

KEY FEATURE CHECKLIST

THE “MUST KNOW” TEAMUP FEATURES FOR POWER USERS

Teamup is much more than a calendar. It helps organize silos of information into a system of calendar events along the timeline of our lives. Whether you are new or have been a long time Teamup user, use this list to discover or re-discover what may be new to you. Learn more about [Teamup's unique features](#).

Categorizing Event Info

■ Folders for sub-calendars

■ Custom fields

- text field, clickable links
- single or multiple choice field
- number field, sum in the table view

Keeping Info in Context

■ File and image attachments

■ Comments

■ Event signups

Display with Insights

■ Most unique of the 11 views

- scheduler view
- timeline view
- table view
- year view

■ Filter

- by keywords
- by sub-calendars
- by custom field options

■ Calendar resolution

[Teamup Key Features](#)

Customizable Access

Two ways to share a calendar

- access granted to user account
- access via calendar link, no user account required

9 levels of access permissions

- administrator
- modify
- read-only
- read-only, no details
- add-only
- add-only, no details
- modify my events
- modify my events, no details
- not shared

Event Sharing

- Unique URL for each event, stand-alone event page
- Right-click context menu
- Single event sharing on mobile apps, diverse options

Time Zone Support

- Automatic time zone detection and conversion
- Conversion on user selection
- Automatic DST adjustments

Knowing Ahead of Time

- Daily agenda of upcoming events

Integration

- Outlook, Google Calendar, iCal
 - inbound iCalendar feeds, 15-min sync
 - outbound iCalendar feeds
- Slack notifications
- Trello calendar Power-up
- Zapier integration
- Microsoft Teams
- Embedding into websites

www.teamup.com