



# TOOL SHEET

## CALENDLY

Calendly is a tool that will allow you to organize numerous meetings on a single platform that synchronizes all the data from different calendars.

### → Access

To access this tool, register at <https://calendly.com>

### → Equipment



### → Public

Accessible to all

### → Level



### → Video tutorial

Click on the monkey wrench:



## Description

This tool is especially recommended for people in charge of organizing meetings, interviews and gatherings. It will allow you to synchronize data from different calendars (Google, Outlook, Microsoft, iCloud), in order to have an overview of your availability and that of your guests. The goal is to simplify the creation of events and to better organize your time.

## Use

Once you have registered for a Calendly account, you will be able to:

- Synchronize your professional and personal calendars without their content being exposed to guests
- Create events and invite the people you want
- Have an overview of your schedule

## Testimony

Click on the TV on the right to discover a video testimony:

