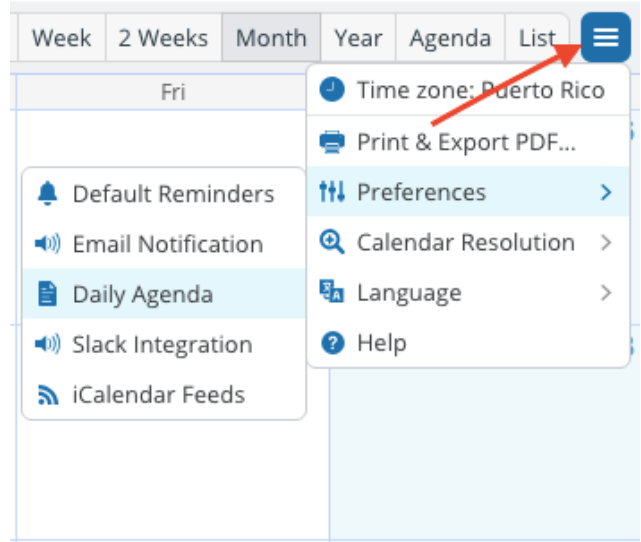


How to Subscribe to the Daily Agenda Email

The Daily Agenda email is a summary of the upcoming day's events from your Teamup calendar. It is sent to your email inbox on a daily schedule.

To subscribe to a Daily Agenda, follow these steps:

1. Use your calendar link to open your calendar in a web browser.
2. Click the blue menu button in the top right corner of the calendar.
3. Click on Preferences.
4. Click on Daily Agenda.
5. Input your email address, then set the following options:
 - **Number of days:** you can receive a list of events for the upcoming day, 2 days, or 3 days.
 - **Time of day:** choose when you wish the Daily Agenda email to be delivered. Default time is 4:00 AM.
 - **Sub-calendars:** choose the sub-calendars you wish to have included on the Daily Agenda. Default setting is *All sub-calendars*.



Email Address

▲ Security Warning: Daily agenda emails link to your calendar with the currently used calendar link. Make sure that the email address you add here is yours or for a recipient who is entitled to have the same access permission.

Active

Number Of Days

Number of days included in the daily agenda.

Time of Day

Time of day when the daily agenda is delivered.

Sub-Calendars

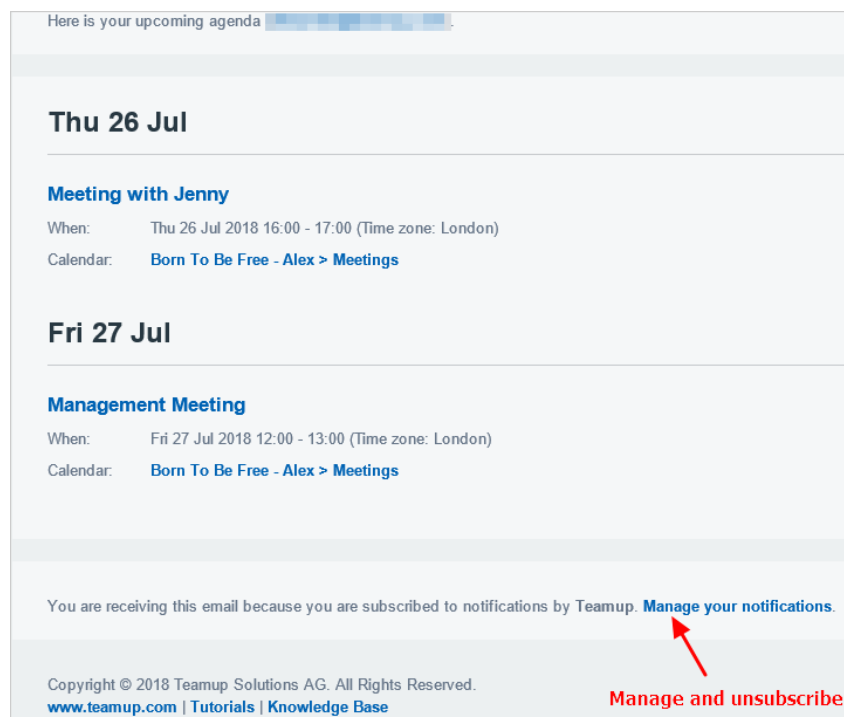
Sub-calendars included in the daily agenda.

Important Security Warning

Daily agenda emails link to your calendar with the currently used calendar link. Be sure to open the calendar **with your calendar link** when you subscribe to the Daily Agenda email. **Do not forward or share a Daily Agenda email to anyone who is not authorized to have access to your calendar link.**

Good to Know

To unsubscribe from the Daily Agenda: if you no longer wish to receive the Daily Agenda, simply click the link at the bottom of one of Daily Agenda emails.



To disable the Daily Agenda email: to temporarily stop the Daily Agenda emails without unsubscribing, go to Preferences > Daily Agenda and toggle the Active button from green to red. This is a good option if you are going on vacation and wish to stop the Daily Agenda emails while you are gone, for example, but will resume them when you return.

For more information, see these articles or contact your calendar administrator:

- [What is the Daily Agenda?](#)
- [Do Not Forward Notification Emails](#)
- [How to Use Teamup Daily Agenda](#)