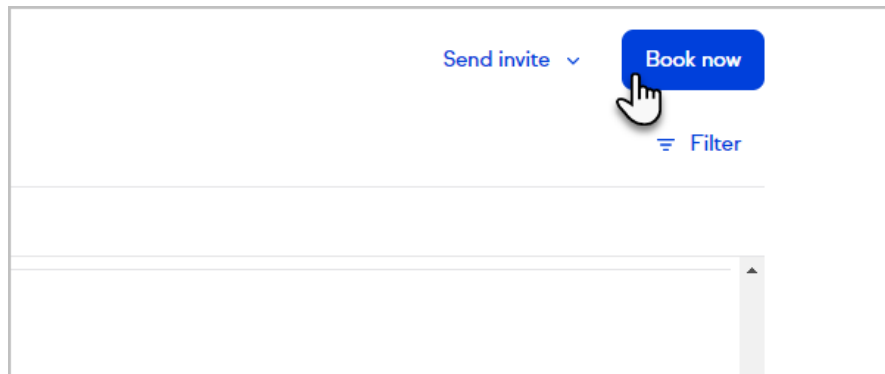


Appointments: Booking from calendar

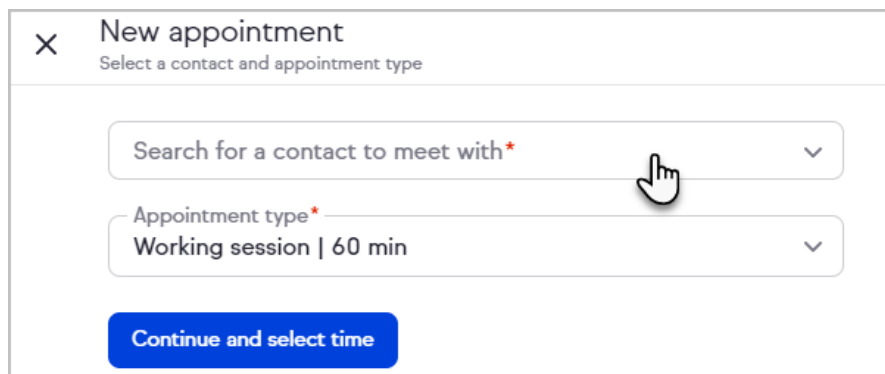
This article applies to:

Book an appointment on your calendar

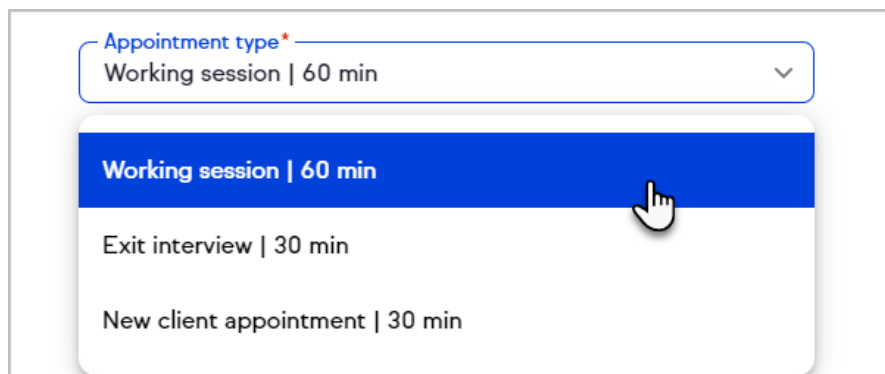
1. Click the Book now button above your daily schedule or by on appointment type



2. Search for or add a new contact



3. Select the appointment type



4. Click Continue and select time

X **New appointment**
Select a contact and appointment type

Search for a contact to meet with*
Eryn Fields (test@keap.com)

Appointment type*
Working session | 60 min

Continue and select time

5. Select a date and time to book

< Today >

Thu	Fri	Sat
2	3	4
9	10	11
16	17	18
23	24	25
30	31	1

Friday, July 24 2020 < >

09:00 AM - 10:00 AM	Book now
09:15 AM - 10:15 AM	Book now
09:30 AM - 10:30 AM	Book now
09:45 AM - 10:45 AM	Book now
10:00 AM - 11:00 AM	Book now
10:15 AM - 11:15 AM	Book now

6. Click Confirm

09:00 AM - 10:00 AM	Book now
09:15 AM - 10:15 AM	Confirm
09:30 AM - 10:30 AM	Book now
09:45 AM - 10:45 AM	Book now
10:00 AM - 11:00 AM	Book now

7. Choose to view your appointments, view the contact you just booked, or close the success window

× Success

High five Michael!
Your Working session with Eryn Fields
has been scheduled!



[View appointments](#)

[View contact](#)