

Keap Mobile: Appointments

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Tags: Keap-Mobile



Install Keap Mobile [to your iOS or Android device](#)

You can see all of your upcoming Keap appointments in your mobile app. Use the mobile app to see the contact record and details like notes, emails sent, calls, messages, before you meet with your client. You can even book a contact directly in the Keap mobile app without having to send an appointment link.

1. Access Appointments
2. Reschedule Appointment
3. Cancel an Appointment, Add a Note or Add a Task
4. Book Now on Behalf of a Contact

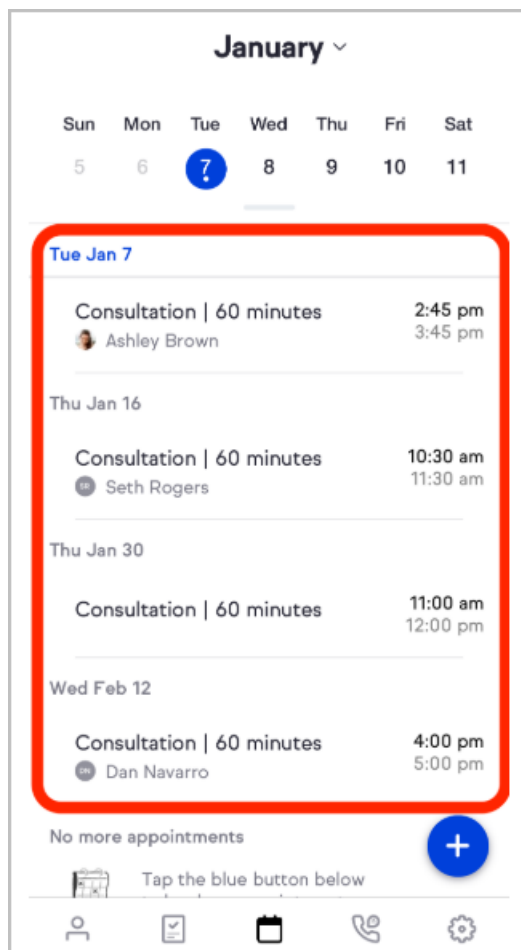


Note: The Appointments tab only shows up once you have created an appointment type in the web app. If you do not see the Appointments tab in your app, login to Keap from a browser and ensure you have created an appointment type.

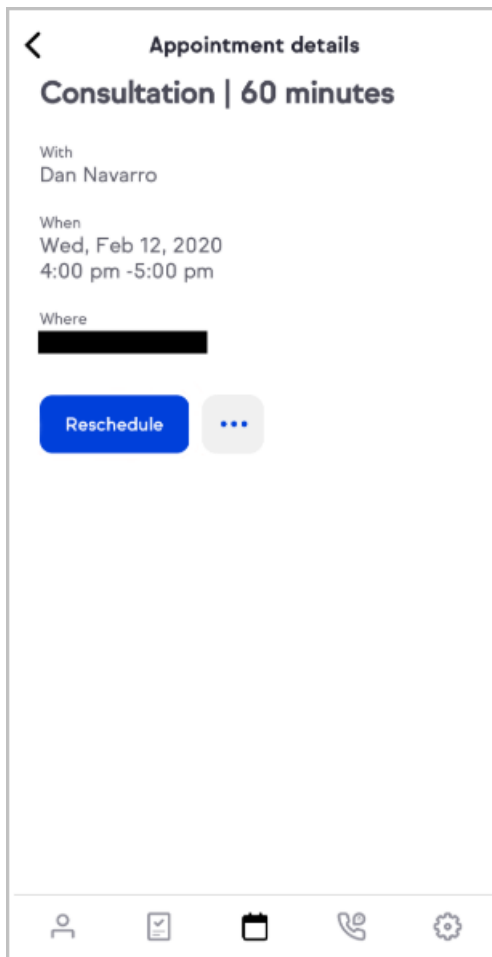
If another Keap user has set up an appointment type, they will see the Appointments tab, but you would not.

Access Appointments

1. Open the Appointments tab to see your appointments

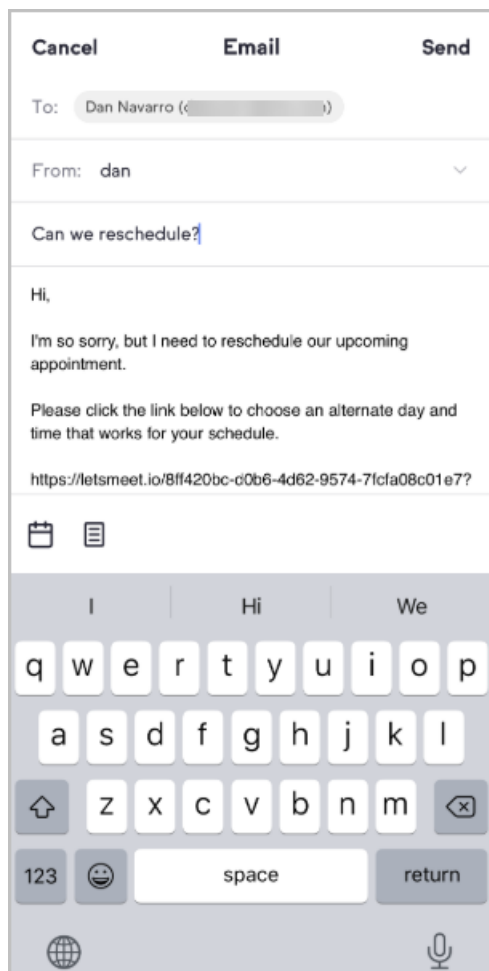


2. Tap on an appointment to see its details where you can send a request to reschedule, cancel the appointment, add notes, or add tasks



Reschedule Appointment

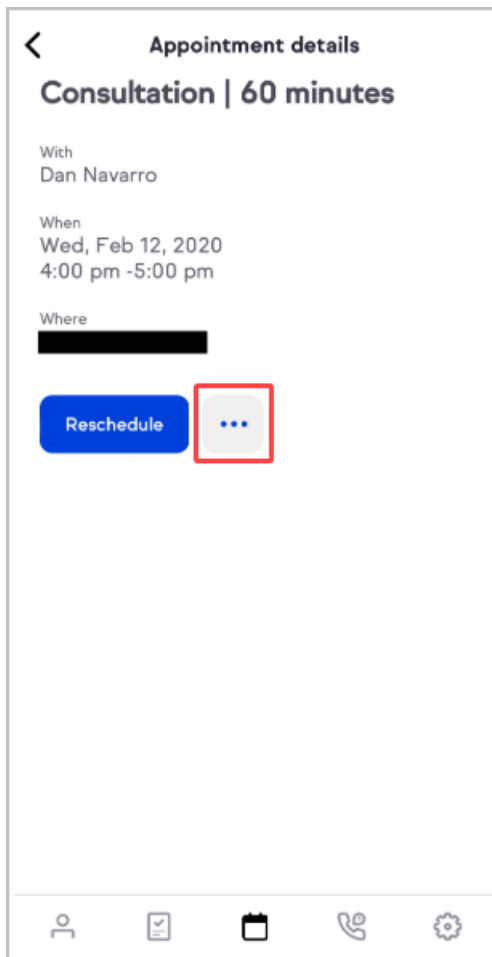
1. Navigate to an appointment in the Keap Mobile app
2. Tap the Reschedule button



4. Tap the Send button

Cancel an Appointment, Add a Note or Add a Task

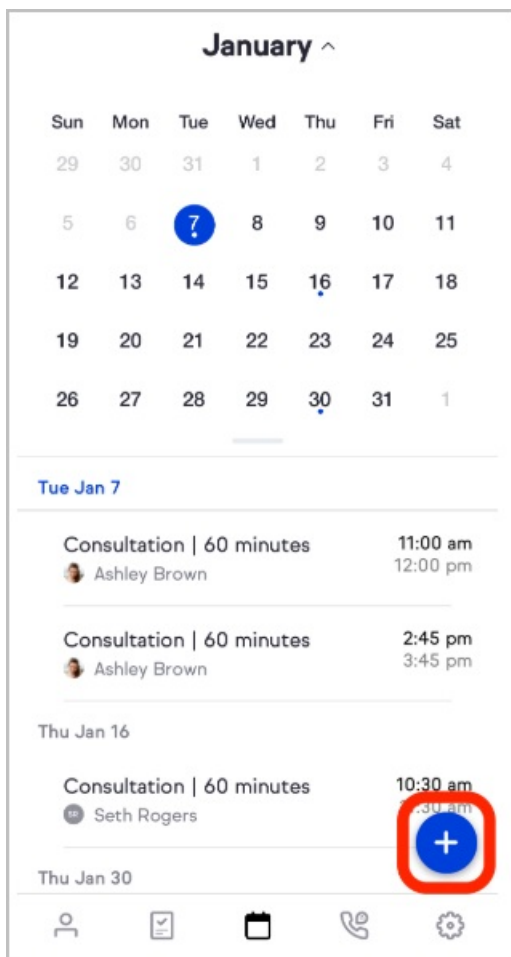
1. Navigate to an appointment in the Keap Mobile app
2. Tap the secondary ... button to see options to cancel the appointment, add a note, or add a task



Book Now on Behalf of a Contact

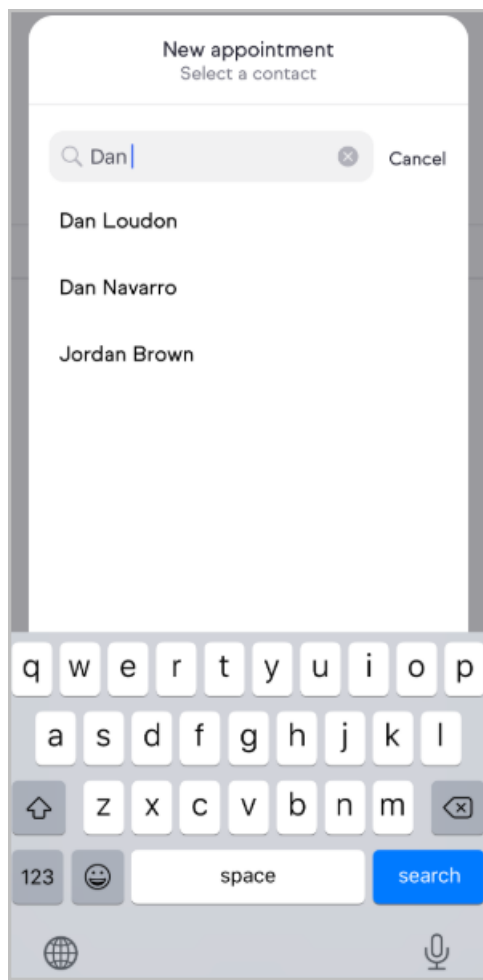
Use this feature when you want to schedule an appointment with a contact without sending the link to your calendar.

1. Navigate to the Appointments tab
2. Tap the + button



3. Search through your contacts for the desired contact

Note: If you search for a contact and discovery you don't have them in your Keap app, you'll see an option to add a new contact.



4. Select the desired contact
5. Select the type of appointment to create

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Appointment with Dan

Select an appointment type

This is a long meeting na 45 min

Consultation 60 min

Cancel

6. Select an open time slot

