FROM

TO

Name: Heather Voisinet

Phone: Fax: 5085206092   9292070142

E-mail: hvoisinet@hmea.org

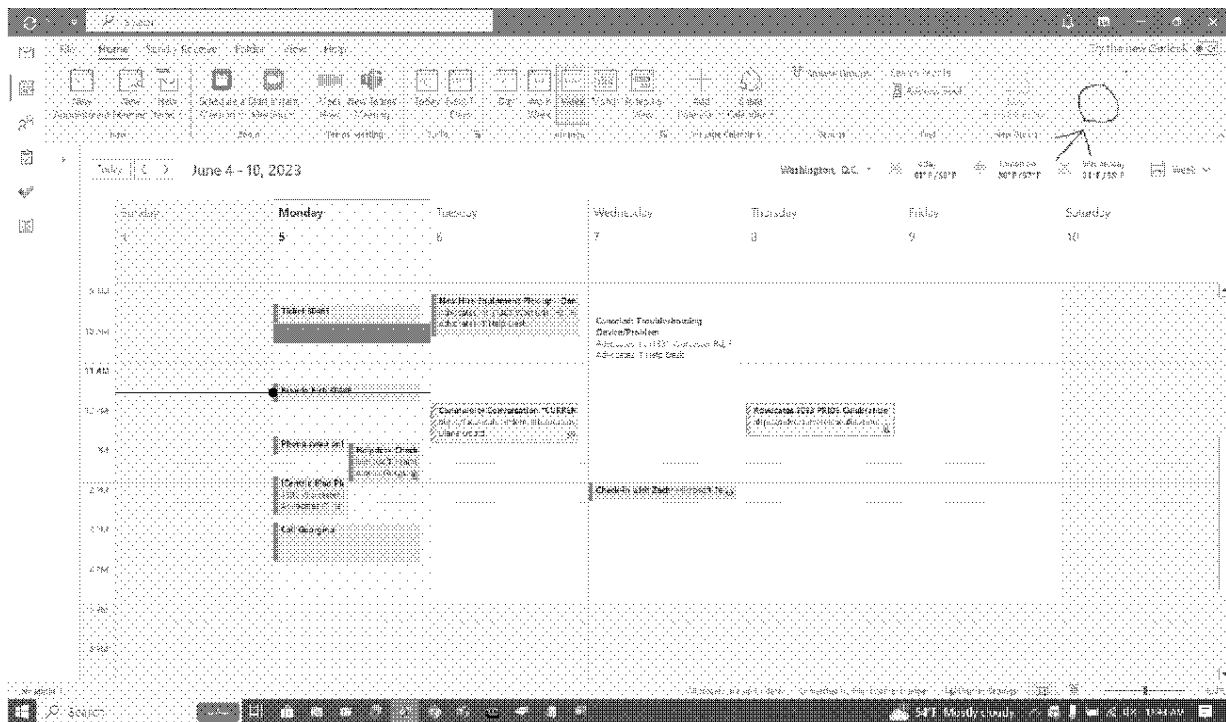Sent: 8/27/24   at: 12:54:29 PM   6   page(s) (including cover)
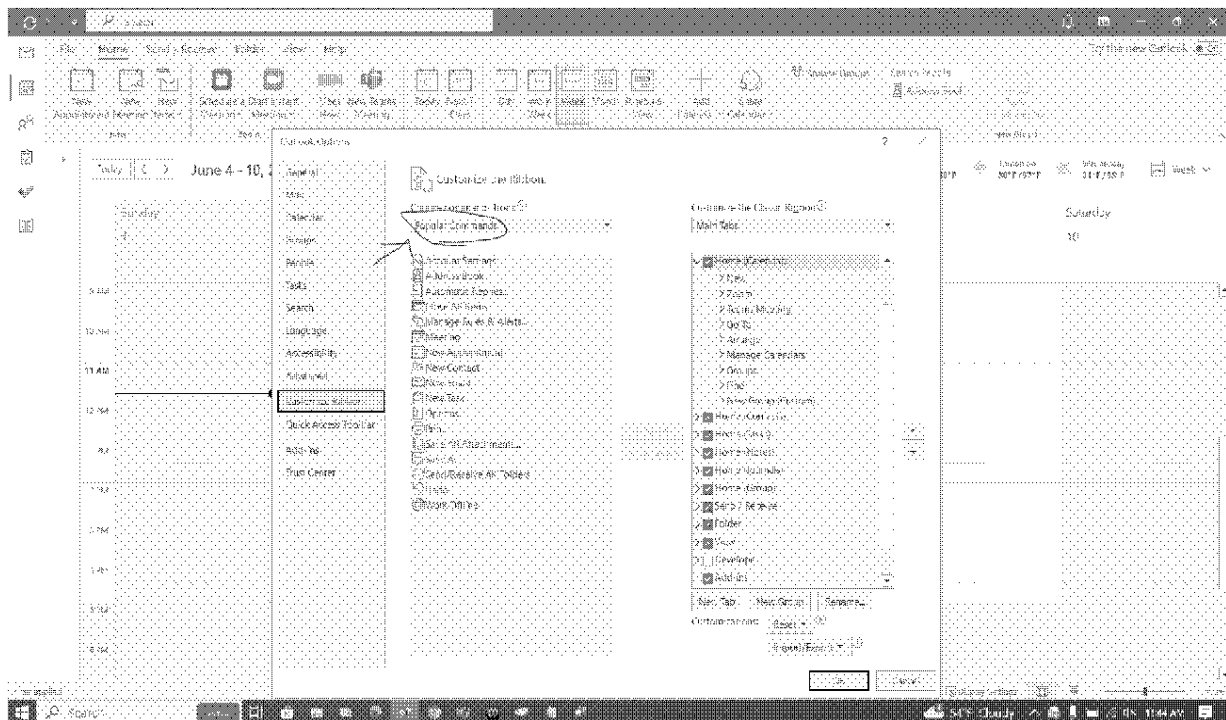
Subject: Fw: Test Fax

Comments:

From: Heather Voisinet <hvoisinet@hmea.org>
Sent: Tuesday, August 27, 2024 12:51 PM
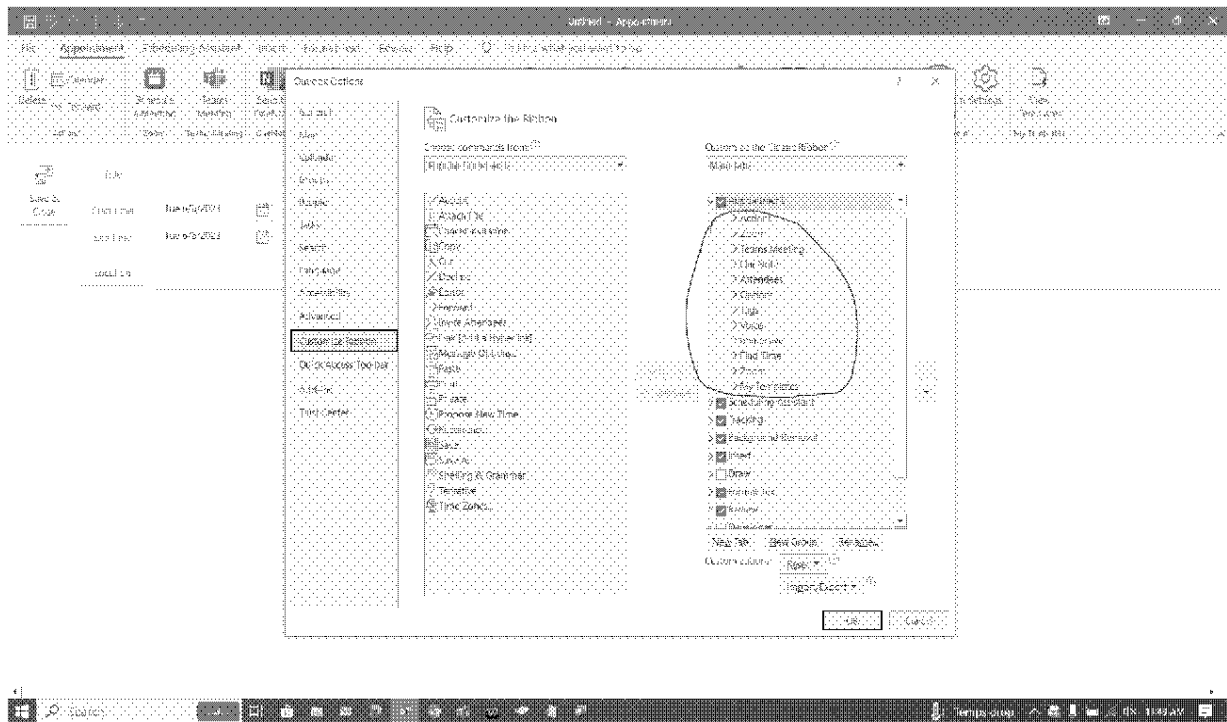**To:** 19292070142@fax.tpx.net <19292070142@fax.tpx.net>
Subject: Test Fax

test

First open a new appointment / meeting.

Right click the gray portion above the meeting, select "Customize Ribbon".

Select this drop down arrow and click "All Commands" then look for "New Scheduling Poll".

Next, select one of the tabs on the right. Whichever tab you feel is best to place it in (this only decides where it appears on the top bar when you go to your meeting menu). You can always select "New tab" to put it somewhere else, but make sure it's opened under "Appointment".

Lastly, click "Add". Once you add it, it should appear on the grey bar above your meeting.