mentioned default fields that are important for the record Additionally, you can also mark fields as mandatory. **See Also <u>Edit Page Layout</u>** 

#### To create meetings from calendar

1. Click the **Create** link in the calendar and select **Meeting**.

You can also click on the date or time slot in the calendar and create meetings.

Thursday, May 6, 2	Thursday, May 6, 2021										
9AM	Meeting Inform	nation									
10AM	Seminar										
11AM	Conference Hall										
12PM	All day	0									
1PM	From	May 6, 2021 09:00 AM									
2PM	То	May 6, 2021 10:00 AM									
3PM	Host	Amelia Burrows 👻									
4PM	Participants	None + Add									
5PM	Related To	None •									
6PM	Add more details	Cancel Save									

- 2. Specify the **Title** of the meeting and **Location**.
- 3. Select the **All Day** check box if you want to mark it as an all day meeting.
- 4. Select the **From** and **To** date and time.

For an all day meeting, the option to set time is not available.

- 5. From the Host drop-down list, choose the name of a user who will host the meeting. The users listed in the Host drop-down will be based on your role hierarchy. The meeting will be created in the calendar of the user who is hosting the meeting.
- 6. Select Leads, Contacts, or Other modules to specify what the meeting is related to.
- 7. Click the **Change** link, if you want to schedule the meeting to repeat on a daily, weekly, monthly or yearly basis.

By default the **Repeat** option is **None**.

8. Click the **Add** link, if you want to invite participants to the meeting. You can select contacts, leads, user, and users from roles, groups, territories, etc.

By default the **Participants** option is **None**. You can also specify the email address of contacts that are not in your Zoho CRM account and invite them to the meeting.

9. Set a **Reminder** for the meeting.

By default, when you create an meeting, the reminder settings will be set based on the calendar preferences of the user who is hosting the meeting. However, you can change that, if required.

10. Click **Add more fields** if you need other fields to be populated to add more details about the meeting.

11. Click Save.

Note: Business Holidays and Shift Holidays cannot be used as dates to create meetings using Calendar.
 An error indicating the unavailability will be shown.

# **Schedule Calls**

From within the calendar, you can schedule calls. You can either click the **Create** link or click on a future date or time slot in the calendar to schedule calls. Once created, these calls will be available under the Activities tab also. By default, Zoho CRM provides the following fields while adding a scheduled call from the calendar.

🎽 - 🗧 Ho	ne Feeds	My Jobs Le	ads Accou	ints (	Contacts	Deals	Activities	Dasht	ooards					QC	- 4 E	F 🖂	☆
Nelce	ome Amelia	Burrows												BB Cus	stomized View	🗏 Classic Vi	iew
Today's	eads								Open T	asks							
LEAD NAME	COMPANY	EMAIL		PHONE	LEAD SOL	JRCE LEA	D OWNER		SUBJECT	DUE DATE	STATUS	PRIORITY	RELATED TO	CONTACT NAME	ACTIVITY OWNER	2 A	
John Smith	Mobia.io	johnsmithmobia	@gmail.com	214- 787- 8767	Google AdWord	Am s Bu	ielia rrows		Follow up with new lead	Mar 28, 2017	Not Started	High	©⁼ John Smith		Tai Chang	T	
Katy Smith	Katy Enterprises	katy.smith@gma	ail.com			Am Bu	ielia rrows		Have to prepare	Mar 22, 2017	Not Started	High	Zoho	Jasmine Frank	Amelia Burrows	т	
Daniel	Zebrox	danieldemocrm	@qmail.com			Am	ielia		a quere				-				
Lead Sta	tus								Sales B	y Accour	ıt						
		Lea	ads By Status									ĸ	key Accounts				
Strates Contact I Strates Stra	None a Future a future	10 26 21	35				114			The \$ 1- Snow 1	Tony an Pvt Ltd \$ 6,500 omas Publish 4,660.00 ( 9. White Baken	1 Presscott 00 ( 4.15% ) ers 37% )		Acme Inc \$ 28,100.00 ( 17.95% ) Bridgeford F- Corporation \$ 7,500.00 (	2000		
e te	A	Here is your Sm	nart Chat ( Ctrl + !	Space )											I 🕸 🛈		B/

- **Subject** Subject for the call.
- Call Type By default it is Outgoing, as they are scheduled calls.
- Call Purpose- The purpose of the call such as negotiation, prospecting, demo, etc.
- Contact Name and Related To Contact or other related record to the call.
- **Call Details** This included the call date and start time.
- **Owner** User who is the owner of the record or to whom the call is assigned.
- **Reminder** A reminder for the call

#### To add scheduled calls from calendar

Click the **Create** link in the calendar and select **Call**.
 You can also click on the date or time slot in the calendar and add scheduled calls.

1PM	Create Call		
2PM	Subject	Appointment Call	
3PM	Call Type	Outbound	
	Call Purpose	Administrative 🗸	
4PM	Contact Name	Contact 🗸 🛛 Ben Smith	Q
5PM	Related To	Account ~ ACME Inc.	Q
6PM	Call Details		
7PM	Call Start Time	03/31/2016 02:30 PM	
8PM	Call Duration		
9PM	More Fields	Cancel	> Save

- 2. Specify the **Subject** of the call.By default the **Call Type** will be Outbound.
- 3. Select the **Call Purpose** from the drop-down list.
- 4. Select Leads, Contacts, or Other modules to specify what the call is related to.
- 5. Enter the call's date and start time details.
- 6. Select the **Owner** from the drop-down list.
- 7. Set a **Reminder** for the call.

The reminder settings in the Calendar Preferences will not be taken into consideration as it is set for meetings only.

- 8. Click **Add more fields** if you need other fields to be populated to add more details about the call.
- 9. Click Save.

#### Note

E

- As per the role hierarchy, you will be able to access calendars of other users in the organization. You can add meetings/calls in their calendar too. When you create a meeting/call in your calendar, but choose another user as the host/owner of the record, the meeting will be added to host's/record owner's calendar.
- When you click on a meeting in the calendar, you can see some meeting details. These details can be customized in the *Page Layout Settings* so that in a quick glance, users can view only the details that are most important.
- You can view the meetings and calls in the Day, Week or Month view.
- When participants are invited for a meeting, you will have the option to first cancel the meeting, inform the invited people via email and only then will you be able to delete the meeting.

# Task Inside Calendar

Effortlessly streamline your task management with CRM Calendar in CRM. Seamlessly integrate and prioritize tasks, collaborate with your team, and boost productivity with timely reminders, all within a unified platform for enhanced efficiency.

### **Enable Calendar Preference for tasks**

- 1. Go to **CRM Calendar -> Options -> Preferences.**
- 2. In the Preferences pop-up, select Tasks in the Activity Type field.
- 3. Click Done.

4. View the tasks in the calendar.

Meetings, Calls and Appointme •		Day Week Month		Cre Z Options *	
17	Wednesday, January 17	7, 2024		Export	
1/	8am				
Wednesday, January 2024	9am			Calendar Booking	
Aon Tue Wed Thu Fri Sat Sun	▶_10am				
1 2 3 4 5 6 7 8 9 10 11 12 13 14	11am				
15 16 17 18 19 20 21	12pm	ⓒ CRM Home Leads Contacts Acc	• Preferences	× 4 C B @	
22 23 24 25 26 27 28 29 30 31 1 2 3 4	1pm	My Meetings, Calls and Appointme 💌	Days in week view	All days	Options
	2000	Wed	Week starts on	Monday	
	2,011	17 Bam	Day starts at	T MAR	
	3pm	Wednesday Japuary 2024	Day ands at	50M	
	4pm	Mon Tue Wed Thu Fri Sat Sun	buyendaut		
	5pm	1 2 3 4 5 6 7	Weekly Holiday 1	Saturday •	
	6pm	8 9 10 11 12 13 14 Ham	Weekly Holiday 2	Sunday	
	7pm	22 23 24 25 26 27 28	Activity Type	Meetings × Calls × Appointments ×   •	
ript:javascript:void(0);	s your Smart Chat (Ctrl+Space)	29 30 31 1 2 3 4 1pm	Default Neeting Duration	Tasks	
		2pm	Default Call Duration	15 Minutes +	
		3pm		Hide Meetings 30 day(s) after they've ended.	
		4pm		Hide declined Meetings	
		5pm	CalDAV Access		
		6pm			
				Done	

## **Tasks Views**

You can view the tasks in the calendar based on the following five views:

- My Meetings, Calls, Tasks and Appointments Personalized productivity view for a focused display of your schedule.
- Recently Viewed Track and revisit tasks for quick access to your most recent activities.
- All Users Meetings, Calls, Tasks and Appointments Overall view for a collective perspective on team activities.
- Users Focus on specific users, tailoring the display to your unique needs
- Groups Organize tasks within dedicated Groups, optimising team efficiency and coordination.



# **Creating a task**

To create a task

- 1. Go to Create->Task.
- 2. In the **Create Task** pop-up, enter the task details and click **Save**.

© CRM Home Leads Contacts	Accounts Deals Reports Analytics Projects		Q Search	× 4 G & Ø 🔴 🏭	
My Meetings, Calls, Tasks and App •	Day Wednesday, January 17, 2024	Week Month		Create Options · Meeting	
17	8am			Task Appointment	
Wednesday, January 2024 Mon Tue Wed Thu Fri Sat Sun	9am			Mark As Unavailable	
1 2 3 4 5 6 7 8 9 10 11 12 13 14	11am				
15 16 17 18 19 20 21 22 23 24 25 26 27 28	12pm 🛞 CRM Home Leads Contact	ts Accounts D	Create Task	•	+ < + = = * 🔴 🏢
<b>29 30 31 1 2 3 4</b>	1pm My Meetings, Calls, Tasks and App		Subject	Create comparison document	Create Options *
	зрт 17	Wednesday, J Provide L	Due Date	17/01/2024	
	4pm Wednesday, January 2024	All-Day Send pro Create cc	Owner	Amelia Burrows • 8	
	Spm         Mon Tue Wed Thu Fri Sat Sun           1         2         3         4         5         6         7           6pm         8         9         10         11         12         13         14	9am 10am	Reminder		
	7pm 22 23 24 25 26 27 28	11am Product c	Repeat More Fields	Daily, upto 1 time(s)	
javascript-javascript-void(0);	your Smart Chat (Ctri- 29 30 31 1 2 3 4	11 am - 12 12pm		Cancel	
	Overdue Tasks (3) Work on product comparison 16/01/2024	1pm 2pm			
	Monthly revision of product list 15/01/2024	3pm			
	Call for team meeting 16/01/2024	4pm			
		5pm 6pm			
	Chats Charters Detains	s your Smart Chat (Ctrl+Spa	ce)		1日 AskyZia ビ ひ Zga 10 む 10Hmp 10

Note: You can also click a date, week, or month and create a task apart from choosing Tasks from the Create option.

## View the task details in Calendar

- 1. Click a task in the calendar.
- 2. View details, such as the due date, priority state, task owner, and description.
- 3. You can mark a task as completed by clicking **Mask as completed** on completion of the task.
- 4. Click **Edit** to edit the task details. You will be navigated to the Tasks module where you can make the required changes to the task. Refer to <u>this</u> article to know more on how to create a task.
- 5. Click Done.

() CRM Home Leads Contacts	Accounts Deals Reports	Analytics Projects •••	🕂 < 다 급 응 🛑 🏭
My Meetings, Calls, Tasks and App 🔹		Day Week Month	Create Options •
17	Wednesday, January 17, 202	4	
Wednesday, January 2024	All-Day Provide LMS access Talk to the HR team Send product comparison d	Create comparison document	
Mon Tue Wed Thu Fri Sat Sun 1 2 3 4 5 6 7	Create comparison docume 9am	Due Date 17/01/2024	
8 9 10 11 12 13 14 15 16 17 18 19 20 21	10am	Priority High Status In Progress Task Owner Amelia B <sub>Mark as Completed</sub>	
22 23 24 25 26 27 28 29 30 31 1 2 3 4	11 am - 12 pm	Edit Delete Mark as Completed  Done	
Overdue Tasks (3) Work on product comparison 16/01/2024	1pm 2pm		
Monthly revision of product list 15/01/2024	3pm		
Call for team meeting 16/01/2024	4pm		
	6pm		0
Chats Channels Contacts Here is	your Smart Chat (Ctrl+Space)		Askzia 🔄 🏹 Zả 💽 🔁 🕐 Help 🗐

## Single-user view

• You can view the Overdue tasks for the current date only, and not for past dates or upcoming dates.

My Meetings, Calls, Tasks and App       Image: Create interpretent	© CRM Home Leads Contacts	Accounts	Deals Reports Analytics Projects ••• + Q	φ t	•	® 🔴 🗰
I       J	My Meetings, Calls, Tasks and App 🔹		Day Week Month		Create	Options -
Weilbergene       Weilbergene       Friese       Fri	17	Wednesda	ay, January 17, 2024			$\langle \rangle$
Image: All and		vide LMS access				
Wedresslaw     Ward Table     Fri Sat     Sand product comparison document to sales team       Mon     Tue     Wedresslaw     Fri Sat     Sund       1     2     3     4     5     6     7       8     9     10     11     12     13     14     10am       15     16     17     18     19     20     21     11am	17	Talk t	to the HR team			
Mon         Tue         Wel         Tu         Fri         Sat         Sun           1         2         3         4         5         6         7           8         9         10         11         12         13         14         10am           15         16         17         18         19         20         21         11am	Wednesday, January 2024	Send	d product comparison document to sales team			
1     2     3     4     5     6     7       8     9     10     11     12     13     14       15     16     17     18     19     20     21	Mon Tue Wed Thu Fri Sat Sun	Creat	ate comparison document			
1 2 3 4 3 6 7 8 9 10 11 12 13 14 10am 15 16 17 18 19 20 21 11am		9am				
8 9 10 11 12 13 14 10am 15 16 17 18 19 20 21 11am	1 2 3 4 3 0 7					
15 16 17 18 19 20 21	8 9 10 11 12 13 14	10am				
11am	15 16 17 18 19 20 21					
22 23 24 25 26 27 28 Product demo	22 23 24 25 26 27 28	Prod	duct demo			
11 am-12 pm	20 20 21 1 2 2 4	11 am	m - 12 pm			
29 30 31 1 2 3 4 -12pm	29 30 31 1 2 3 4	izpiii				
Overdue Tasks (3)	Overdue Tasks (3)	1pm				
		ipin				
Work on product comparison         2pm           16/01/2024         2pm	16/01/2024	2pm				
Monthly revision of product list 15/01/02/4 3pm	Monthly revision of product list	3pm				
Call for team meeting 4pm	Call for team meeting	4pm				
10/01/2024	10/01/2024					
Spm		5pm				
6pm -		6pm				
	la 😻 🙏 Hamis	our Smort Chat (Ct		37 7/2	8	

• In the day view and week view, there is a special section called "All day".

Interinos Calls Tasks and App	Accounts Deals Reports Ar	Day Week Month			Create	Ontions *					
eeungs, cails, rasks and App		Day Week Month			Create	Options +					
kdnesday, January 2024 n Tue Wed Thu Fri Sat Sun	Wednesday, January 17, 2024 Provide LMS access Talk to the Hit team Send product comparison document Greate comparison document	nt to sales team									
2     3     4     5     6     7       9     10     11     12     13     14       6     16     17     18     19     20     21       1     23     24     25     26     27     28       9     30     31     1     2     3     4	10am 11am Product demo 11 am - 12 pm		© CRN	<b>1</b> Home Leads (	Contacts Accounts De	tels Reports Analytic	s Projects •••			We ⊕ ∝ ₽	ek Vi
erdue Tasks (3)	lom		My Meeti	ngs, Calls, Tasks and App	•	(	Day Week	Month			Create
rk on product comparison 01/2024	2pm		Januar	y 15 - 21, 2024							
nthly revision of product list 01/2024	3pm			15 Monday	16 Tuesday Work on product comparison	17 Wednesday Provide LMS access	18 Thursday	Meet the Z	19 Friday Viker client	20 Saturday	21 Sund
I for team meeting 11/2024	4pm 5pm	,	All-Day		Call for team meeting	Talk to the HR team Send product comparison Create comparison docum			,		
	6pm		9am 10am								
Currus Corsus Here	is your Smart Chat (Ctrl+Space)		11am 12pm			Product demo 11 am - 12 pm					
			1pm								
			3pm								

• The following is a single-user month view.

© CRM Home Lead	ds Contacts Accounts	Deals Reports Ana	lytics Projects •••		+ Q &	🖬 📾 🏟 🛑 🏭			
My Meetings, Calls, Tasks and App   Day Week Month  Create Options									
January 2024									
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
Monthly revision of All-Day	Call for team meeti All-Day Work on product c All-Day	Create compariso     All-Day       Provide LMS access     All-Day       Send product com     All-Day       Talk to the HR team     All-Day       Product demo     11 am		Meet the Zylker clie All-Day					
22	23	24	25	26	27	28			
Chats Channels Co	Here is your Smart Chat (Contacts	Ctrl+Space)		¢	Ask Zia 🕢 🎲				

# Multiple users view

• The "All day" section is available only for the day view.

Mednesday, January 17, 2024         All-Day       11 am       12 pm       1 pm       2 pm       3 g         Amelia Burrows       Provide L Talk to t Send prod Create co       Product       11 am - 12 pm       1 pm       2 pm       3 g         Send Letter       Email       Send Letter       Company
All-Day     11 am     12 pm     1 pm     2 pm     3 pm       Amelia Burrows     Provide L Send prod Create co     Product Send prod Send prod
<sup>5</sup> Amelia Burrows     Provide L     Product     11 am - 12 pm <sup>6</sup> Amelia Burrows     Talk to t Send prod Create co     Send prod Create co     Image: Create co <sup>2</sup> Sujith K S     Send Letter Email     K
Send Letter       Sujith K S
Sujith KS Send Letter Email <
New William
Nancy william

• Multi-user week view - The "All day" section is not available.

© CRM Home Leads	Contacts Accounts Dea	als Reports Analytics Pro	jects •••	+ 0	, 4 🖬 📾 🏟 🛑 🗰
Sujith K S and 2 more 🔹		Day	Week Month		Create Options -
January 15 - 21, 2024					
	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19
	Monthly revision of p. All-Day	Work on product compa. All-Day	Provide LMS access All-Da	av	Meet the Zylker client All-Day
Amolia Rurrows		Call for team meeting All-Day	Talk to the HR team All-Da	ay	
Amena Burrows		,	Send product comparis All-Da	ay	
			Create comparison doc All-Da	ay	
			Product demo 11 a	im	
~ 2				Prioritise product demo All-D	ay Prioritise product demo All-Day
Nancy William					
			Send Letter All-D	av Meeting All-D	21/
			Email All-Da	av All-b	<i></i>
Sujith K S					
Chats Channels Conta	Here is your Smart Chat (Ctrl+Spac	e)		🛱 Ask Zia 🖾	고실 (한 관 (2) Help (한)

• The tasks view is not supported in the month view.