

What is it?

TimeTrade offers a self-service scheduling option that allows customers to schedule appointments through email or a website.

Why do I need it?

TimeTrade will save you the time of trying to schedule a phone call with customers. The customer can choose from your available times and schedule the time that best suits their need. There are two main ways to schedule with TimeTrade:

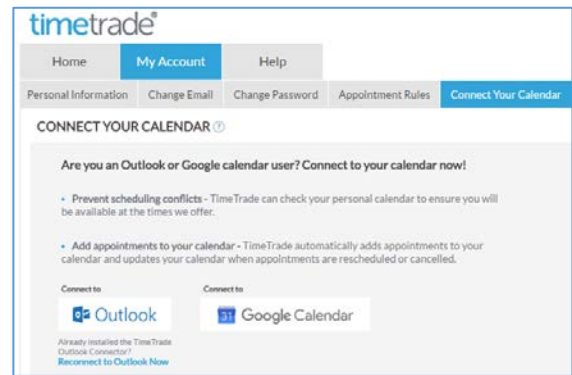
- You can send an individual customer multiple appointment options.
- You can create a generic link that will allow customers to view your full availability based on your Outlook calendar.

How do I get started?

1. A TimeTrade account will be created for you.
2. After the account is created, you will receive an email with an account activation link.
3. Click the link to activate your account and create a password.

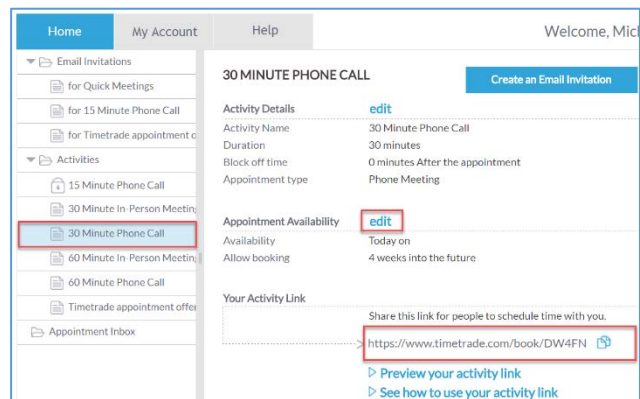
How do I connect my Outlook calendar?

1. Close Outlook.
2. Log in to www.TimeTrade.com.
3. Click on **"My Account"** in the top menu bar.
4. Click on **"Connect Your Calendar"** in the new menu bar.
5. Click on **"Connect to Outlook"**.
6. Download and install the connector.
7. Launch Outlook and enter your TimeTrade login.



How do I set availability?

1. On the www.TimeTrade.com main page, click **"30 Minute Phone Call"** on the left sidebar beneath "Activities."
2. On the "30 Minute Phone Call" page, click **"edit"** next to "Appointment Availability."
3. Set your availability by dragging across the times you are available. TimeTrade will remove times that you are not available according to your Outlook calendar.
4. Click **"Finish"** to save.



How do I get the link to my calendar?

1. On the main page, click **"30 Minute Phone Call"** on the left sidebar beneath "Activities."
2. Your link is listed on the bottom of the page under **"Your Activity Link."**
3. Highlight and copy the link to share it.

How should I share my schedule?

- Include your link in your email signature with the line "To schedule time with me, click here."
- When trying to book a time with a customer, email the customer your calendar link.

Visit the link for more information: <https://tiny.amazon.com/9dgej7oe>