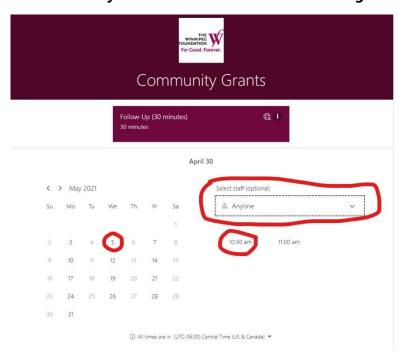
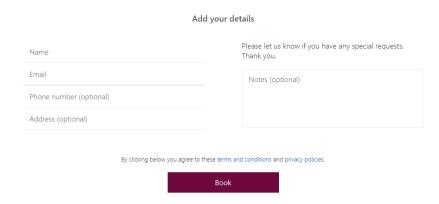
How to use booking:

- 1) Go to the link.
- 2) Select a staff by clicking on the drop down menu.
- 3) Click on a date and it will show you the available times for a meeting.



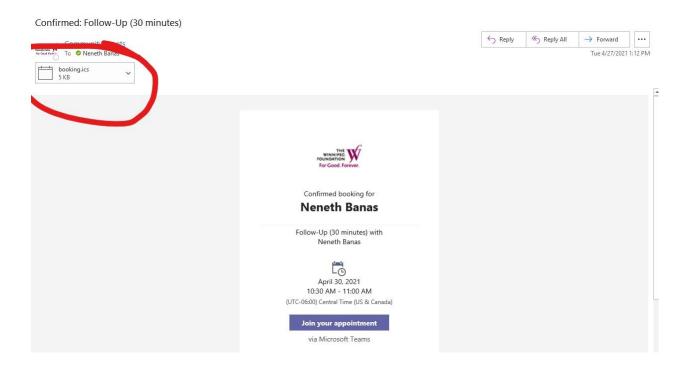
4) Add your contact information (name, email including the required fields for more information this would helps us prepare for our meeting). Then, click on 'book'.



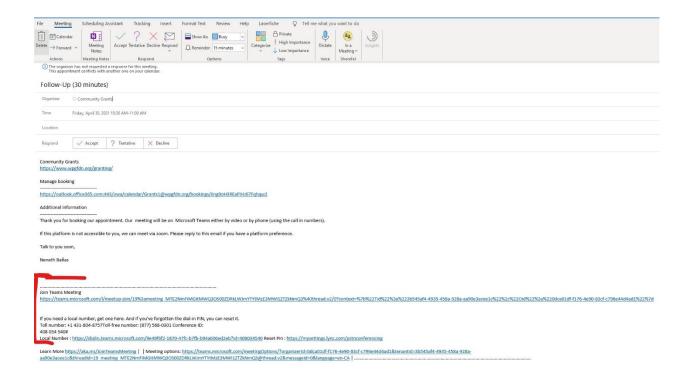
5) You will receive an email confirmation of our meeting.

Note: Our appointment will be scheduled automatically via Microsoft Team. Depending on your answer, we can also meet over the phone.

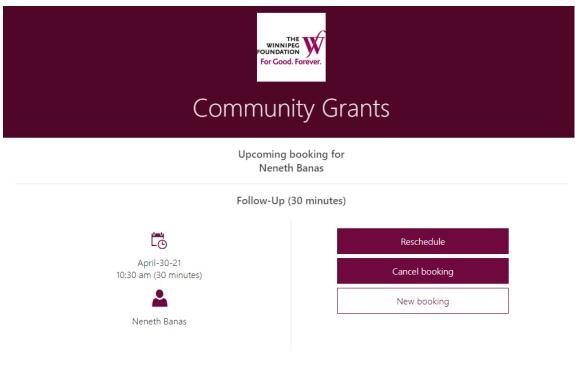
6) To save our meeting in your calendar, click on bookings.ics file attached.



7) You will find the link for our meeting for a video call on the e-vite.



8) To cancel or reschedule our meeting, you can go to our appointment on your calendar. Click the link under manage booking.



(i) All times are in (UTC-06:00) Central Time (US & Canada)