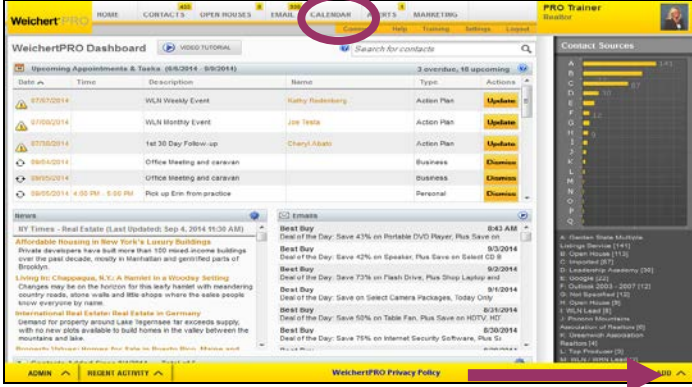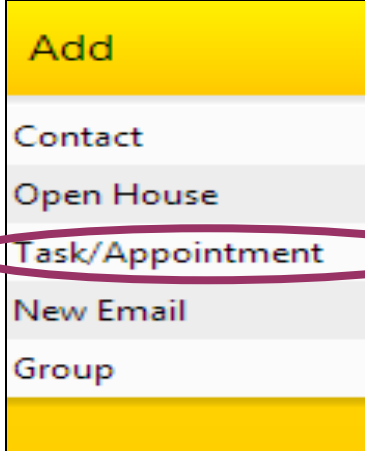# WeichertPRO Job Aid – Book an appointment and send an email invitation

WeichertPRO allows you to schedule and book appointments with any of your contacts and groups in WeichertPRO and send an email invitation for the appointment. This is a quick and easy way to confirm with your contacts about an agreed upon meeting or send a meeting request. When your contact accepts the invitation, it will be written to their electronic calendar and you will receive an email letting you know.

Book an appointment and send an email invitation to attendee(s)

STEP	SCREEN
1. **Go to: www.weichertpro.com** and log in 2. **Click 'Add'**	
A new menu opens. 3. **Click 'Task/Appointment'**	

WeichertPRO Job Aid – Book an appointment and send an email invitation

The 'Create a new task/appointment' worksheet opens 4. Enter the details of the appointment. 'Title' will appear in the subject line of your email invitation 'Description' will appear in the message of your email invitation	
STEP	**SCREEN**
5. Select a reminder to be sent to your Email, as a text or as an alert in WeichertPRO. To add reminders click 'add reminders' It is recommended reminders be set for any appointment to keep you on top of your day.	

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6. **Select your attendee(s). Click the drop down arrow for a list of your attendees or start typing their name in the text box.**	
7. **Click Save**	

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You will be prompted to send an email invitation. 8. **Click 'Send Invite' to send an email invitation to your attendee. Click 'Don't Send' if you choose not to send an email invitation**	**Send Invitation?** Would you like to send an invitation to the guests/groups scheduled on this appointment or task? Select the "Don't Send" button to schedule your appointment without sending an email update. Cancel Don't Send Send Invite
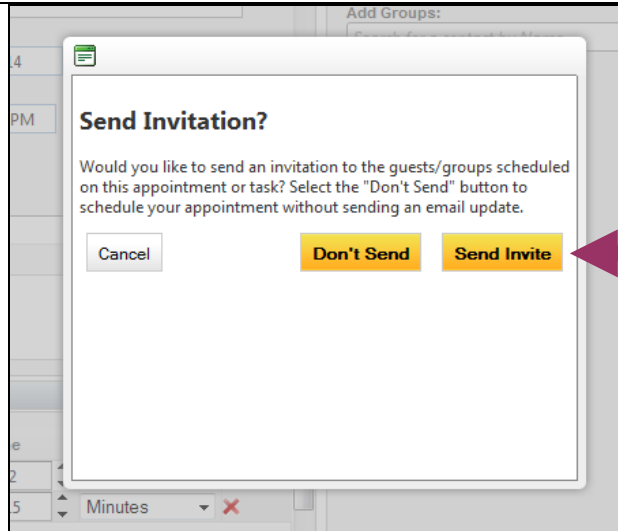
Additional Resources:
- **For Technical Questions: Call the Help Desk at 973 605 1619**
- **Or email at: CRMhelp@weichert.com**
- For additional WeichertPRO training and our a library of video tutorials visit: **WeichertPRO.com→ Training**