

Received an email from demo@x-phy.com to accept access view calendar

Step 1: Go to Outlook Calendar

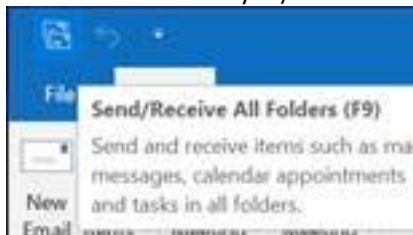
Step 3: Select “From Internet” option

Step 4: Copy & Paste the below given link into address field.

Step 5: Press Ok

Step 6: Press Yes

Step 7: Refresh your calendar by clicking <send and received> in your outlook (may need wait for few minutes to sync).



Step 8: Once done, you will see two calendars in your outlook as shown like this.



<https://calendar.google.com/calendar/ical/demo%40x-phy.com/public/basic.ics>

How to Book?

Step 1: Send a calendar invite to this email address: demo@x-phy.com

Step 2: Do & Don't

- ~ Please check the calendar first for availability date/time slot.
- ~ Refrain from booking the demo if the date/time are crashing or full.
- ~ Maximum demonstrations per day is 2 sessions.
- ~ **All bookings must be made 2 working days in advance.**

Step 3: Please provide the additional details;

- ~ Type of Customer: Disty / Reseller / Partner / Investor / End User
- ~ Type of Demonstration: Physical Live or Virtual Online
- ~ Requirements: (please indicate if any)
- ~ Remarks: (if any)

Step 4: Refer to the white board (located at product team area) for following;

- ~ Assigned Demonstrator
- ~ Assigned Assistant