Keap Mobile: Contacts emailing an appointment link®

This article applies to:

Install Keap Mobile to your iOS or Android device

1. On the contact record, tap on the Email button



2. Create the email (subject and message)



3. Tap the calendar icon inside the message area

Schedule meeting
Hi Mike,
Let's schedule a time to meet. Simply click the link below.

4. Select the Appointment Type you would like to share



Appointment activity

• Appointment activity will automatically create in the contacts record when they schedule an appointment. This includes current and past appointments.



- a. Tap on a specific appointment to see the details
- b. Tap on a specific appointment to view the details and add notes or tasks



Multiple appointments

If you have more than 1 upcoming appointment with the contact



A "Show more upcoming" button will be displayed to show more appointments.



Appointment notifications

When your customer books through your appointment link a push notification will be sent to your mobile.



2:53	?∎
Contacts	
Mike Eusion	
Mike Fusion	
5 P Z 0	0
Call Text Email Details M	More
Tasks Nar 7, 2019 at 5:1	5:10 pm
Call Mike	
Close 60 minutes 1 more appointment	
Emails 51 minute	utes ago
Appointment confirmation 9 more emails	
Notes 137 day	days ago
Spoke on the phone and setup an appointment	
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Note: This does require Push Notifications to be active for the Keap app

