

Tap to move to
the next slide



Getting Started Guide

Teamup for all your desktop and mobile devices



GET IT ON

App Store



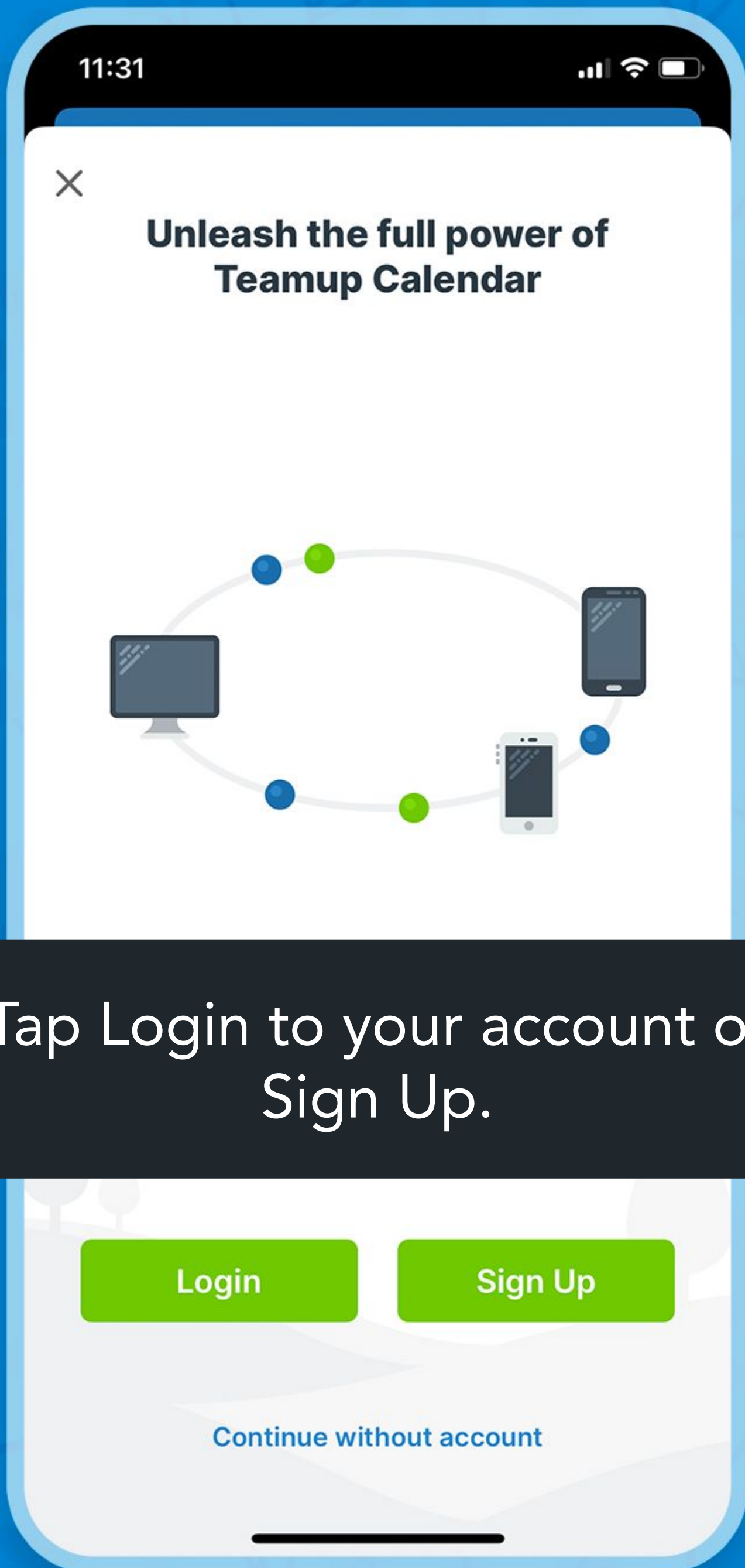
GET IT ON

Google Play



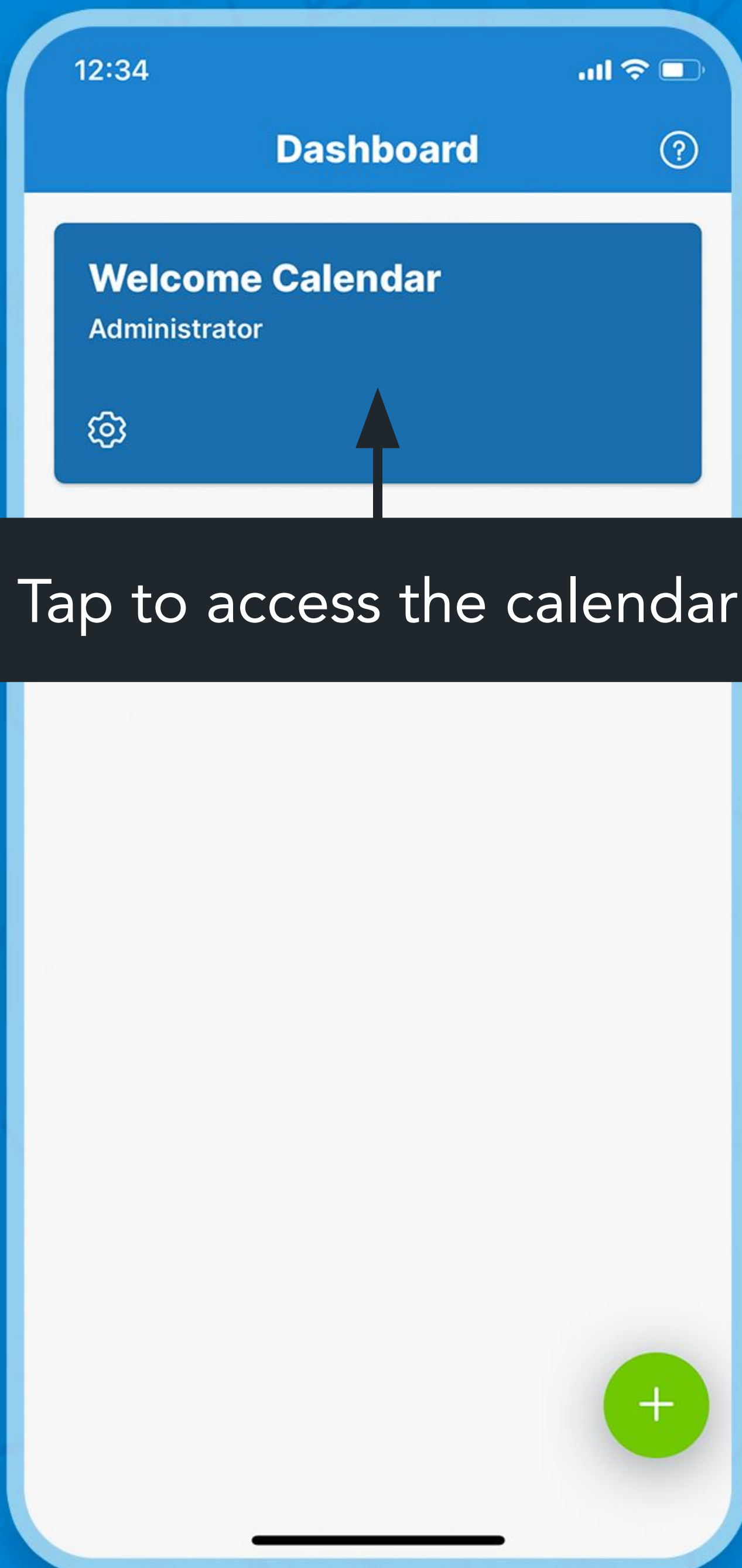
The Teamup iOS and Android apps provide optimized mobile access to Teamup Calendar. This guide helps you get around the apps. If you are new, use a web browser to create and configure the calendar you need. It will appear on your dashboard automatically.

Login or sign up for a free Teamup account



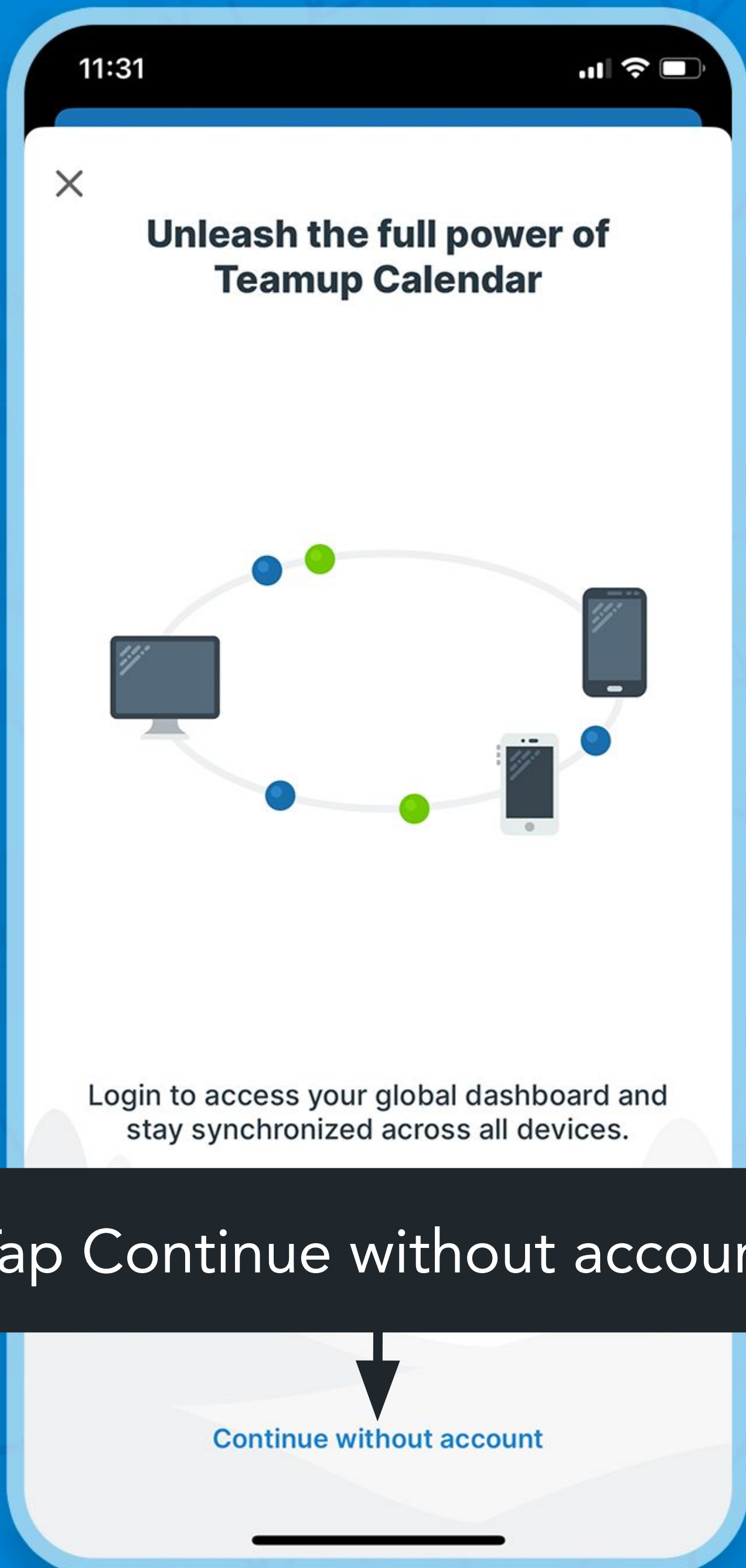
Tap Login to your account or Sign Up.

The dashboard is your place
to keep all your calendars



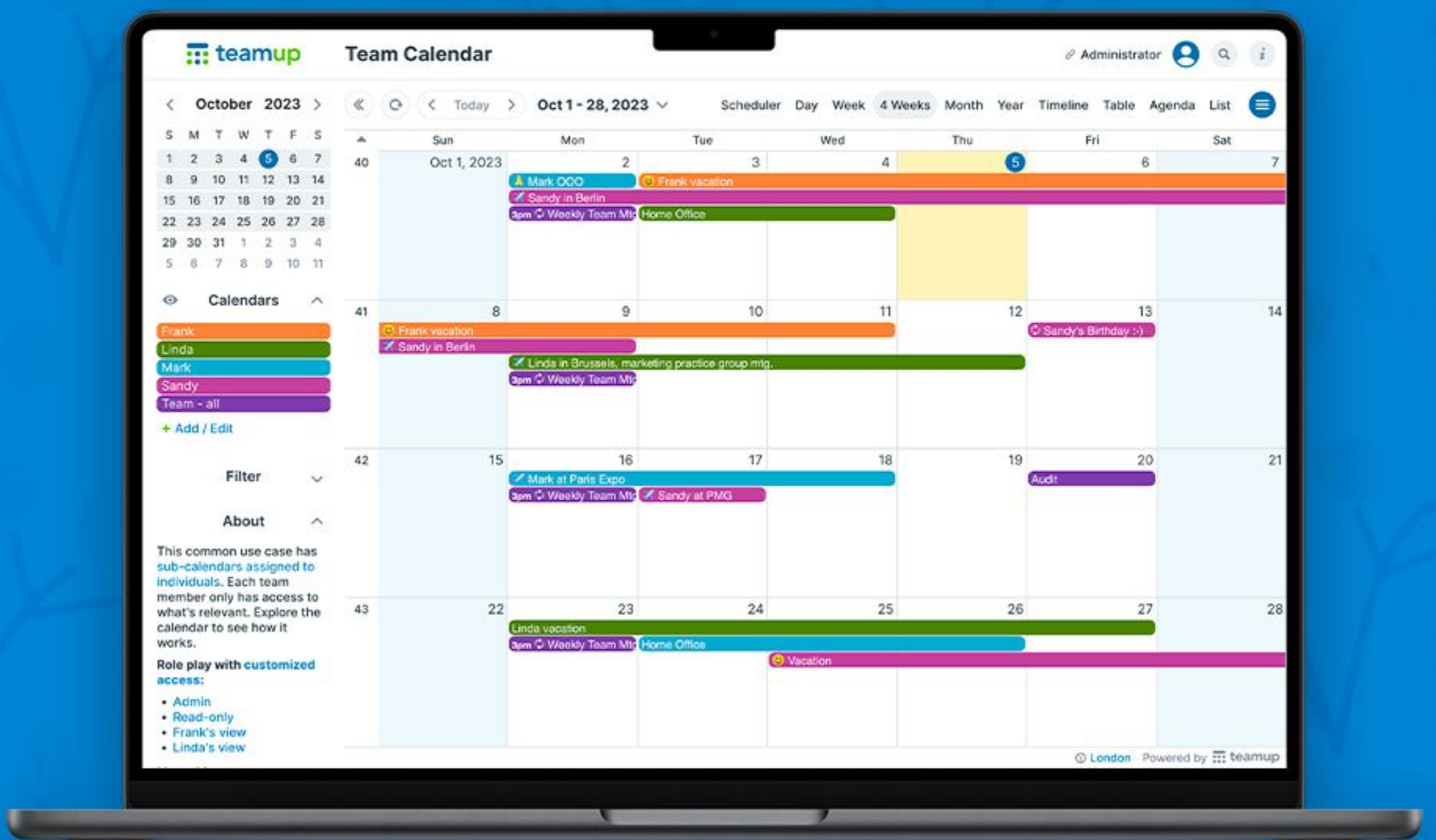
Tap to access the calendar

Don't want an account?
Continue without account



Connect a calendar

You can use Teamup without login if you have a calendar link to an existing calendar.



If you don't have a calendar yet:

Create a free calendar

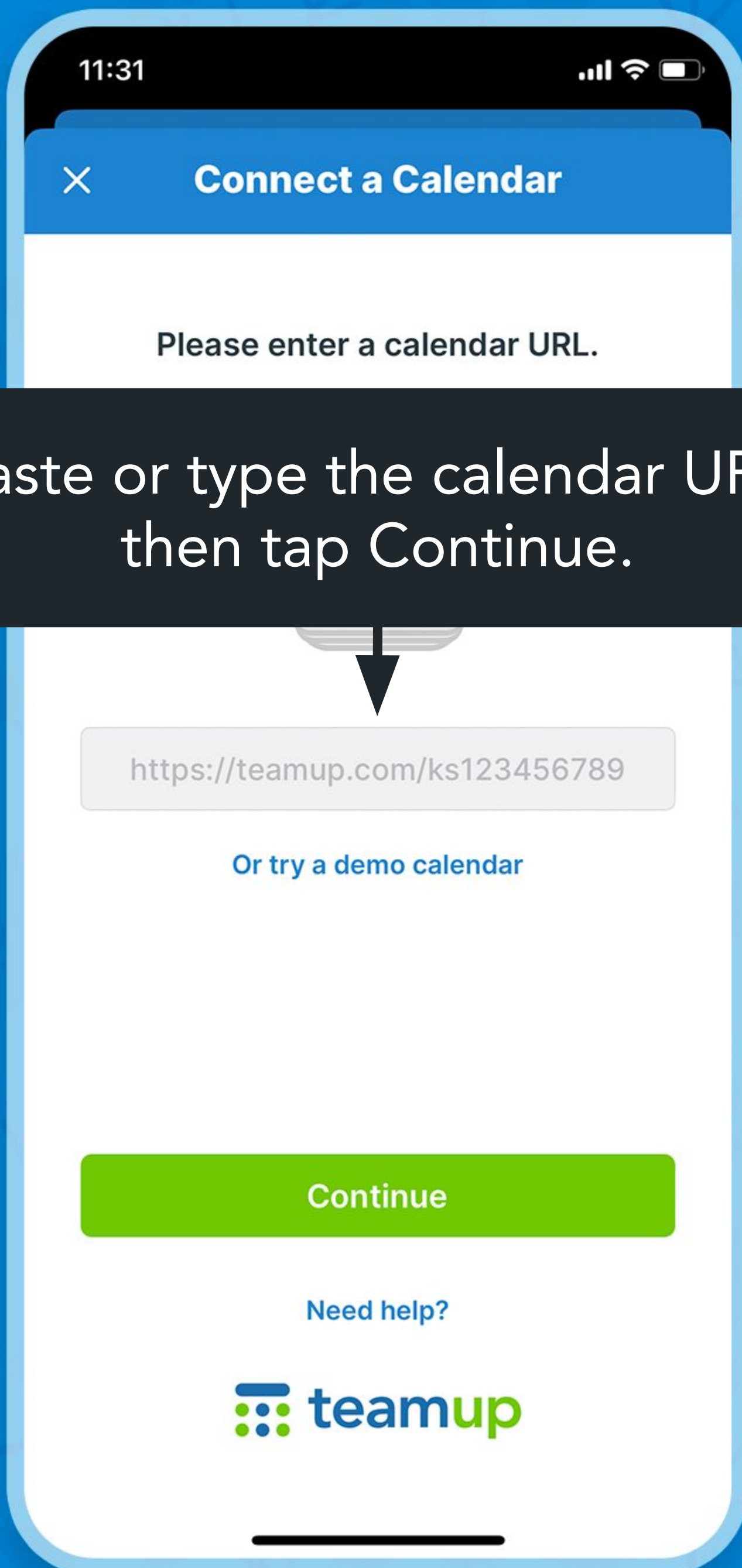
Get the calendar link

Copy the shareable calendar link you have access to. It reads like <https://teamup.com/ks12345...>



Copy your calendar URL

Connect to the calendar without login



Paste or type the calendar URL,
then tap Continue.



https://teamup.com/ks123456789

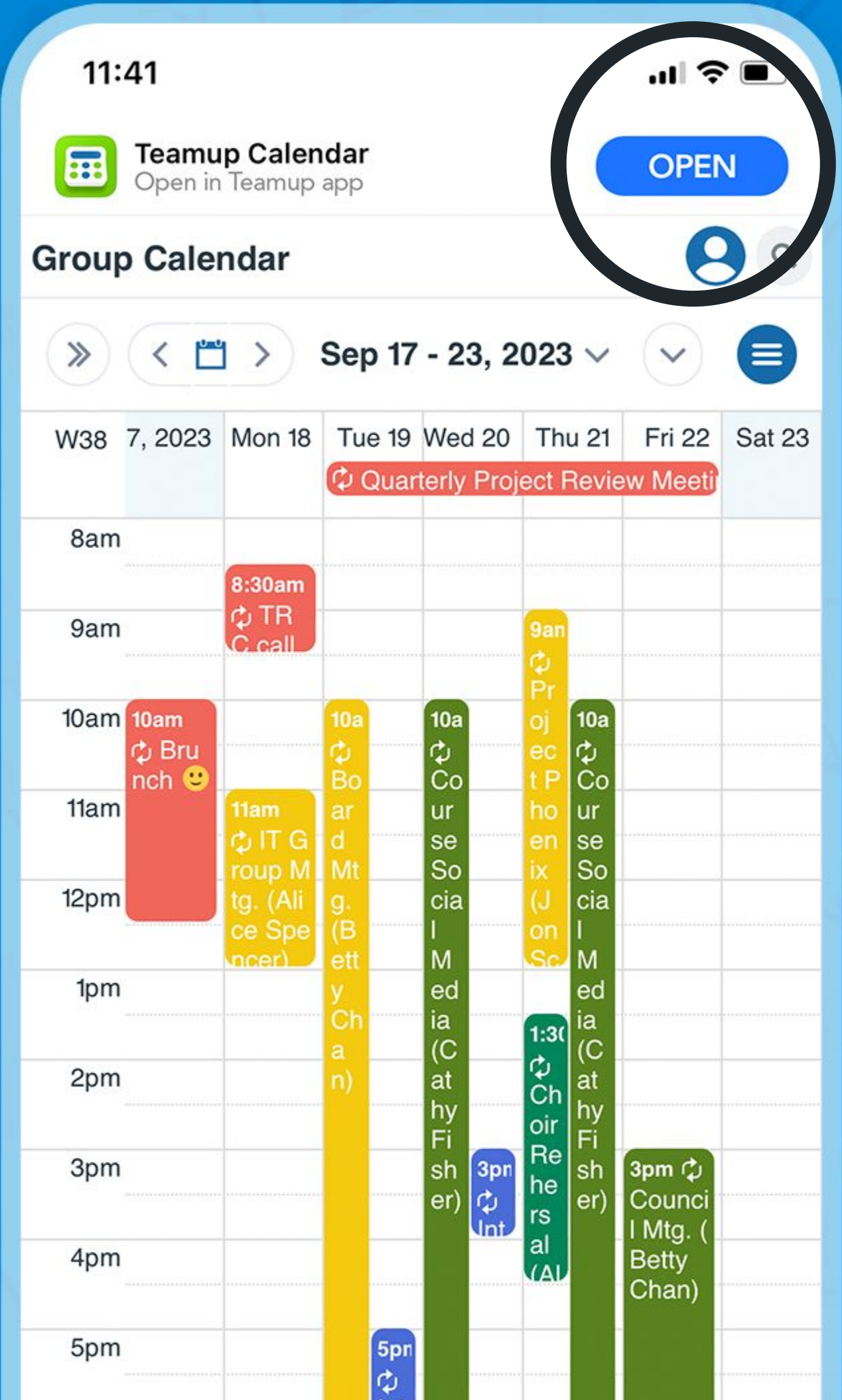
[Or try a demo calendar](#)

Continue

[Need help?](#)

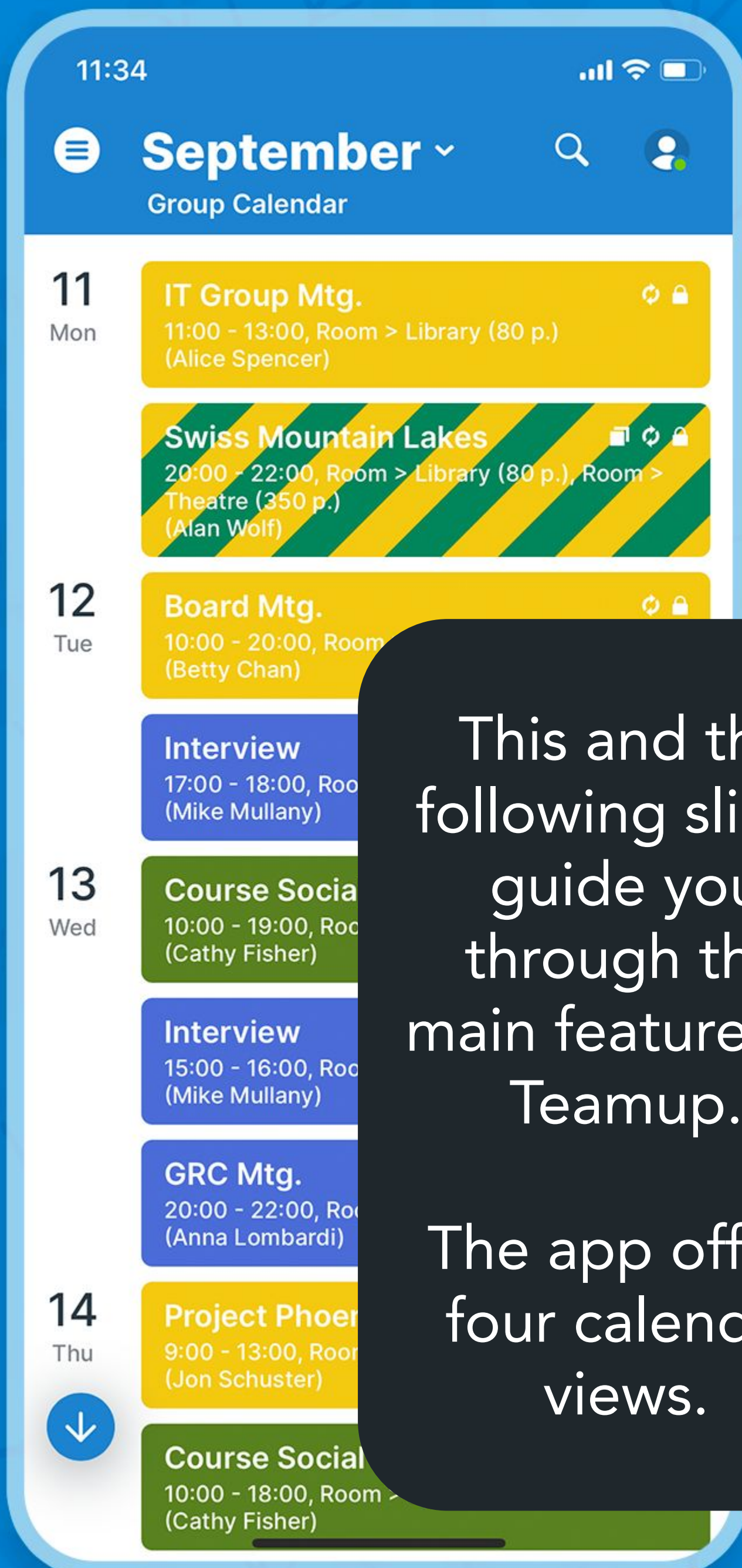


Or open the calendar link in a browser to see an app banner



Tap OPEN and connect the calendar to your app.

List view



This and the following slides guide you through the main features of Teamup.

The app offers four calendar views.

Day view



Week view



Month view

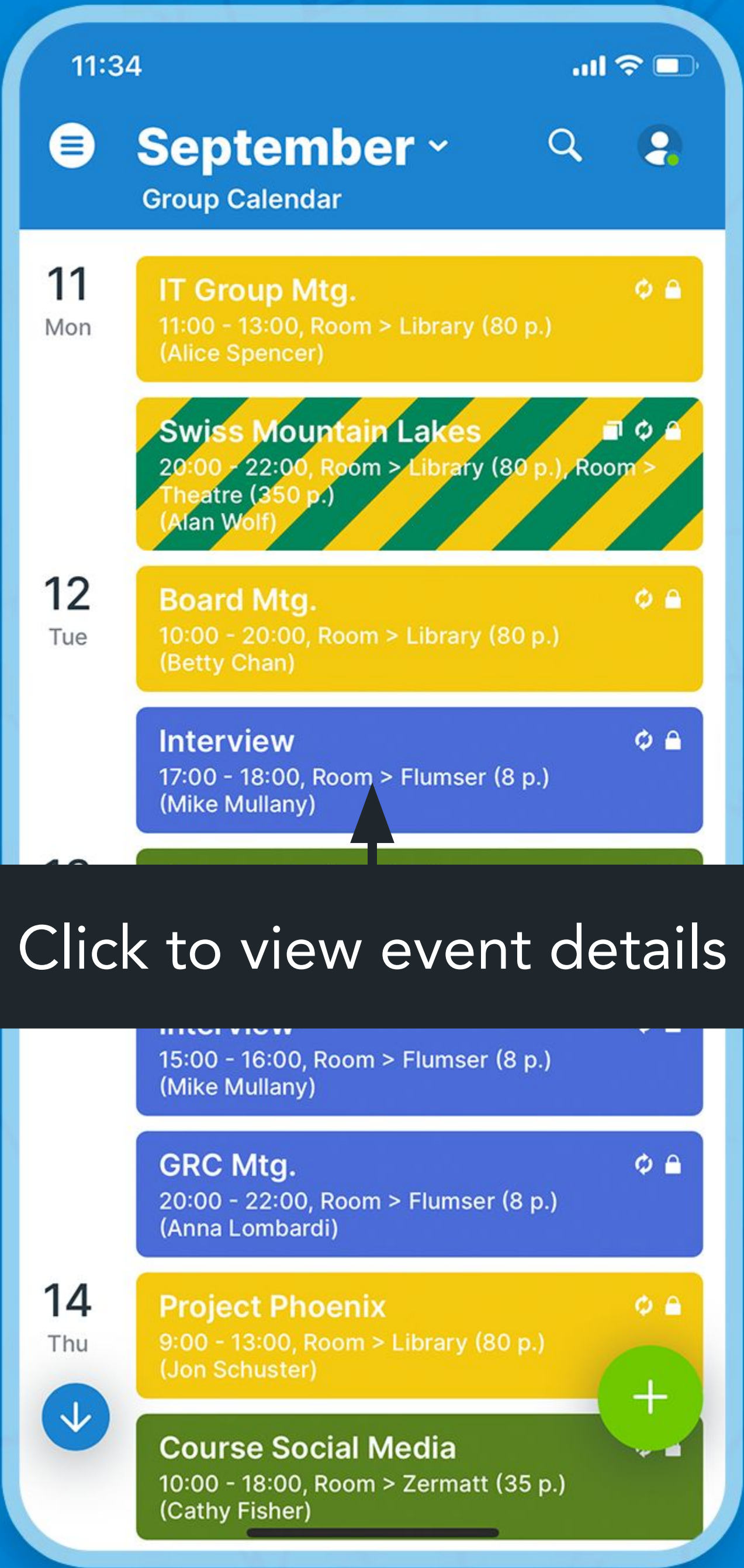
11:33

September

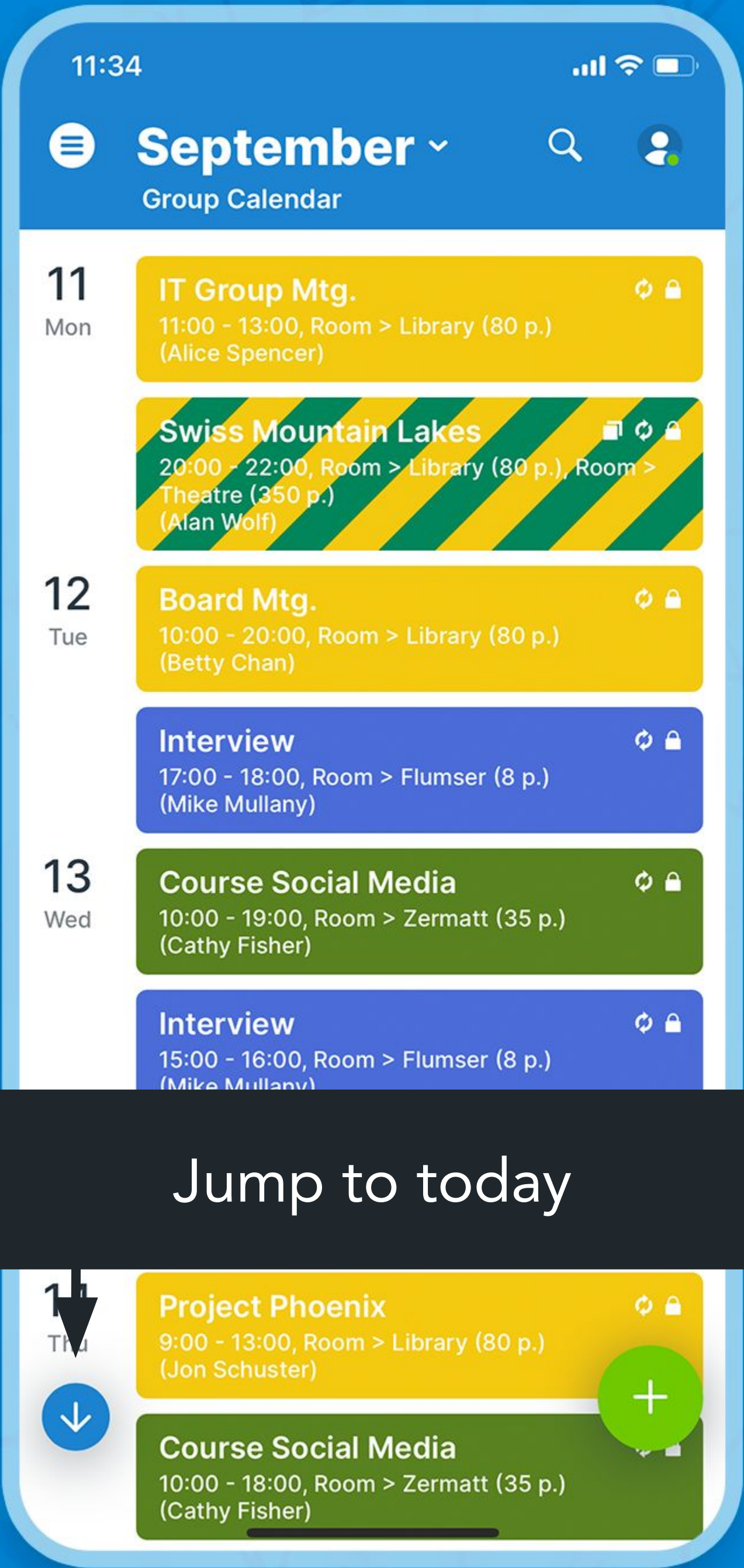
Group Calendar

S	M	T	W	T	F	S
27	28	29	30	31	1	2 35
	IT Grou Swiss M	Board M Interview	Course Interview GRC MI	Project Course Choir R	Council Blues F	
3	4	5	6	7	8	9 36
	IT Grou Swiss M	Board M Interview	Course Interview GRC MI	Project Course Choir R	Council Blues F	
10	11	12	13	14	15	16 37
	IT Grou Swiss M	Board M Interview	Course Interview GRC MI	Project Course Choir R	Council Blues F	
17	18	19	20	21	22	23 38
	IT Grou Swiss M	Board M Interview	Course Interview GRC MI	Project Course Choir R	Council Blues F	
24	25	26	27	28	29	30 39
	IT Grou Swiss M	Board M Interview	Course Interview GRC MI	Project Course Choir R	Council Blues F	
1	2	3	4	5	6	7 40
	IT Grou Swiss M	Board M Interview	Course Interview GRC MI	Project Course Choir R	Council Blues F	

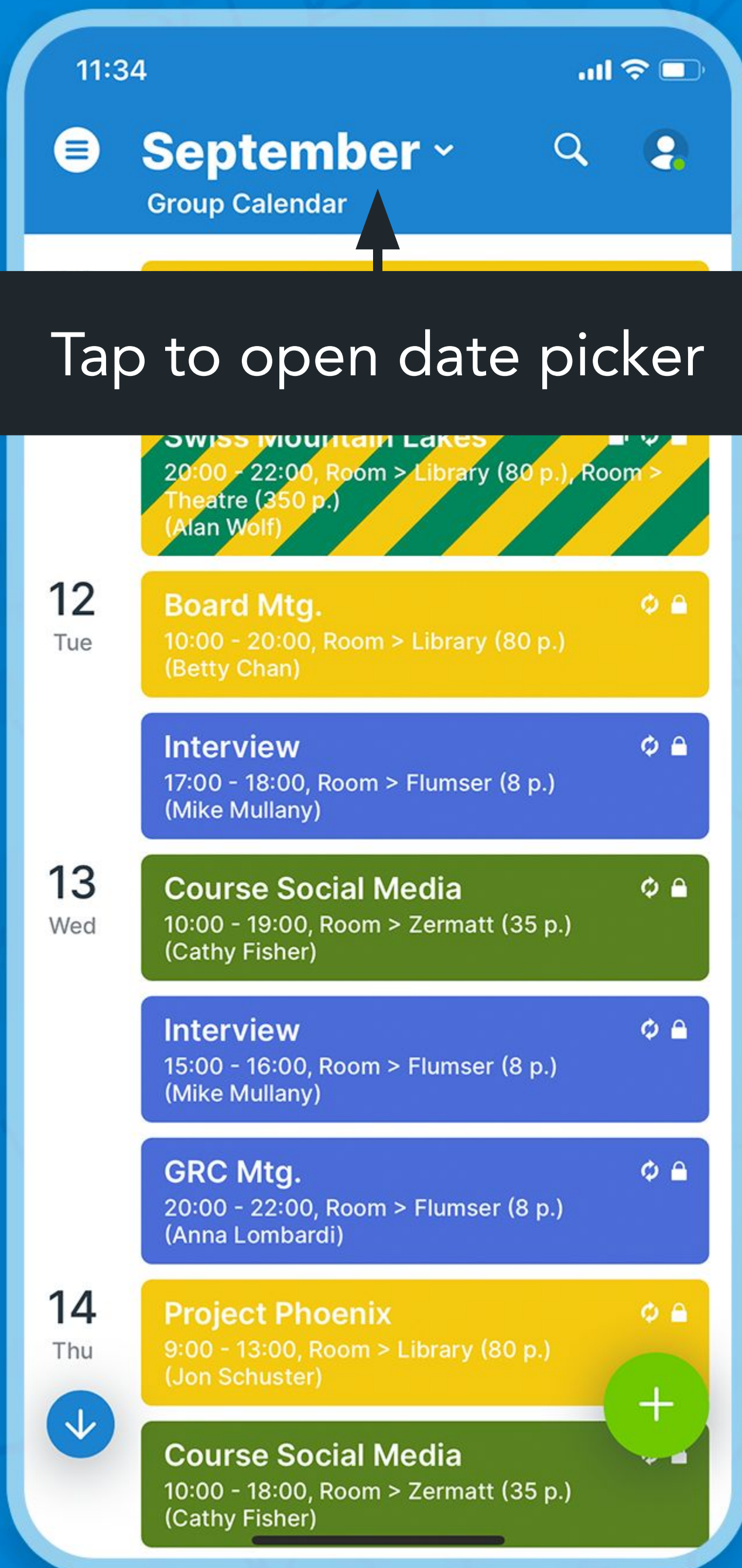
Navigate the calendar



Navigate the calendar

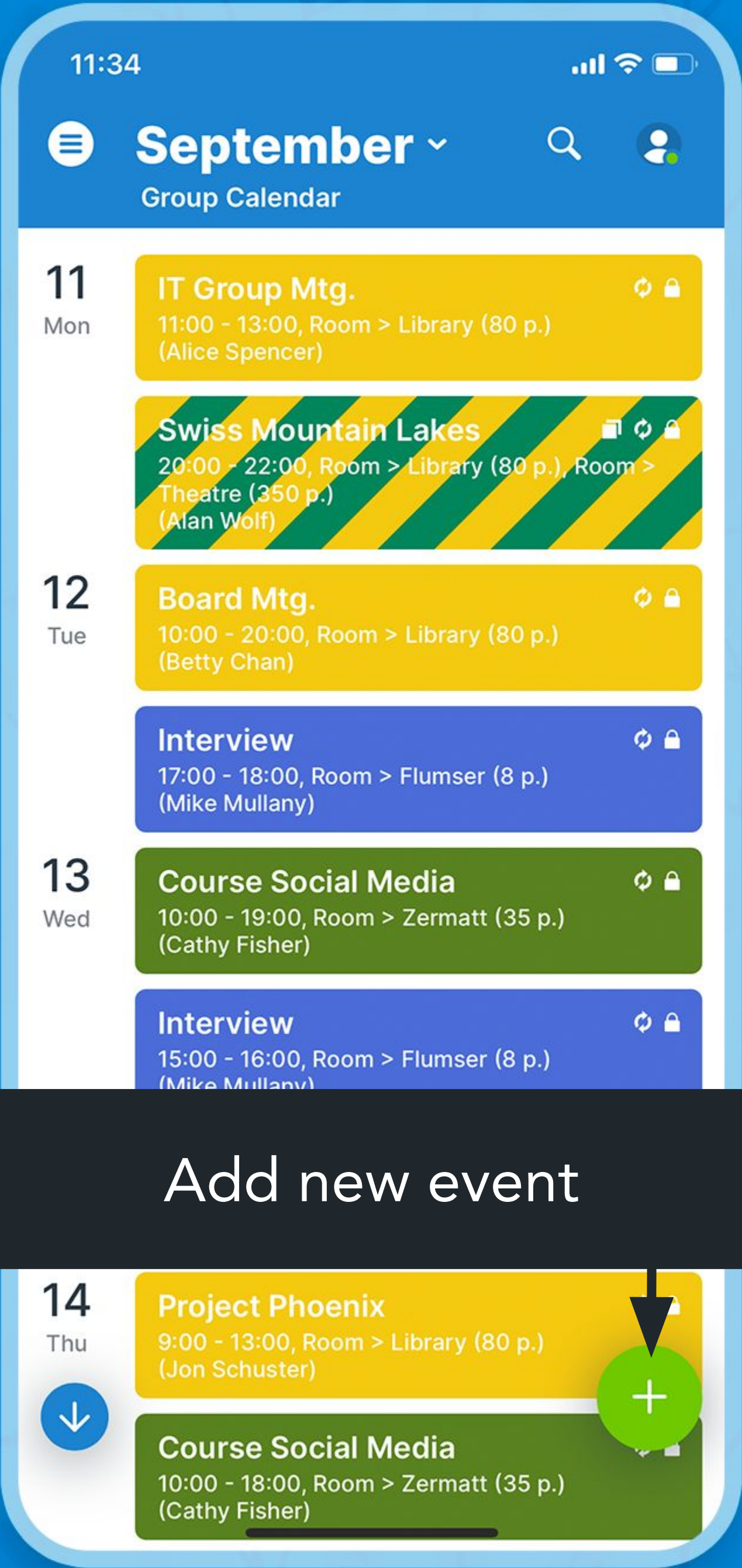


Navigate the calendar

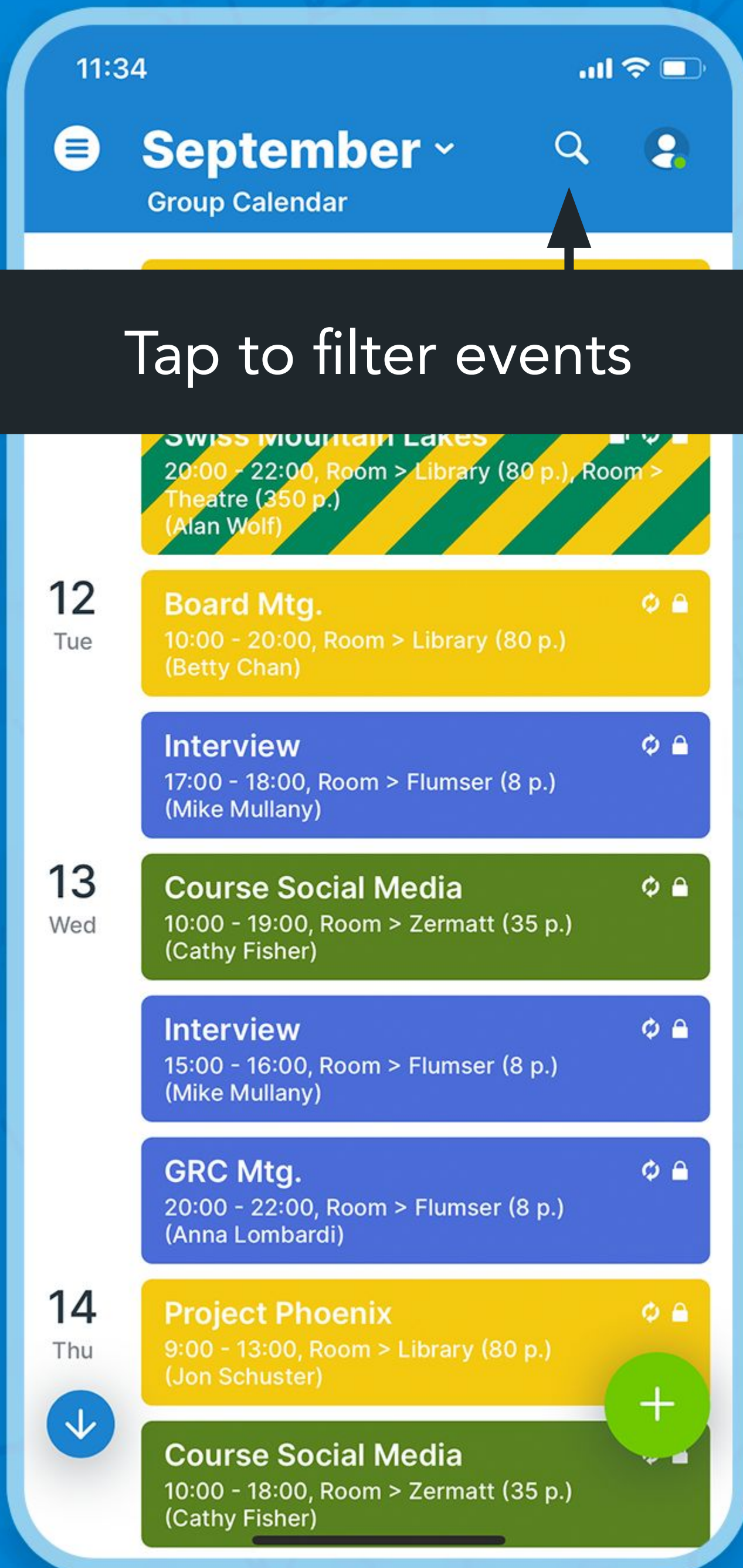


Tap to open date picker

Navigate the calendar



Navigate the calendar



Filter events

9:22

Filter events

Keywords
call

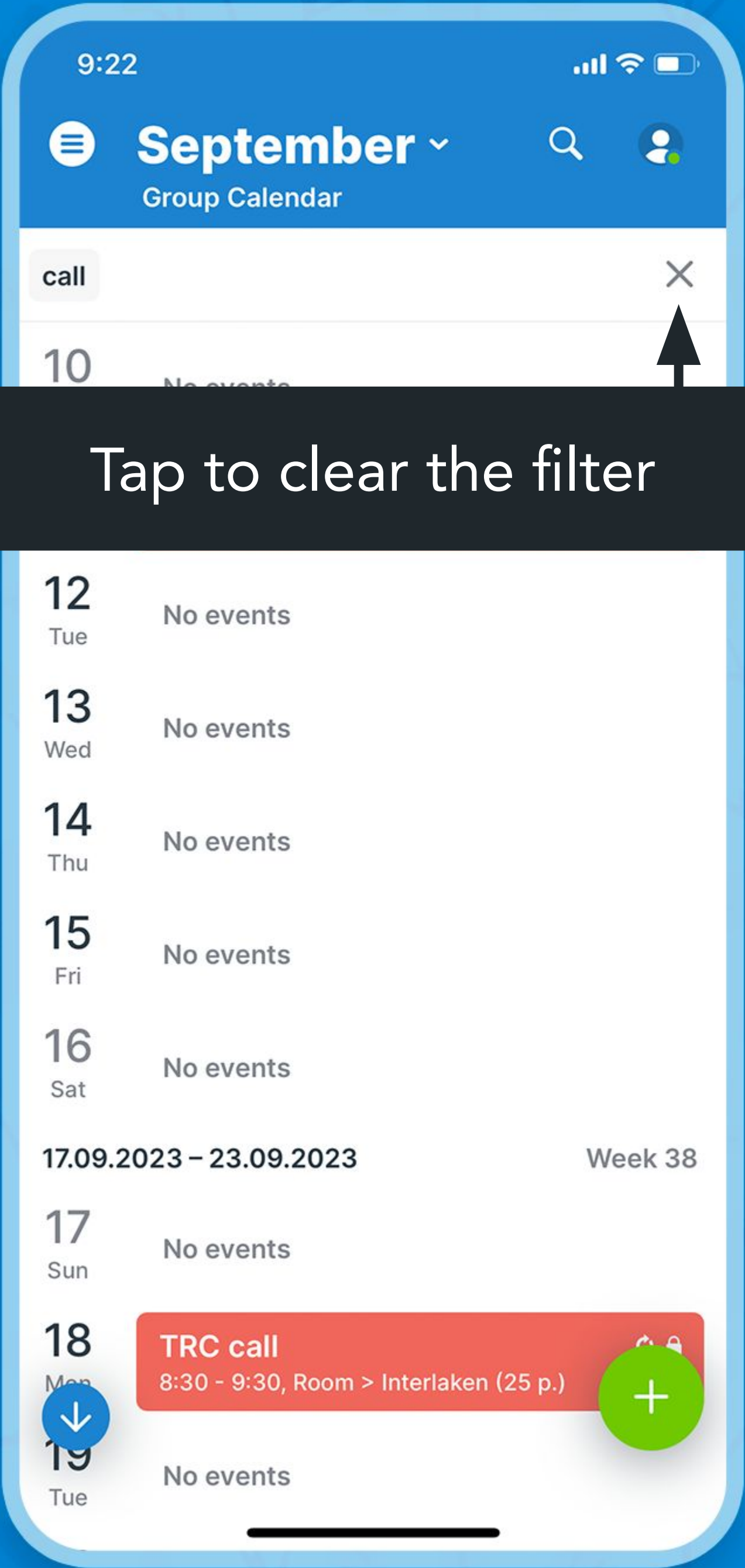
☐ Sub-calendars Any

Clear filter

q w e r t z u i o p
a s d f g h j k l '

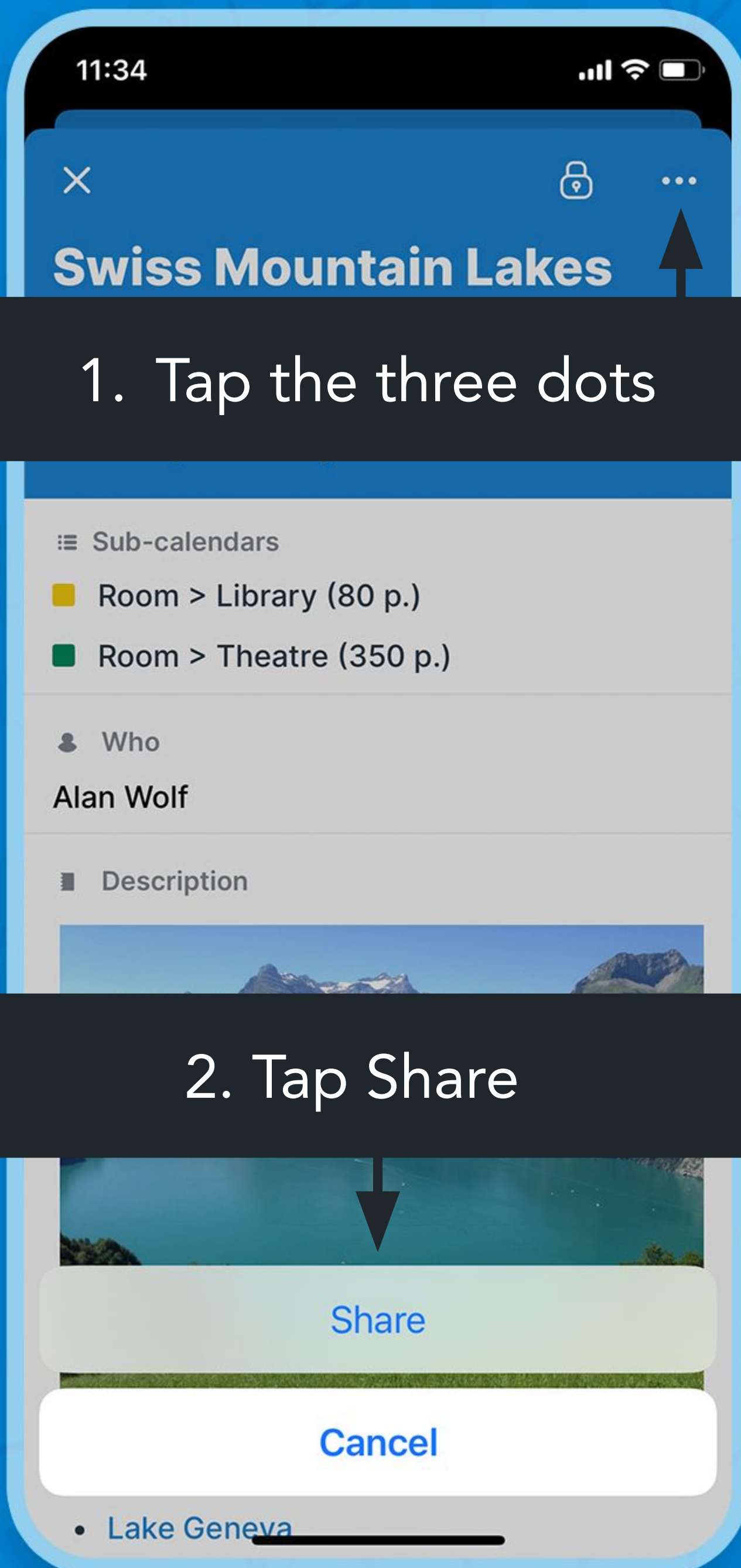
Type keyword, select
sub-calendars and confirm

Filter active



Tap to clear the filter

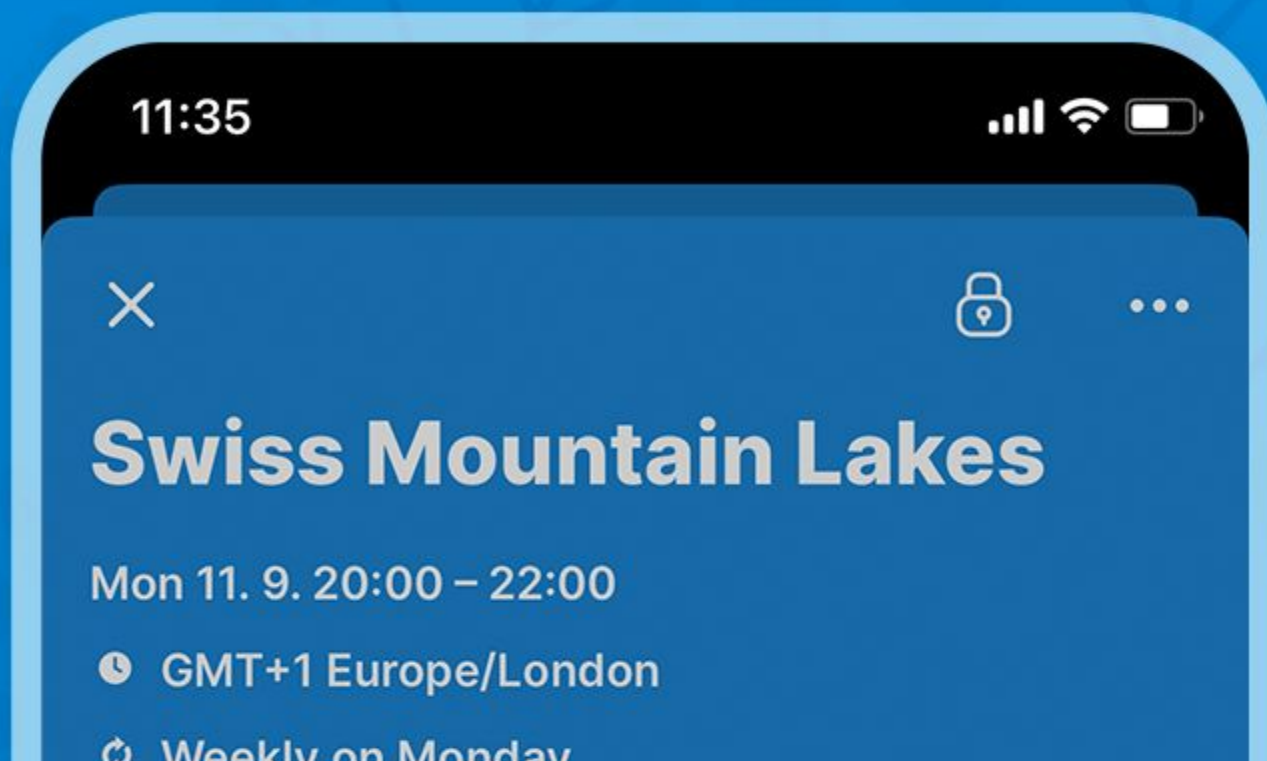
Share an event



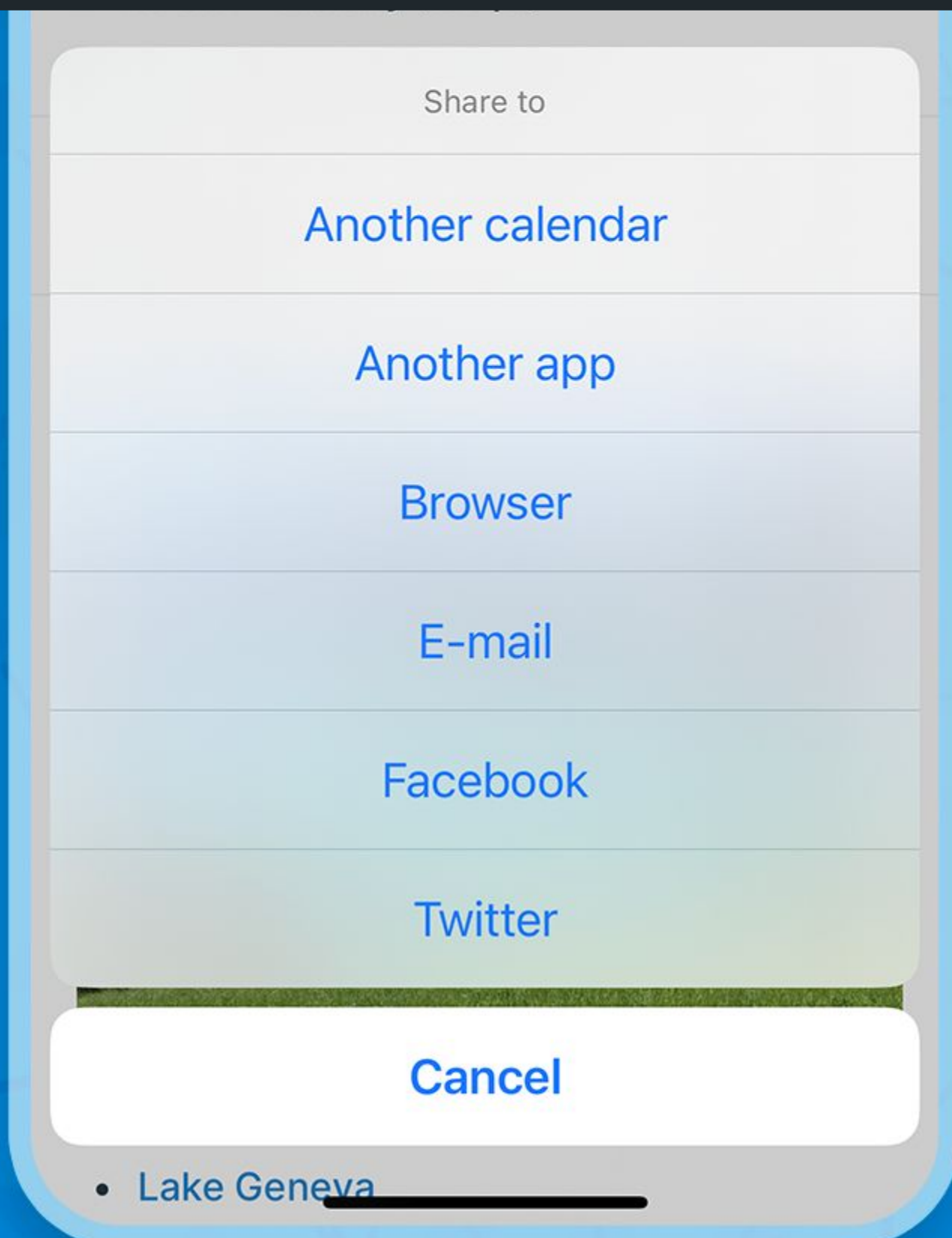
1. Tap the three dots

2. Tap Share

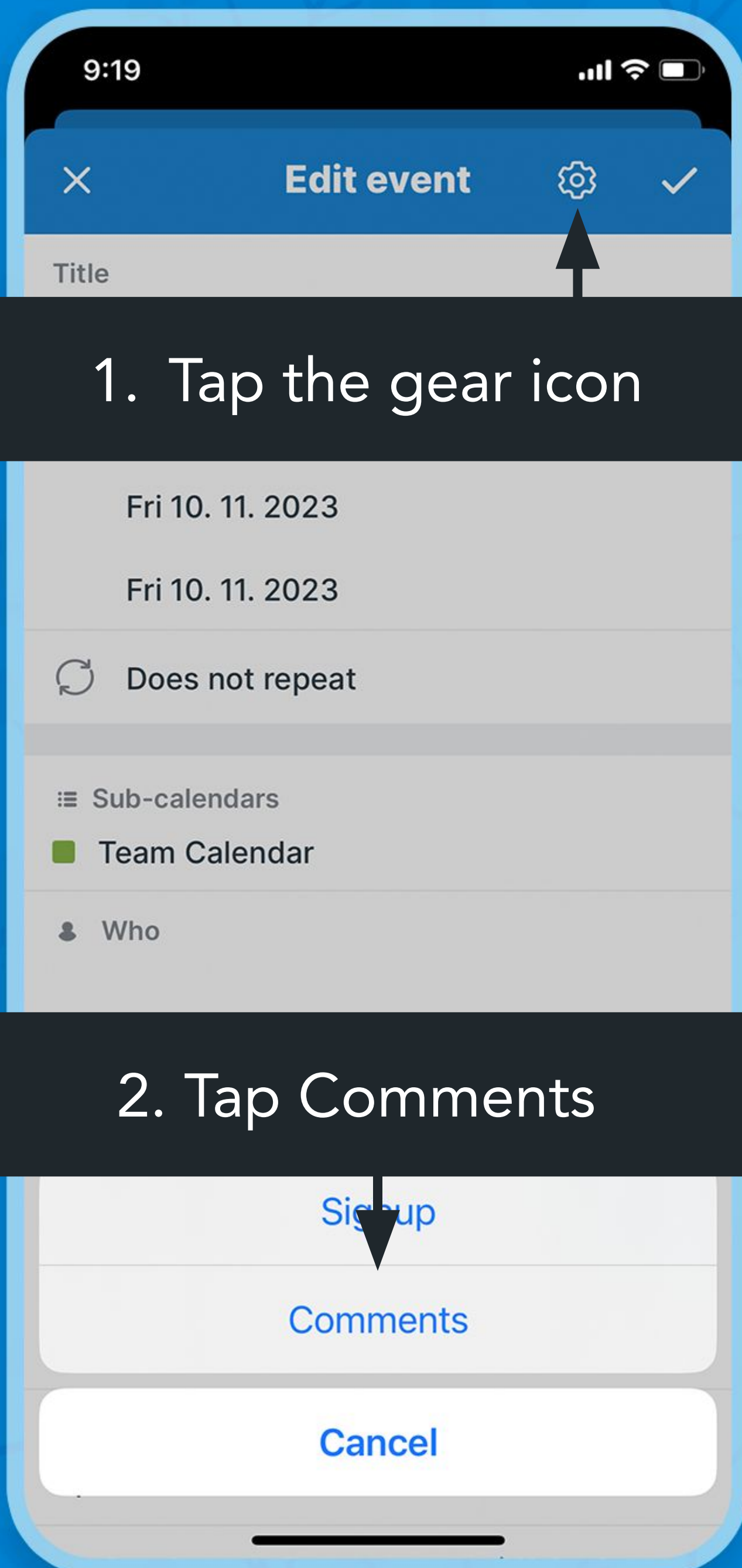
Share an event



3. Choose the sharing option



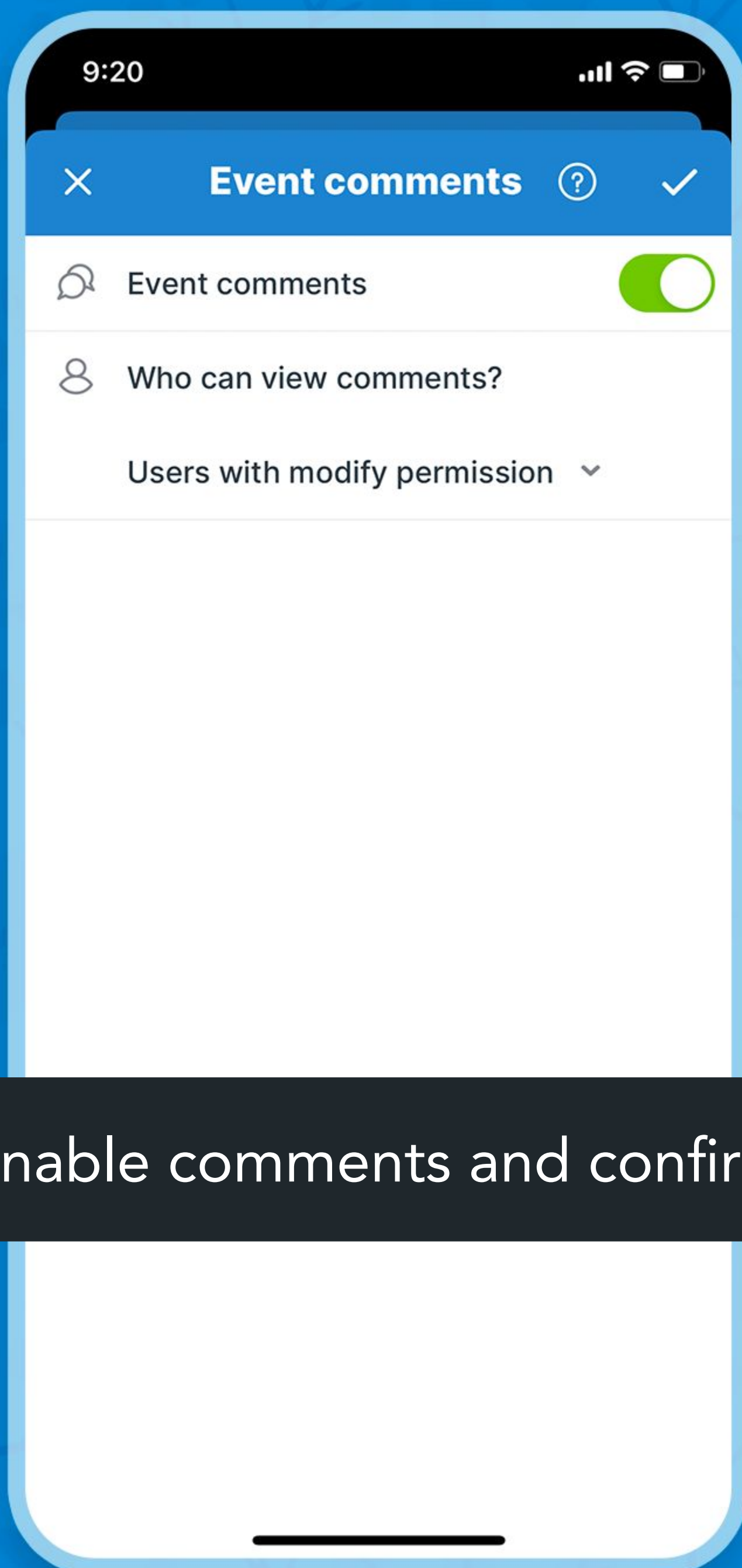
Enable event comments



1. Tap the gear icon

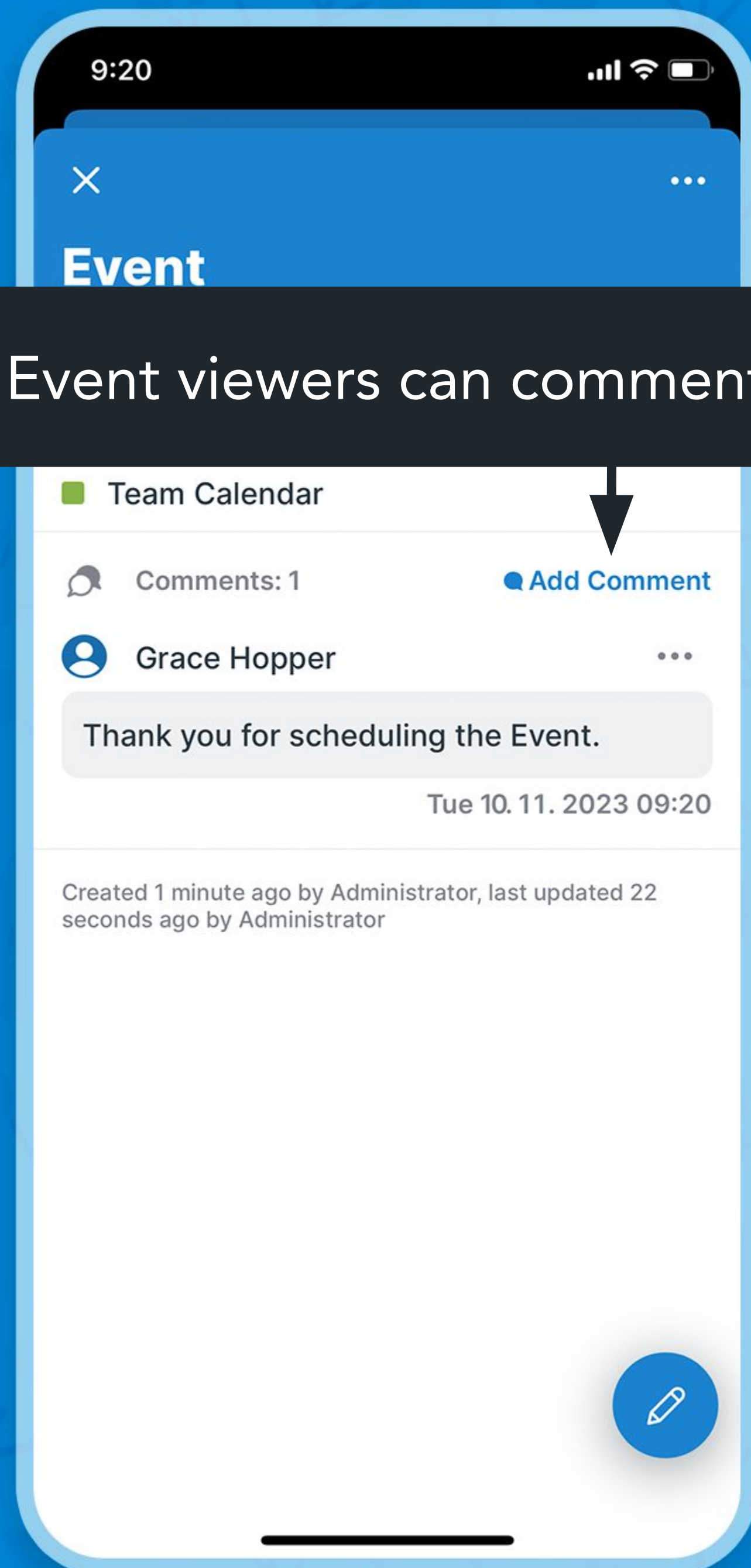
2. Tap Comments

Enable event comments



Enable comments and confirm

Add comments



Event viewers can comment

■ Team Calendar



Comments: 1

● Add Comment



Grace Hopper



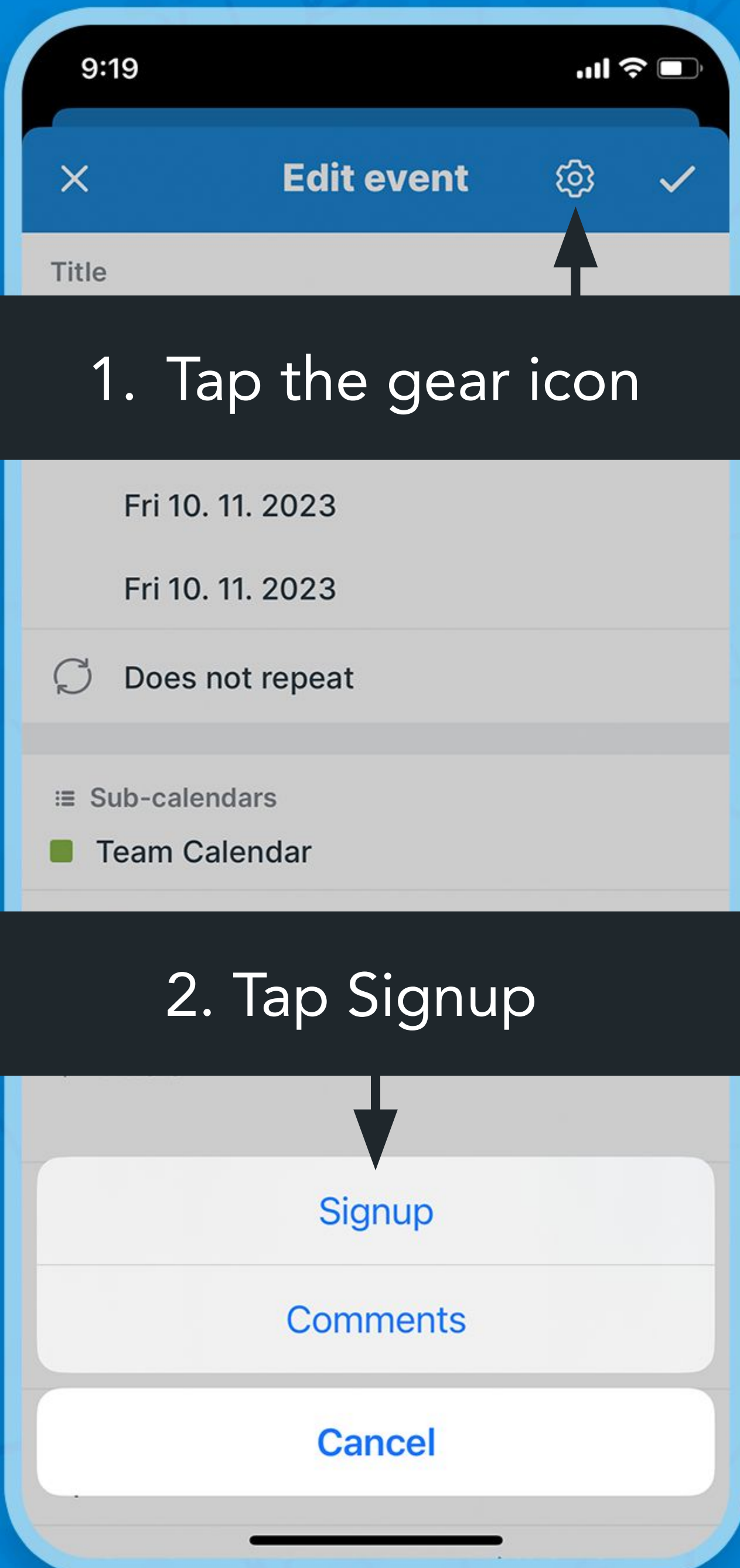
Thank you for scheduling the Event.

Tue 10. 11. 2023 09:20

Created 1 minute ago by Administrator, last updated 22 seconds ago by Administrator



Enable event signup



1. Tap the gear icon

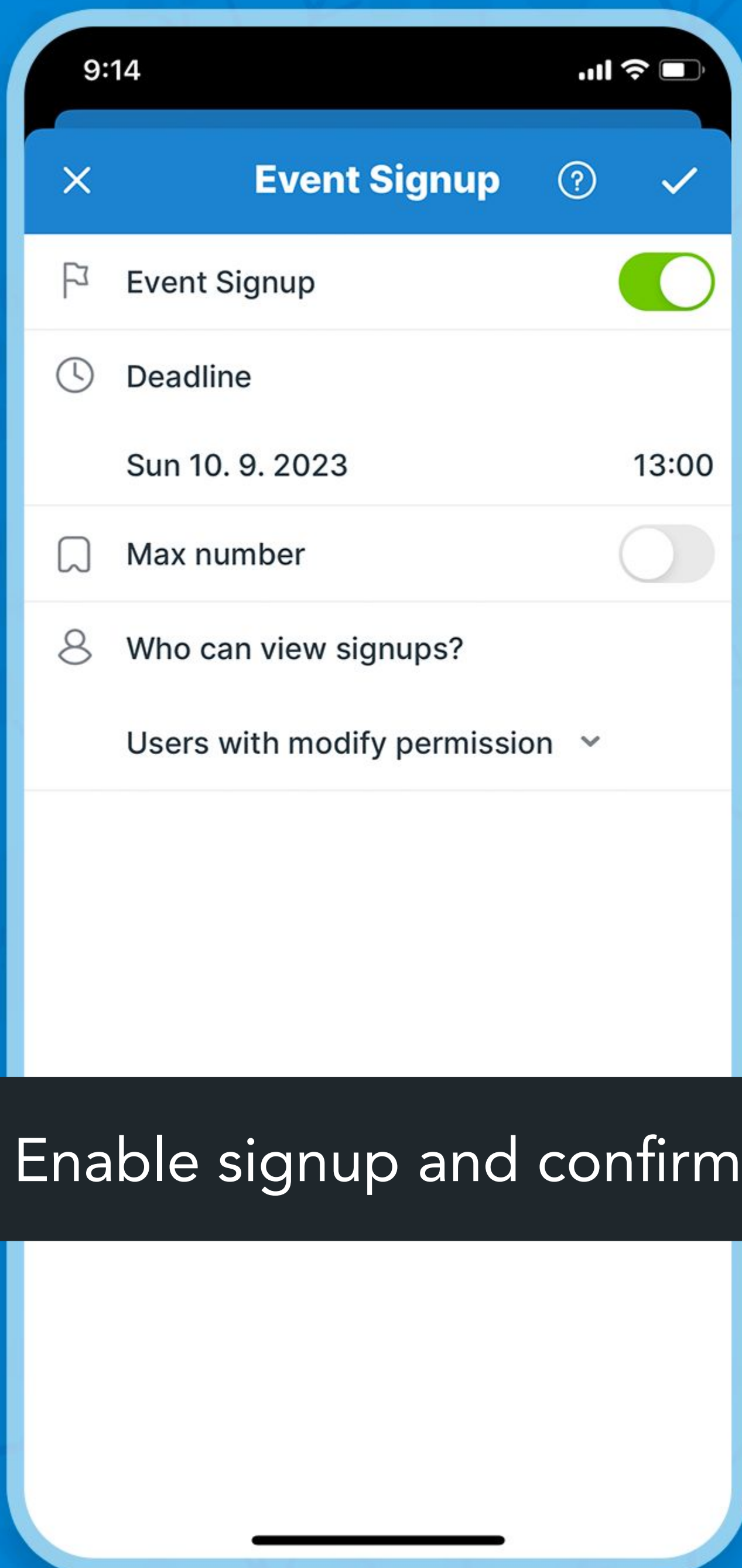
2. Tap Signup

Signup

Comments

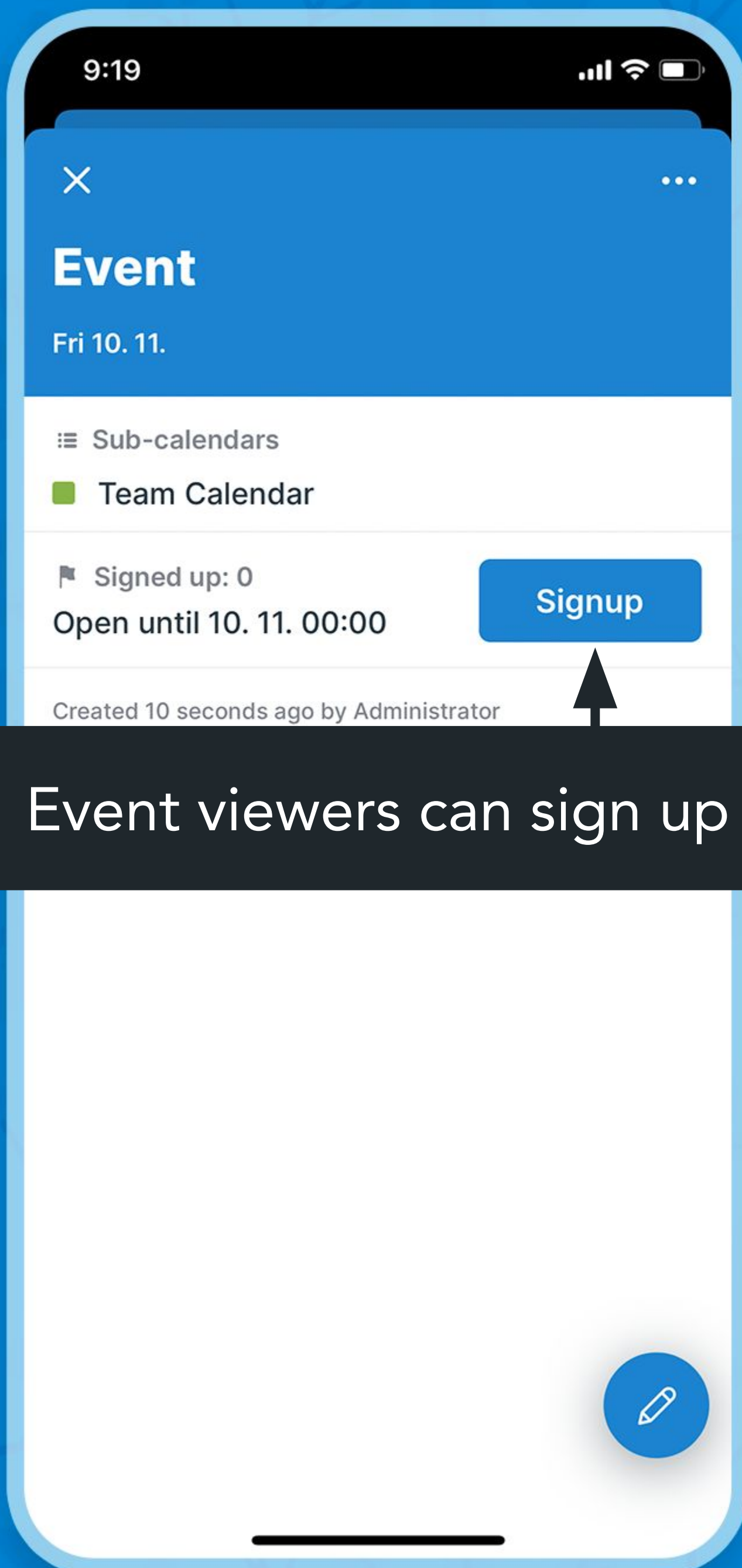
Cancel

Enable event signup



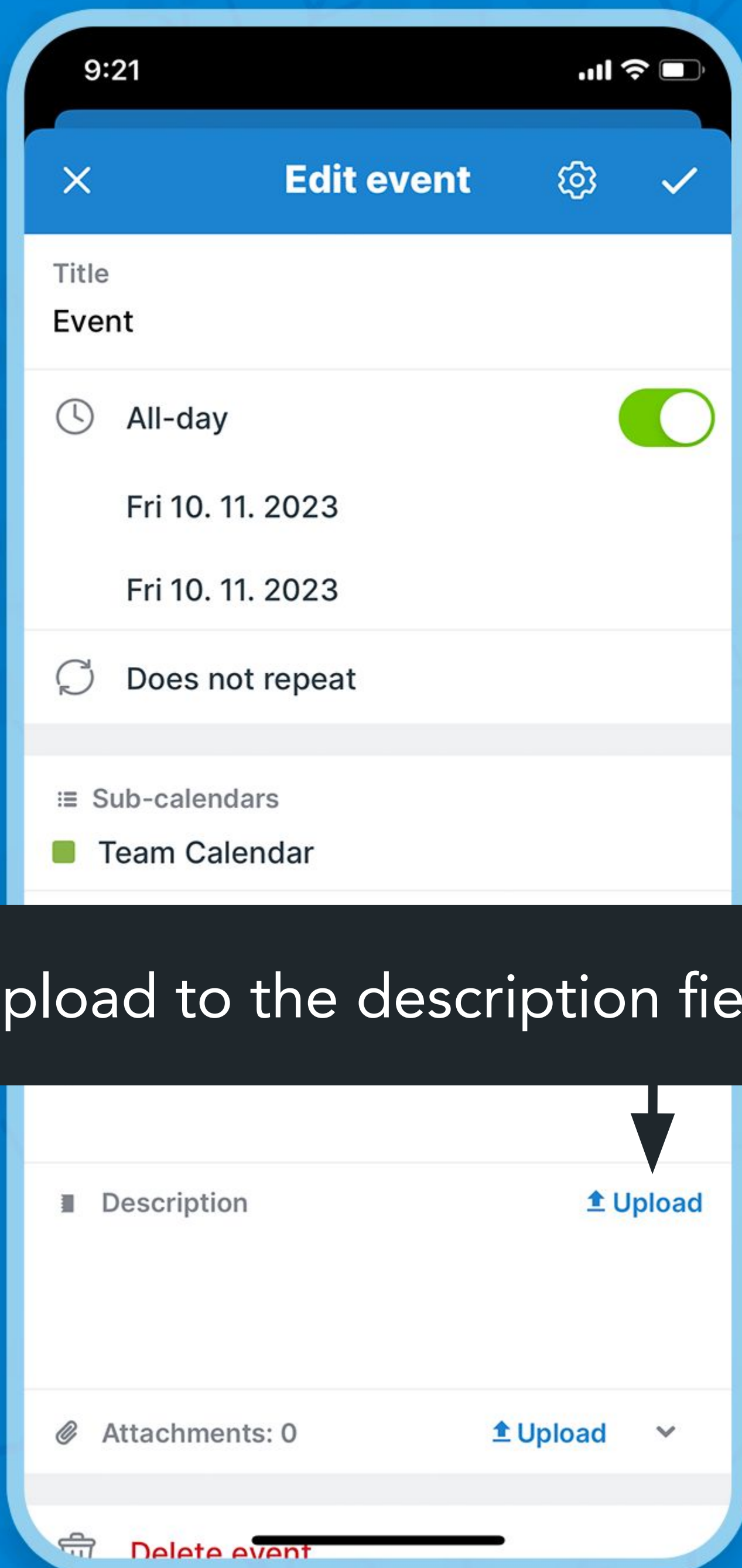
Enable signup and confirm

Sign up



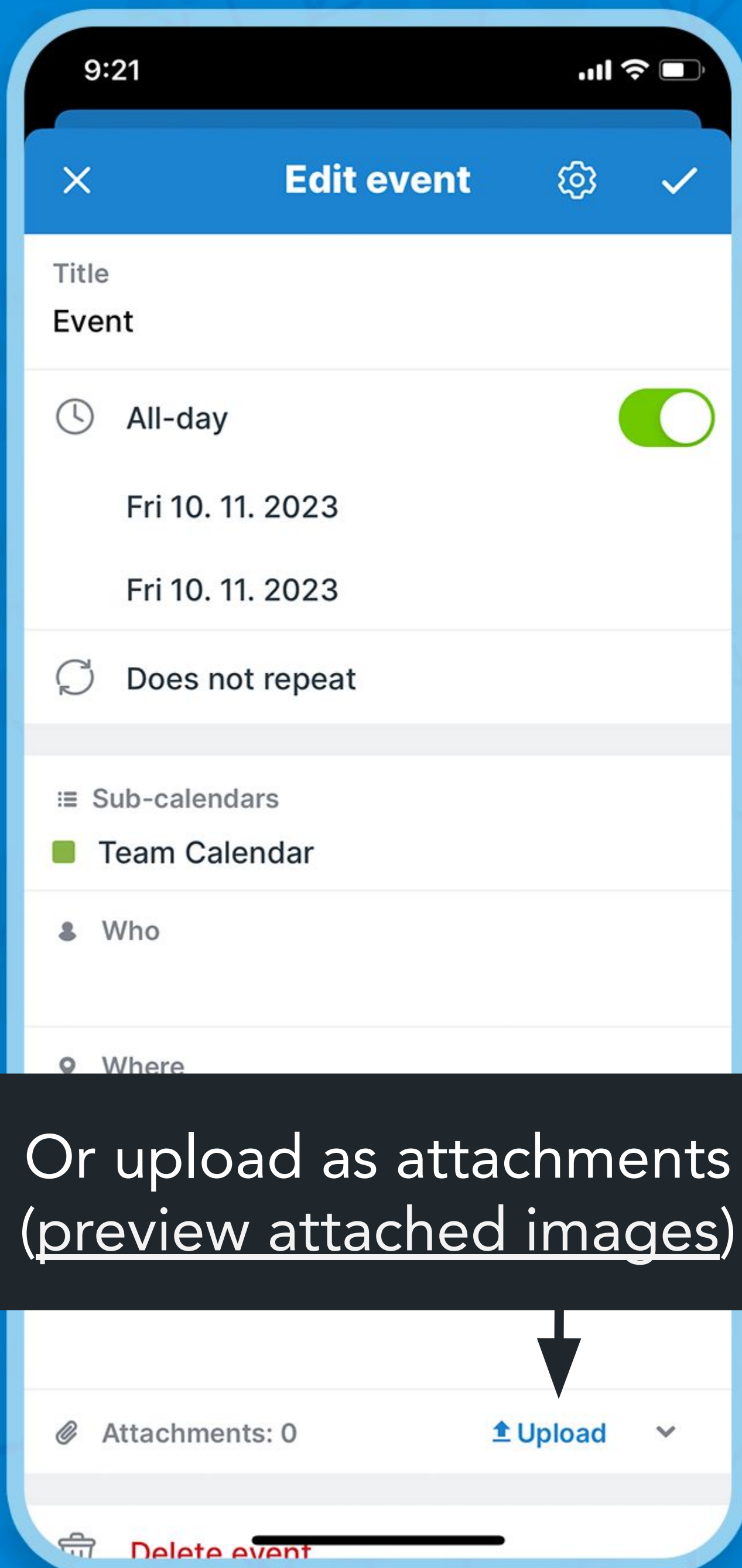
Event viewers can sign up

Upload files



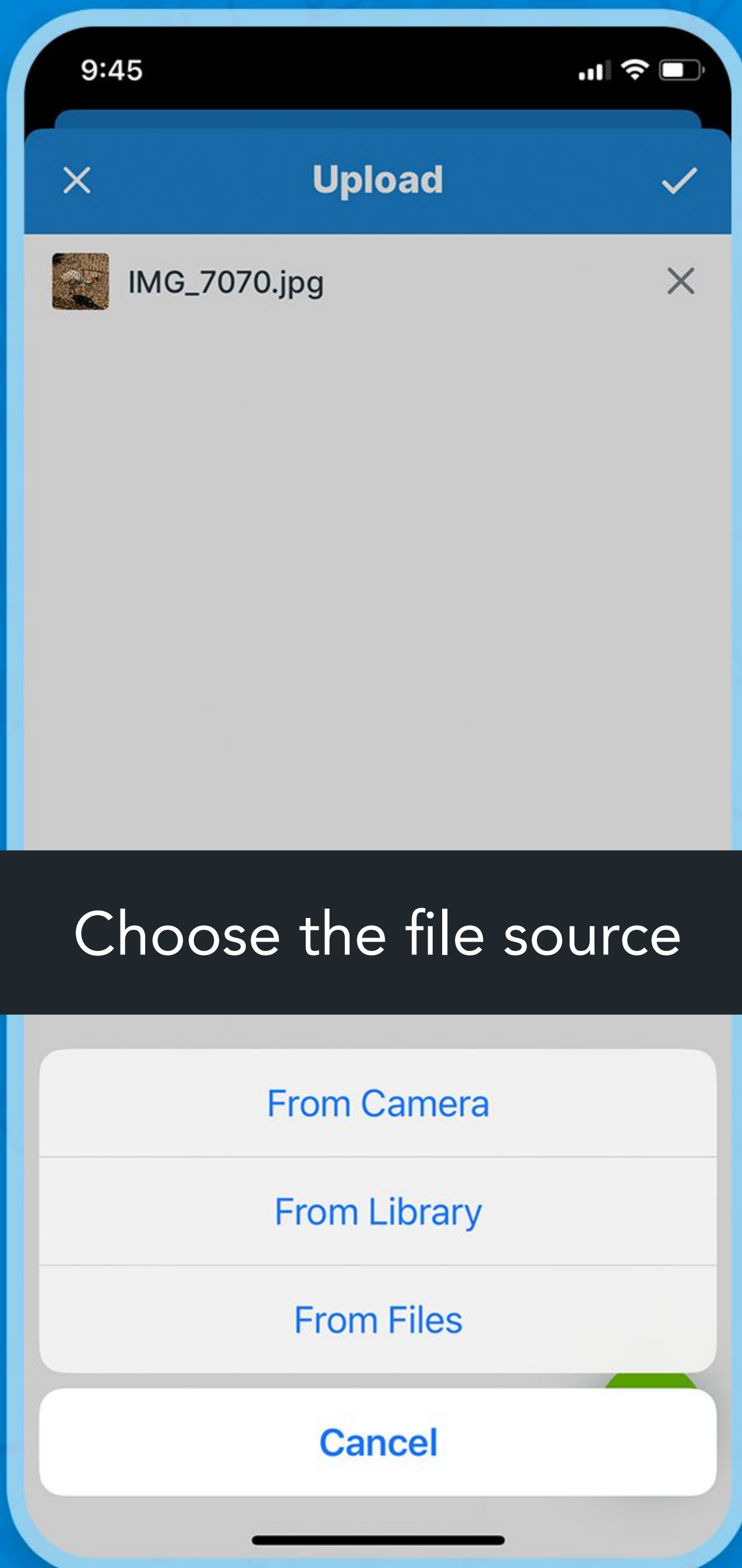
Upload to the description field

Upload files



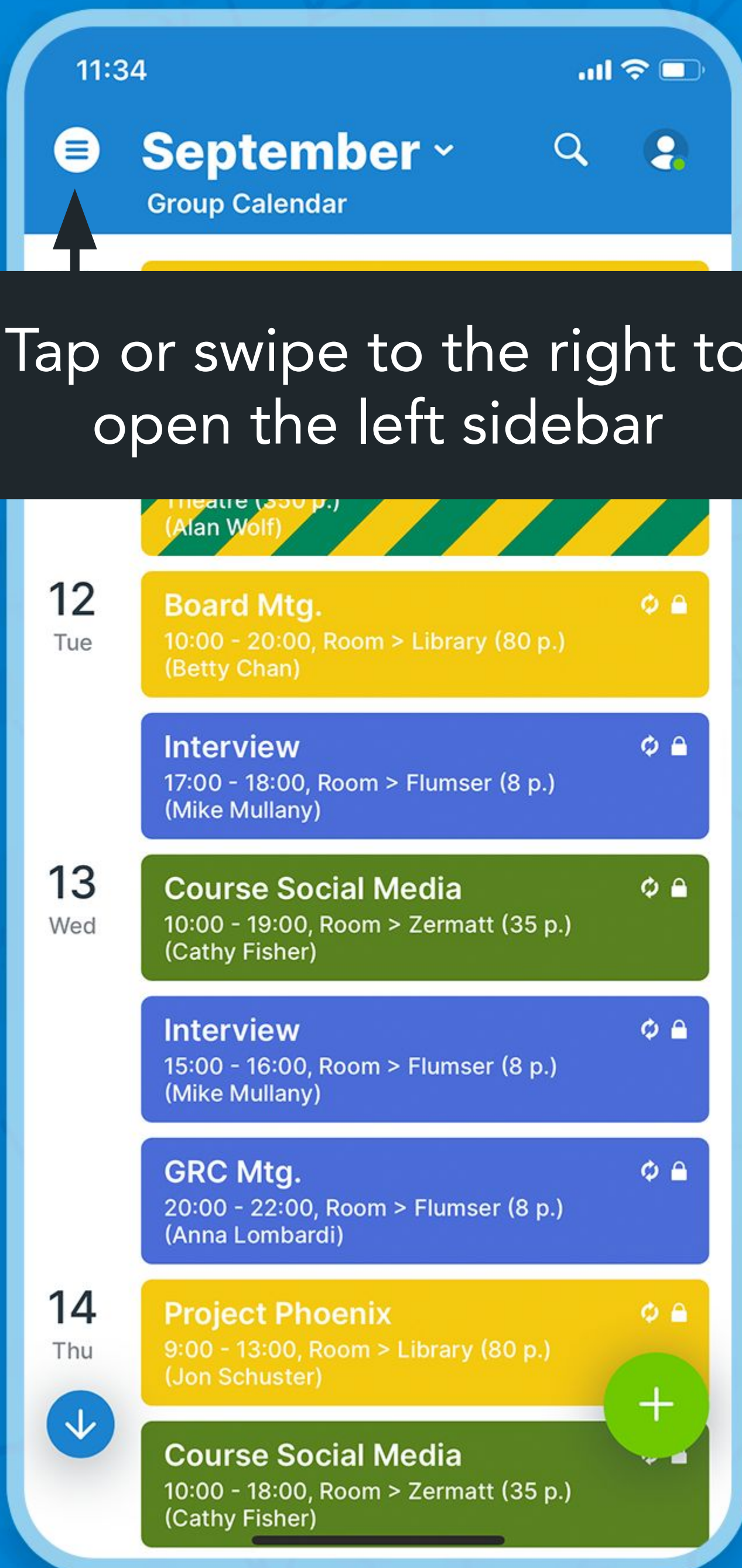
Or upload as attachments
(preview attached images)

Upload files

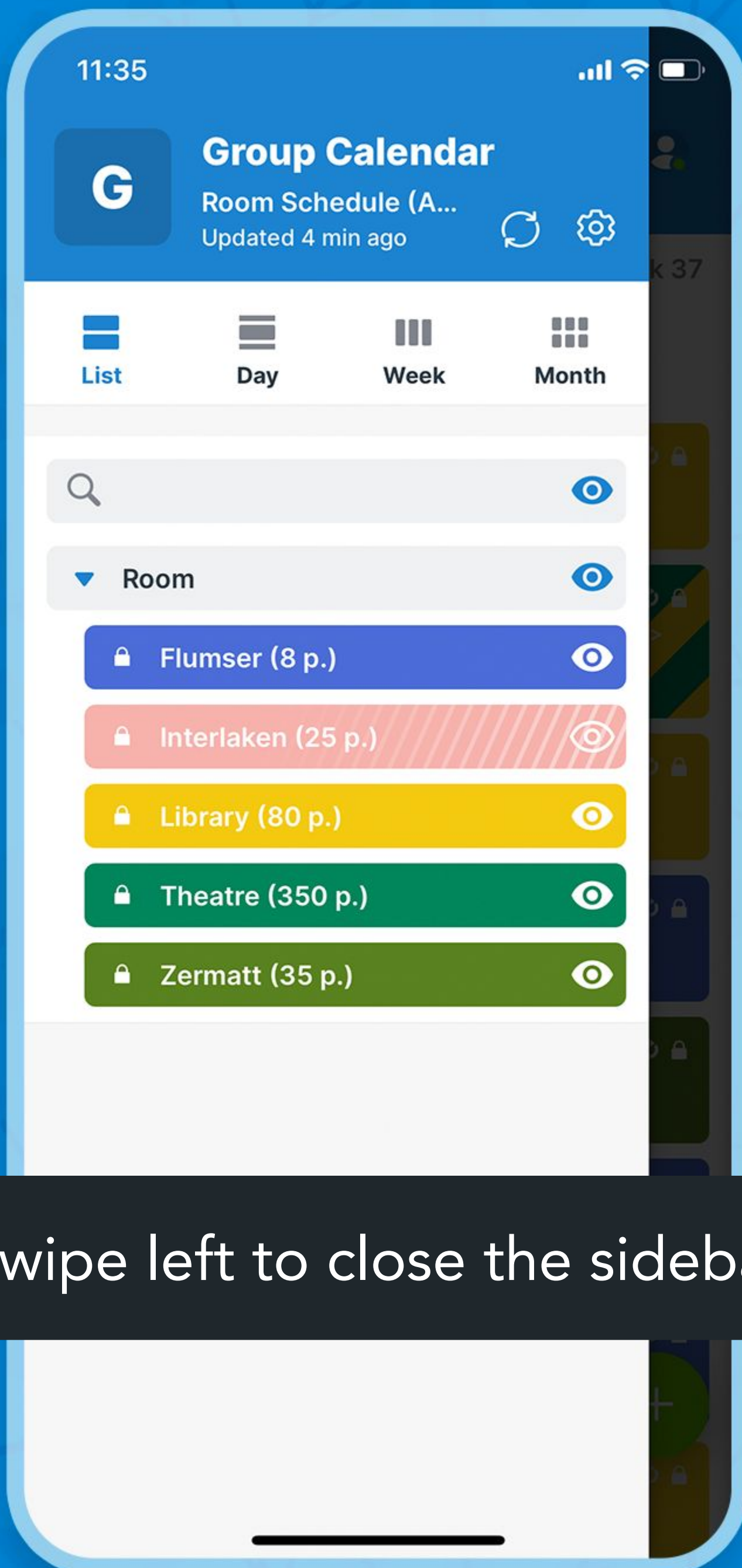


Choose the file source

Access the left sidebar

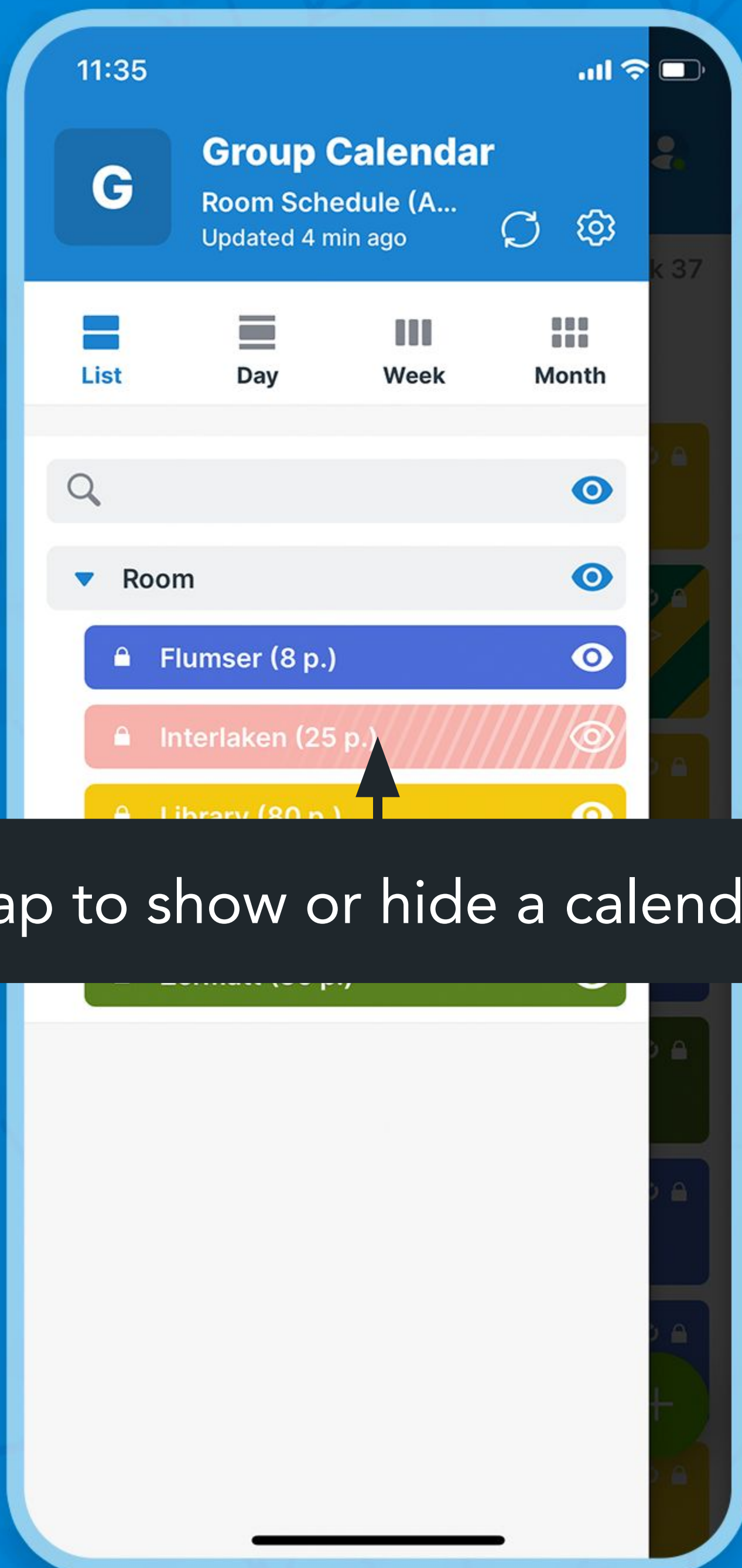


The left sidebar



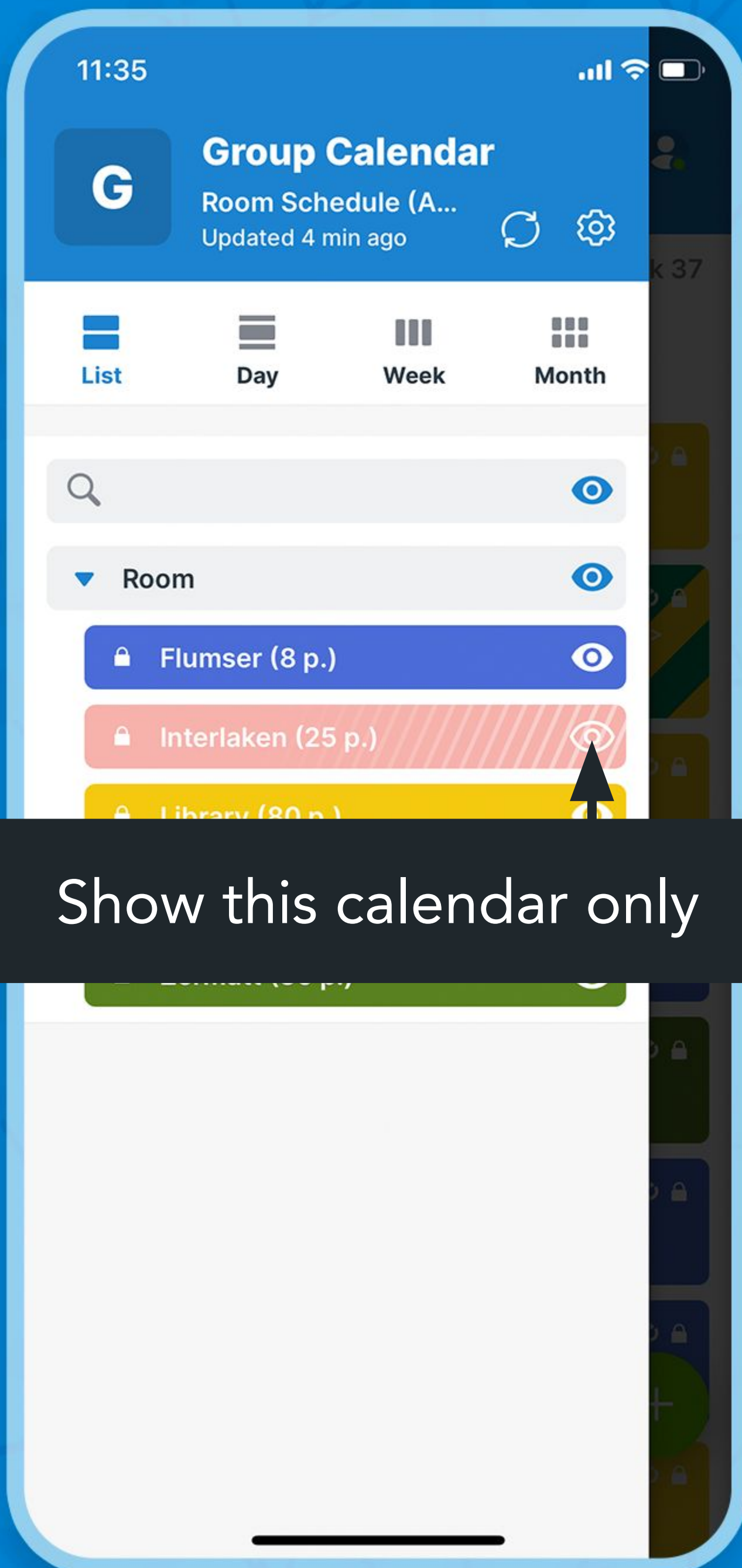
Swipe left to close the sidebar

The left sidebar



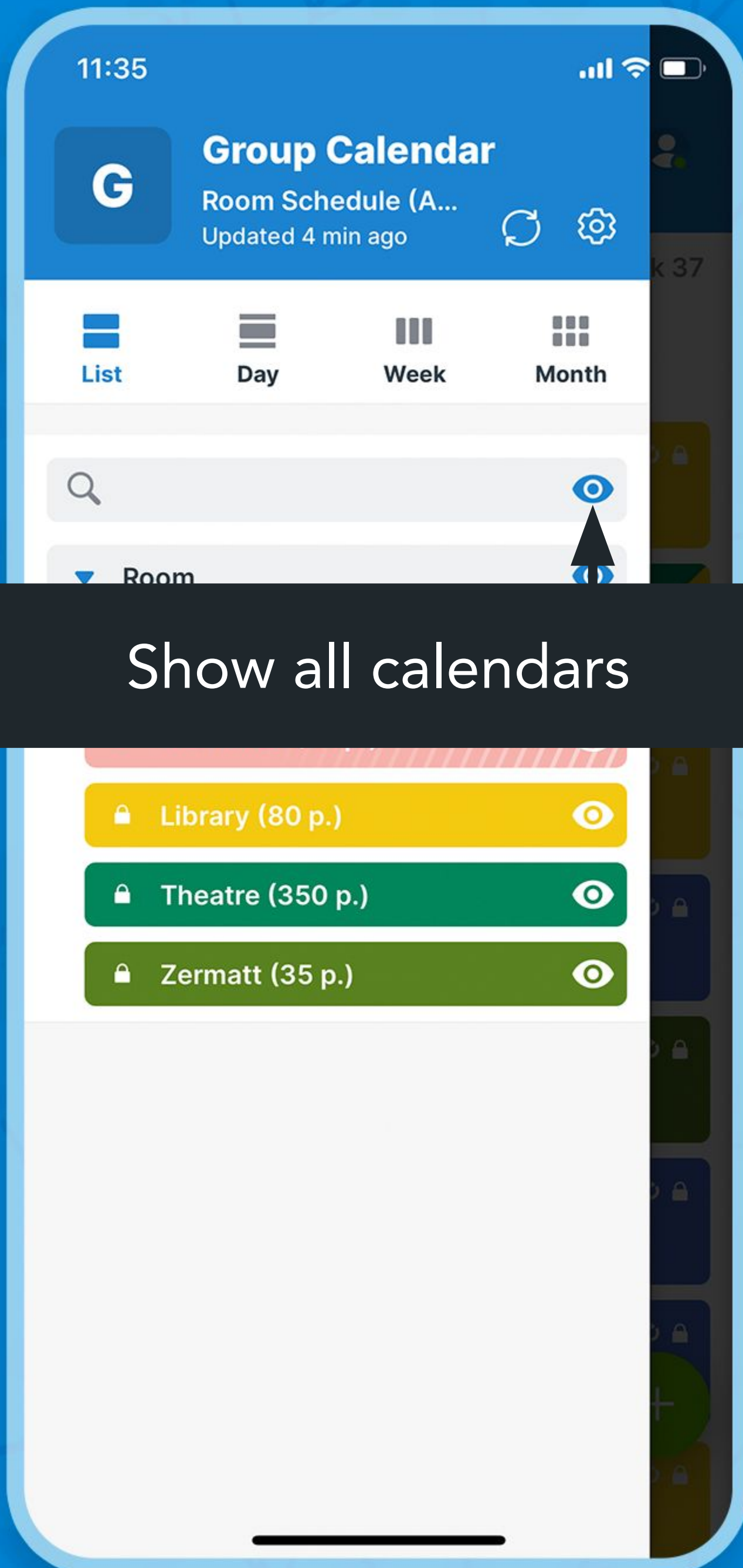
Tap to show or hide a calendar

The left sidebar

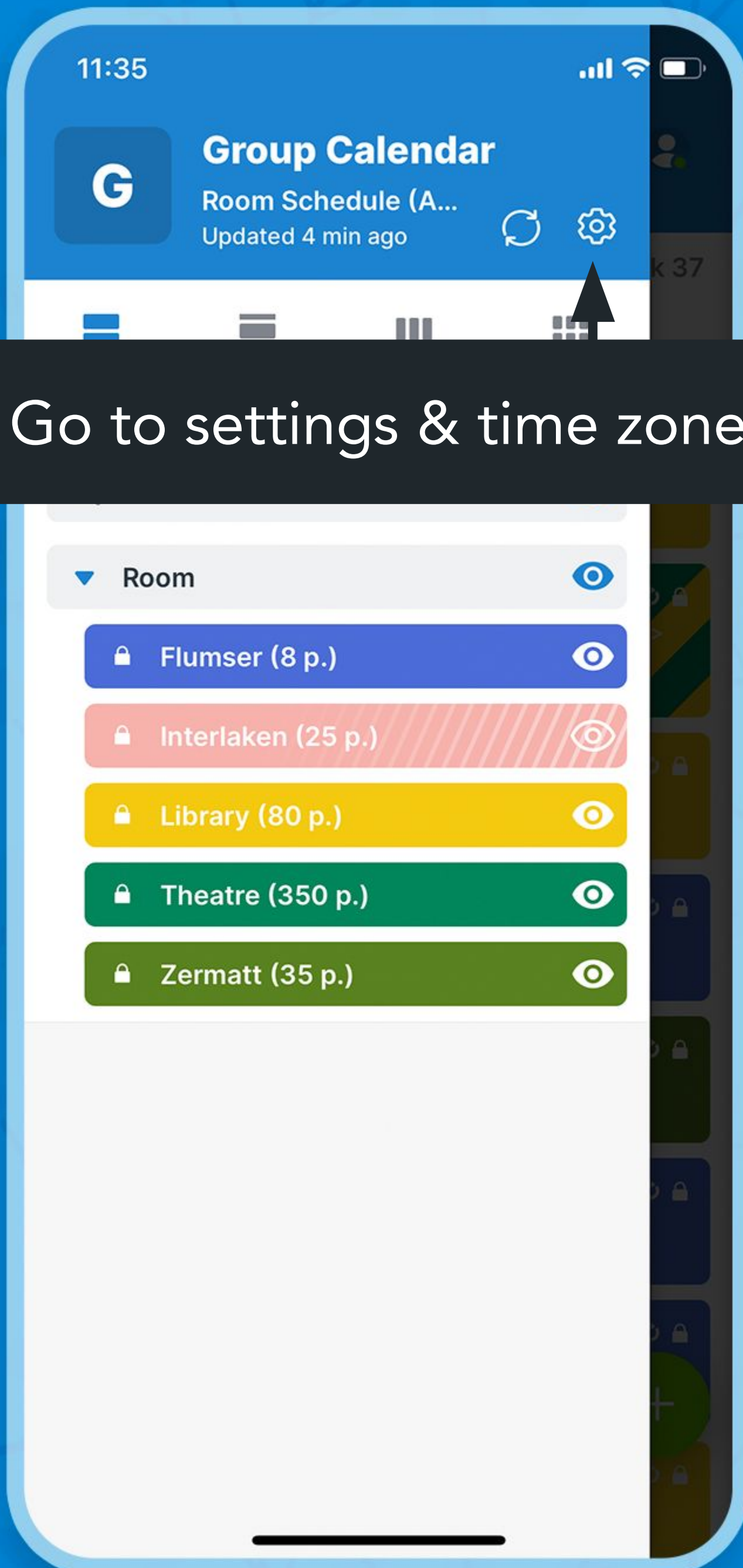


Show this calendar only

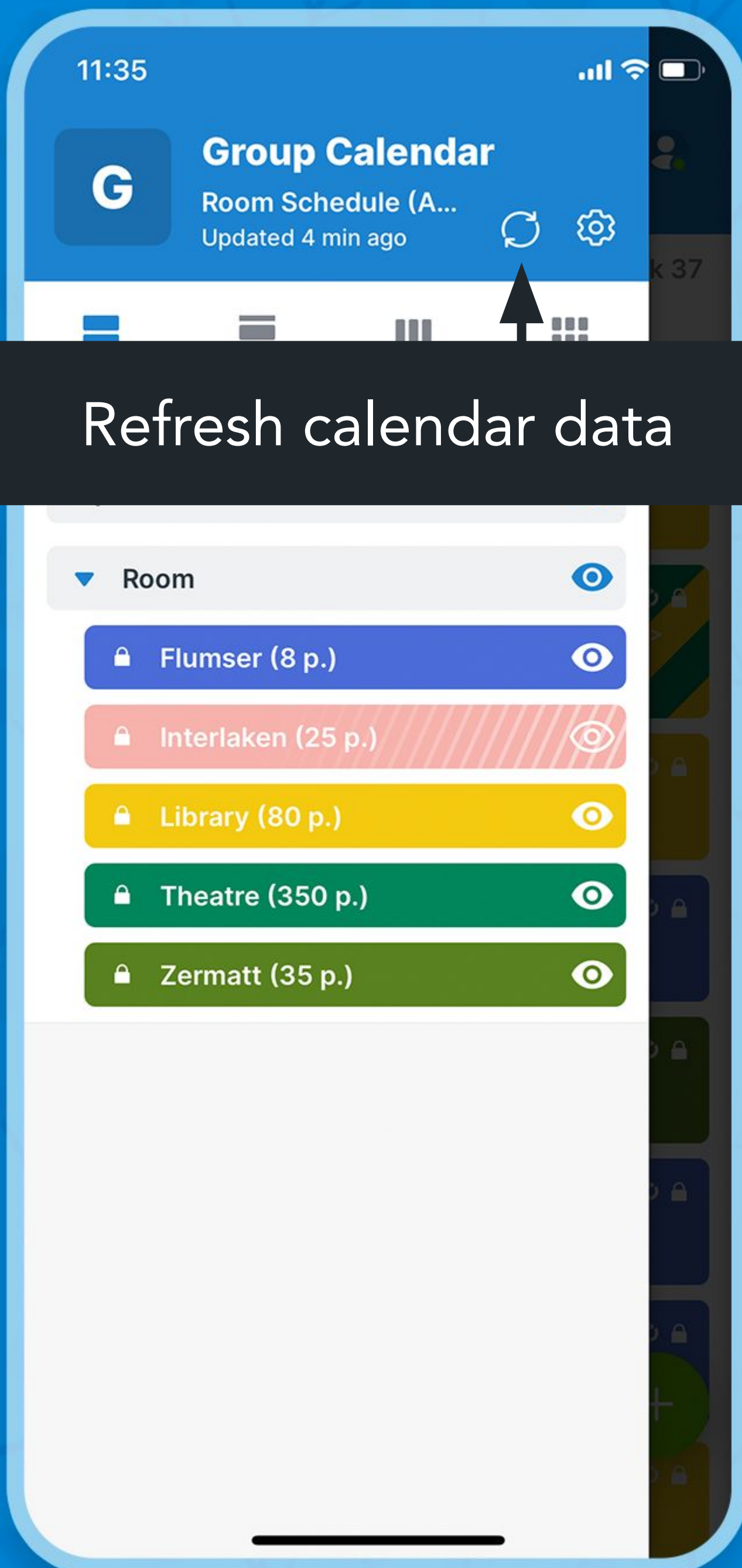
The left sidebar



The left sidebar

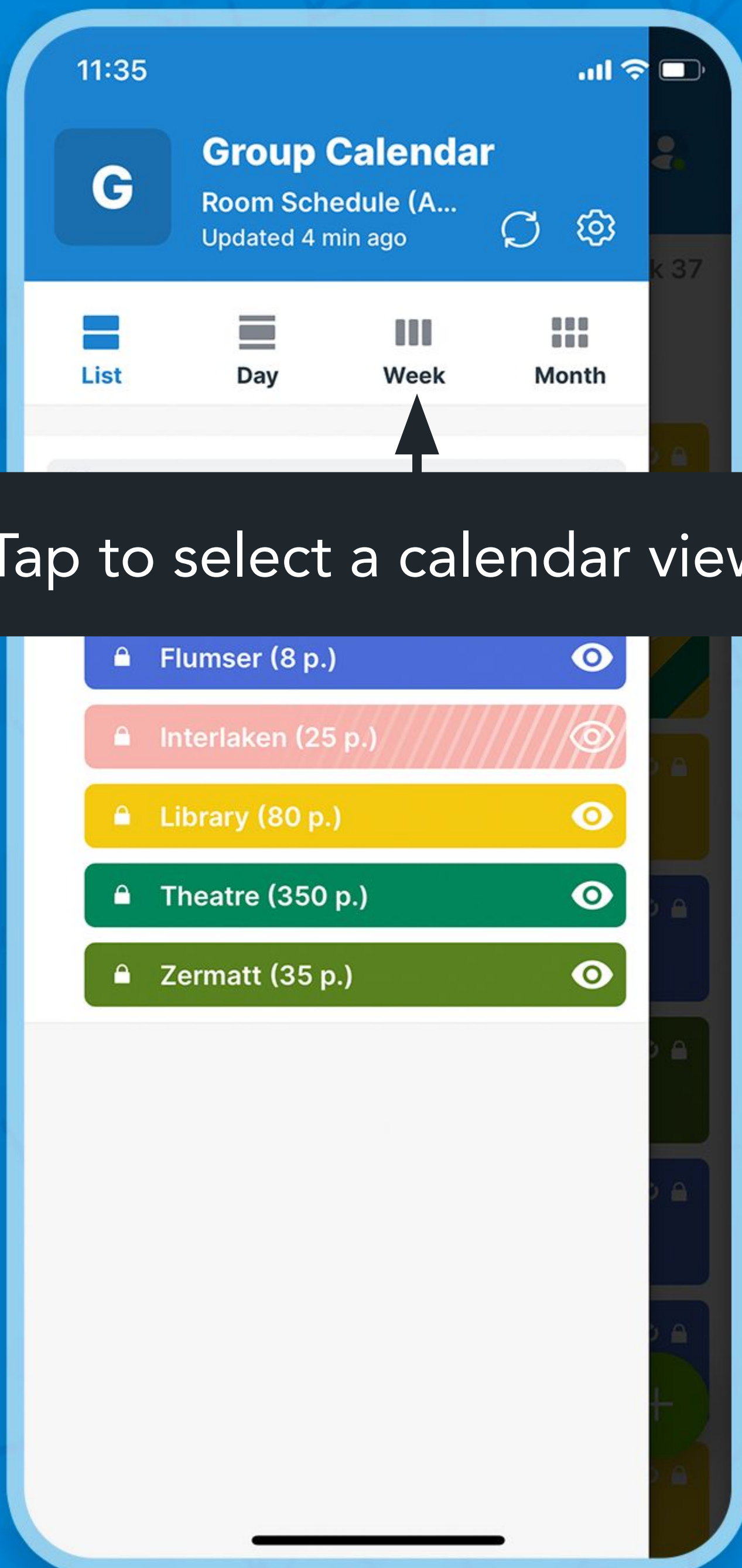


The left sidebar



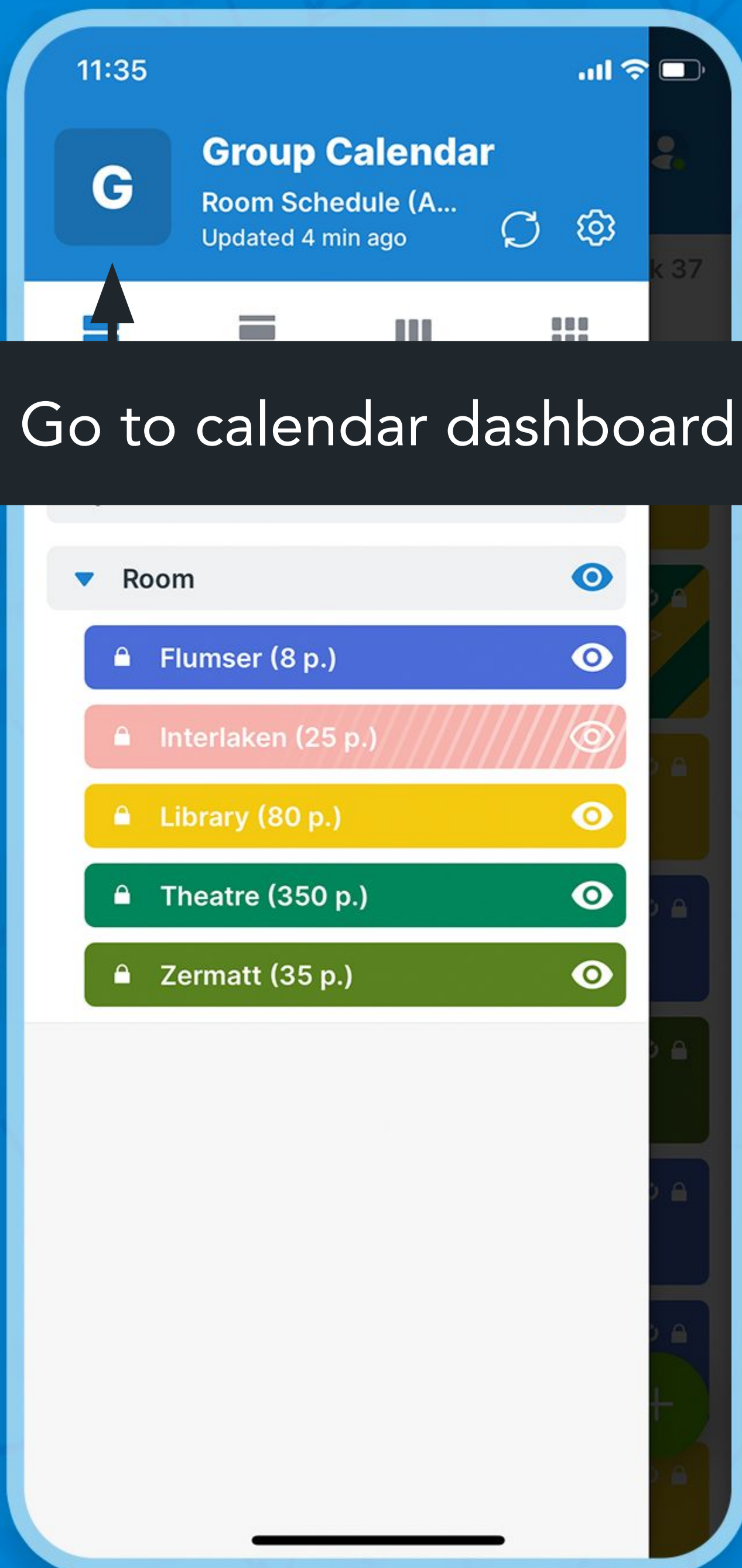
Refresh calendar data

The left sidebar



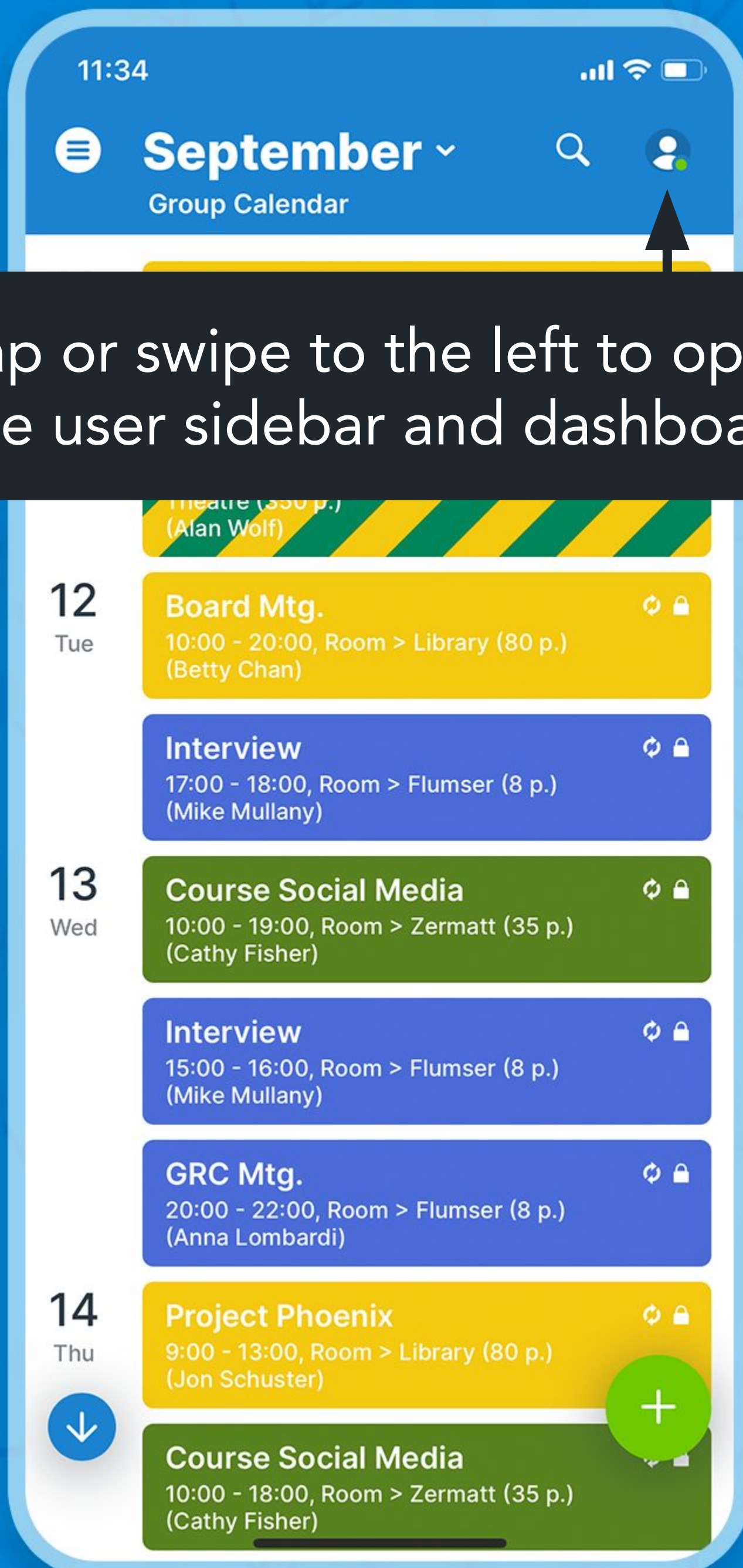
Tap to select a calendar view

The sidebar



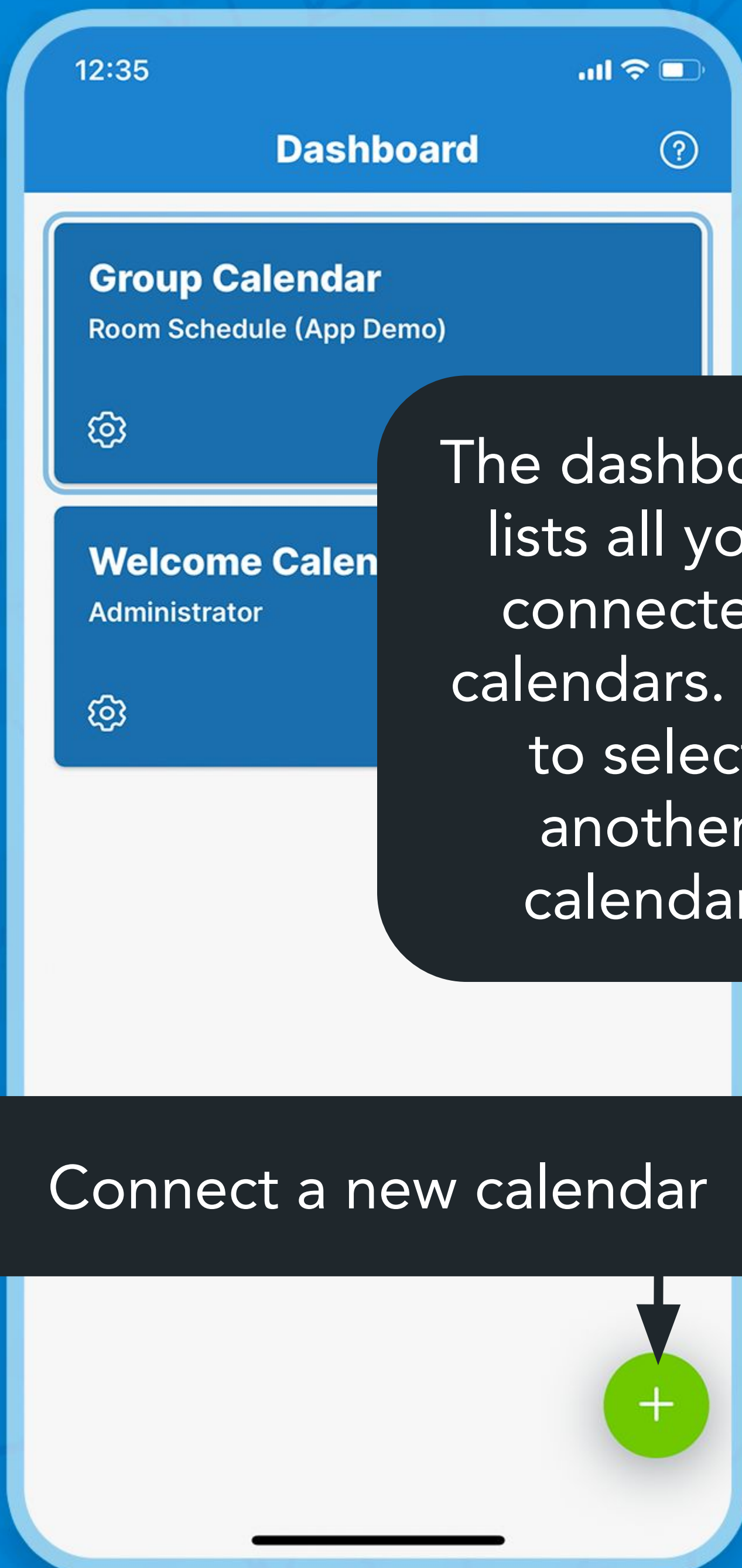
Go to calendar dashboard

Access the right sidebar



Tap or swipe to the left to open the user sidebar and dashboard

The dashboard

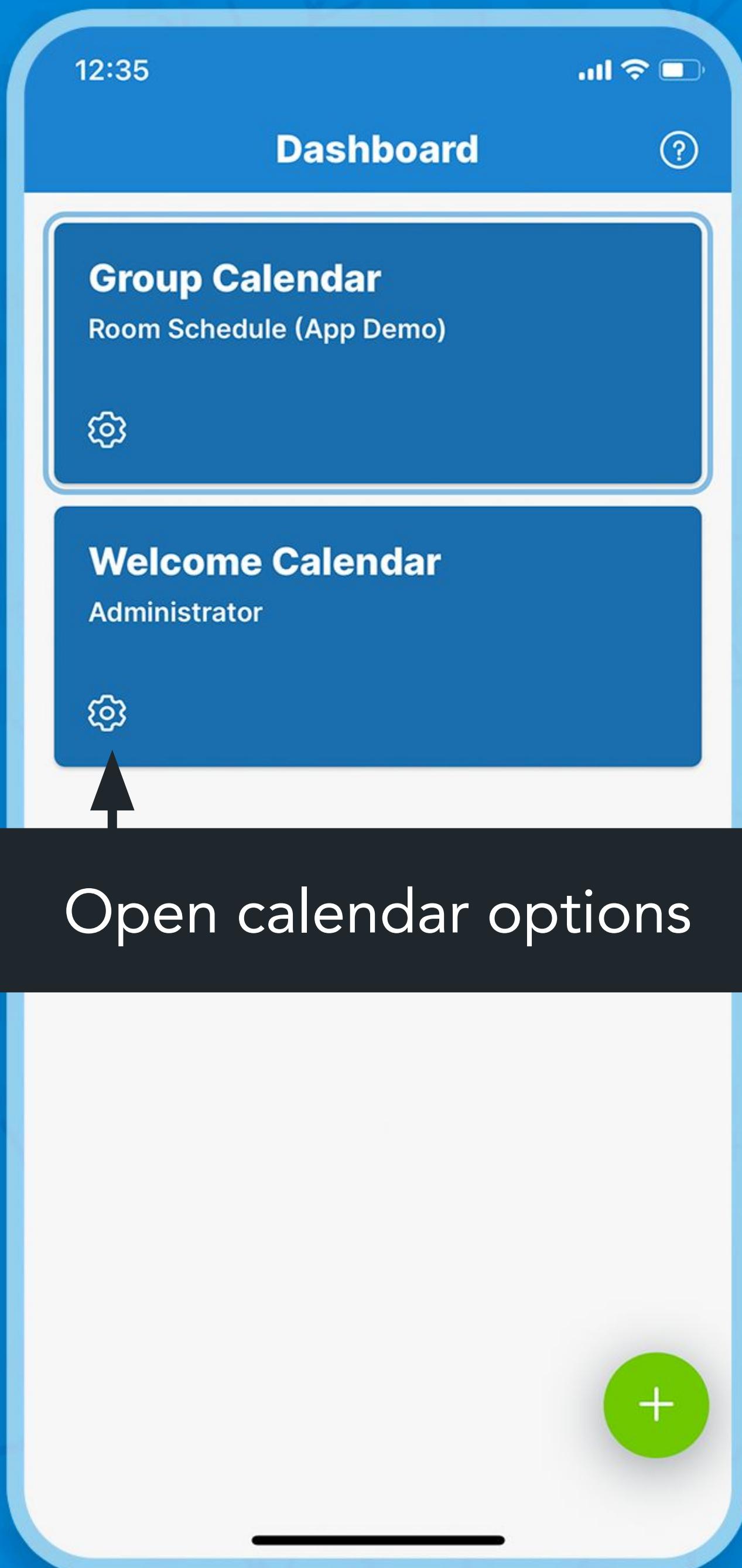


The dashboard lists all your connected calendars. Tap to select another calendar.

Connect a new calendar

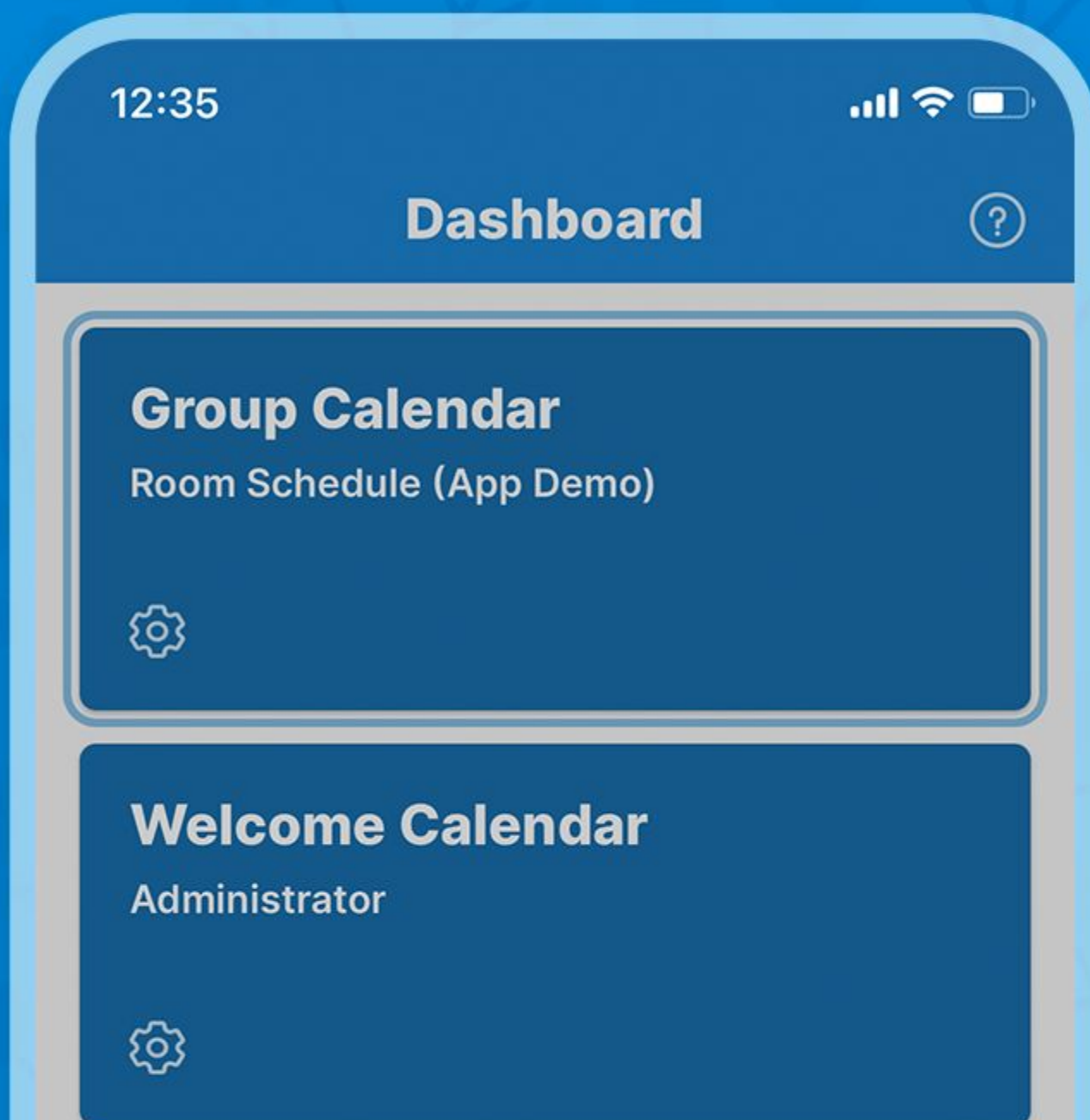


The dashboard

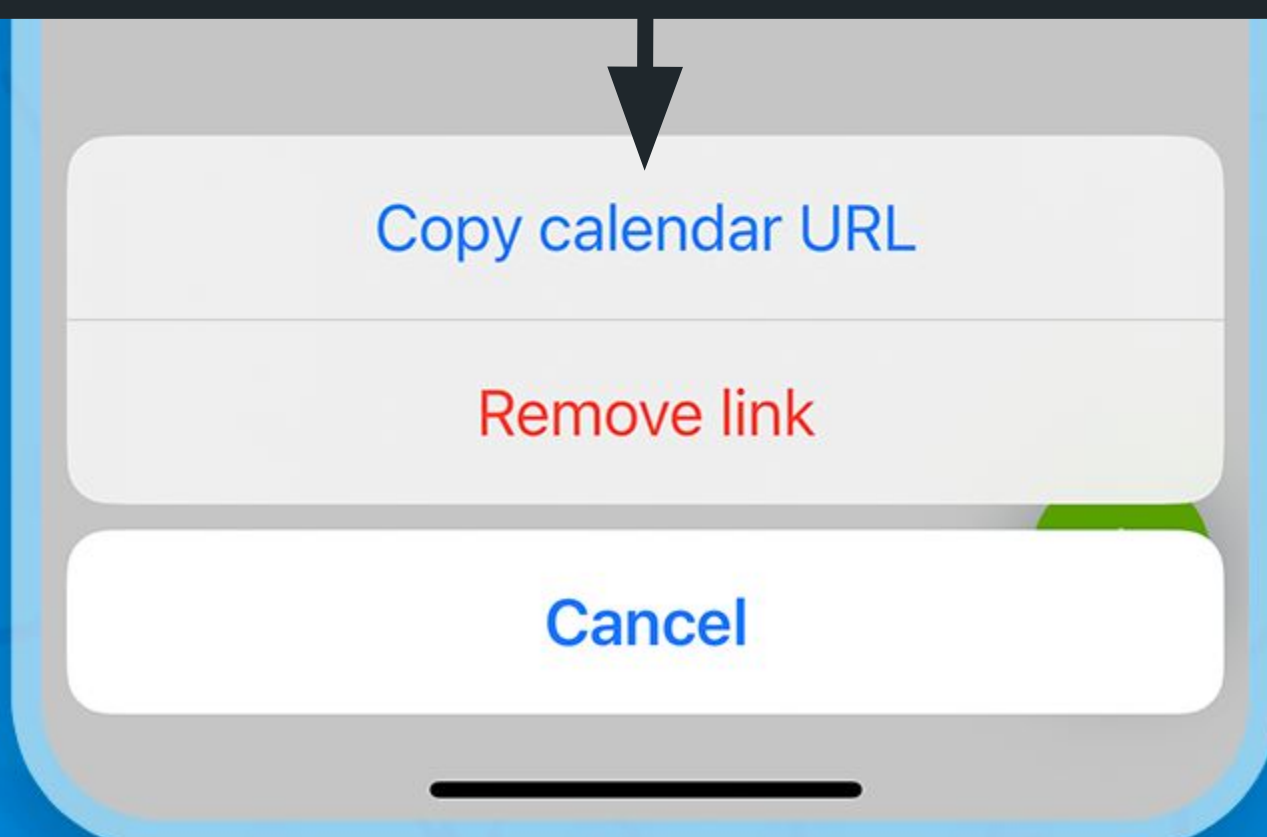


Open calendar options

The dashboard



Copy or open the calendar link
in a browser, or remove the
calendar from the dashboard



Thank you!



The Teamup iOS and Android apps provide optimized mobile access to Teamup Calendar. Learn more about the Teamup platform on the web. If you are new, create and configure the best calendar for your needs.