

A502 - Invite people to your Internal Visit

Overview

In this section we will see how to log guests to an Internal Visit to their synchronize Google calendars.

By adding Guests to you Internal Visit, you will be able to send emails ([see this section](#)) with all the meeting's information to them in one click and be able to record who attended the meeting

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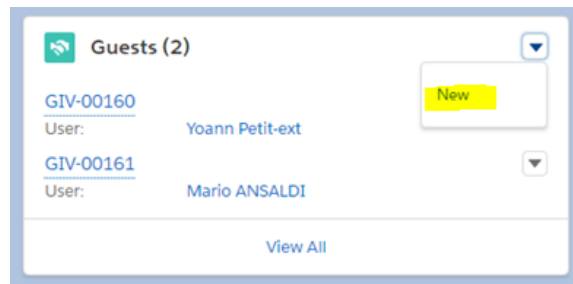
- [Log Guests on your Internal Visits](#)

Log Guests on your Internal Visits

STEP 1

Access your Internal Visit and go to the related list "Guests" to the right of the screen

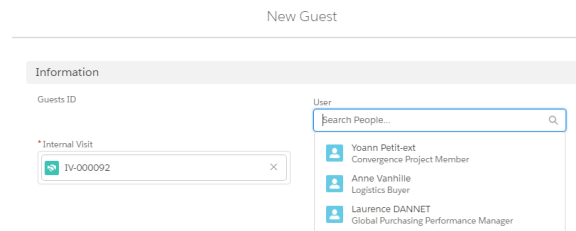
Once there, click on the **"New"** button



STEP 2

Type the name of the person attending the meeting in the "User" field.

If it is not suggested, press the "Enter" key ; a pop-up window will appear and suggest you the user in link with the name you typed before



STEP 3

Do not forget to **"Save"**



If you have several Guests to log in, use the button **"Save & New"** ; this will allow you to create several Guests in a row

