TIP OF THE MONTH

Step one:
Go to doodle.com and login!

Step Two:
Click on “Schedule an event.”
Step three:

Enter in title, location, and description of the meeting you want to set up.

Schedule an event


Title
Account Managers Group

Location
Dillard 189

Description (optional)
Meeting to discuss common issues that account managers have come across.

Your name
Anna Daugherty

E-mail address
anna.daugherty@mwsu.edu

You will receive the link to administer your poll at this address.
Step four:

Pick the days you want to have as an option for your meeting.

Then click “next.”

Schedule an event


Days

Click on the dates you would like to choose.
Step five:

Chose the times you would like to schedule a meeting for.

Click “next”
Step six:

Click “next” under the “Basic Poll” option.
Step seven:

Enter in email addresses of the people that you want to send the doodle poll to OR copy the message and insert it into a new email through Outlook.

Final step:

Click on “view poll” to administer the results of your doodle poll.