

# How to create an appointment on the Zalo PC chat group

Zalo PC currently has the ability to create appointments, reminders in the chat group Zalo, helping members know important appointments.

Group chat on Zalo has now been added with many useful features. Users in addition to being able to create notifications on the chat group Zalo let members know important information, which you can create reminders.

We can create a schedule in the chat group Zalo and let the notification mode to the members. When it comes to that appointment, Zalo will automatically notify you so anyone knows. The following article will show you how to make an appointment on the computer chat group Zalo.

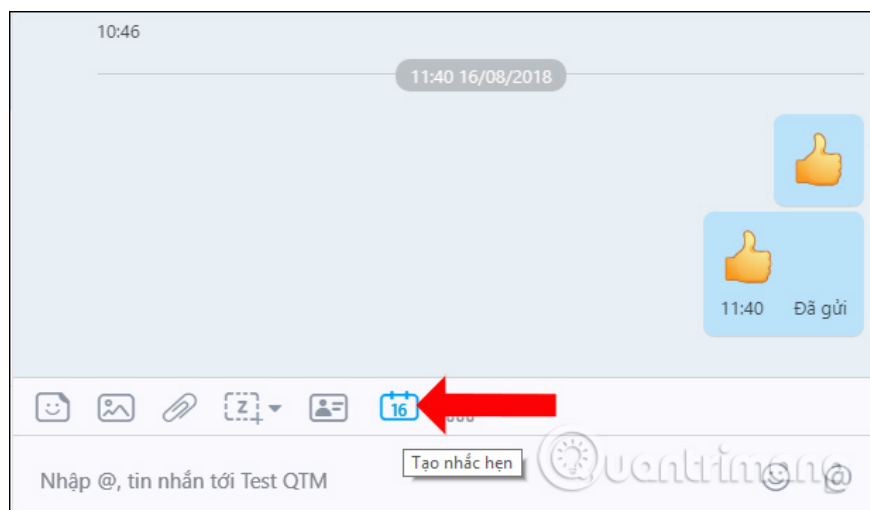
1. What are the new features in the new version of Zalo?
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3. How to record videos repeatedly on Zalo

## Video how to make an appointment for the Zalo chat group

### Instructions for creating an appointment on the Zalo chat group

#### Step 1:

Users access the chat group on Zalo and then click on the calendar icon under the chat frame.



### Step 2:

After that, the user will see the interface to enter the content of the appointment, including the content of the appointment, the time for the appointment, and the appointment schedule to be repeated on Zalo.

A screenshot of the Zalo reminder creation dialog box titled "Nhắc hẹn". It has a close button (X) in the top right corner. The dialog is divided into three sections: "Ngày hẹn" (Appointment Date) with a date picker showing "16/8/2018"; "Thời gian" (Time) with a time picker showing "12:08"; and "Nhắc hẹn định kỳ" (Repeat Appointment) with a dropdown menu showing "Nhắc 1 lần". Below these is a text area for "Nội dung" (Content) with the placeholder text "Ví dụ: Họp khảo sát thị trường". At the bottom right, there is a "Ghim nhắc hẹn" button with a star icon. A watermark "Quantimeng" is visible in the bottom center.

### Step 3:

Next at the Date appointment, select the time that the user wants to create a reminder appointment.

Nhắc hẹn

Ngày hẹn: 16/8/2018

Thời gian: 12:08

Nhắc hẹn định kỳ: Nhắc 1 lần

THÁNG 8 2018

T2	T3	T4	T5	T6	T7	CN
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Quantimeng  
Ghim nhắc hẹn

Next we enter the time for the appointment and then select the Zalo time frame to remind the appointment. Finally, select the number of recurring appointment reminders. Depending on the appointment content, we can schedule appointment periodically.

Nhắc hẹn

Ngày hẹn: 18/8/2018

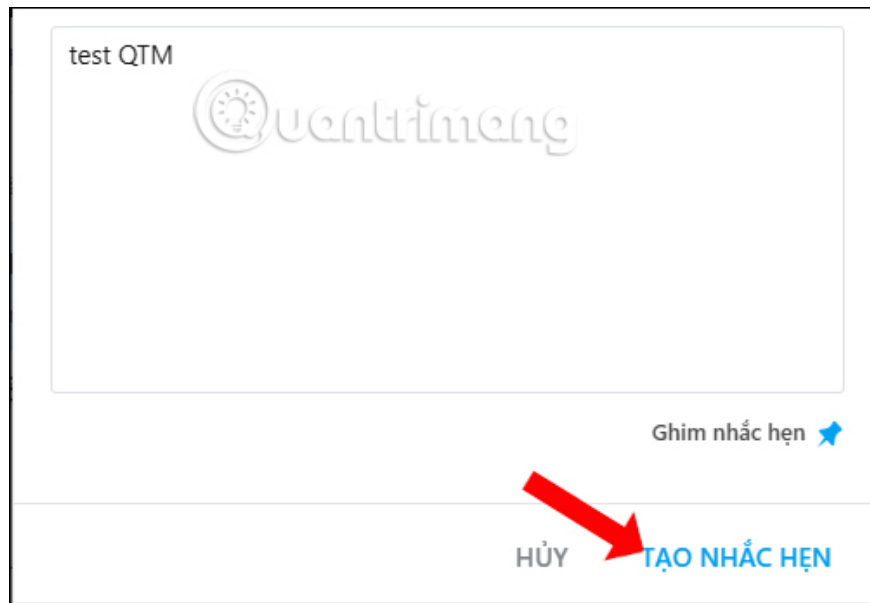
Thời gian: 03:00

Nhắc hẹn định kỳ: Nhắc 1 lần

Nội dung: Ví dụ: Họp khảo sát thị trường

Quantimeng  
Ghim nhắc hẹn

When you have finished entering the content for the appointment and edit the date and periodically remind the appointment, the user clicks **Create reminder appointment** .

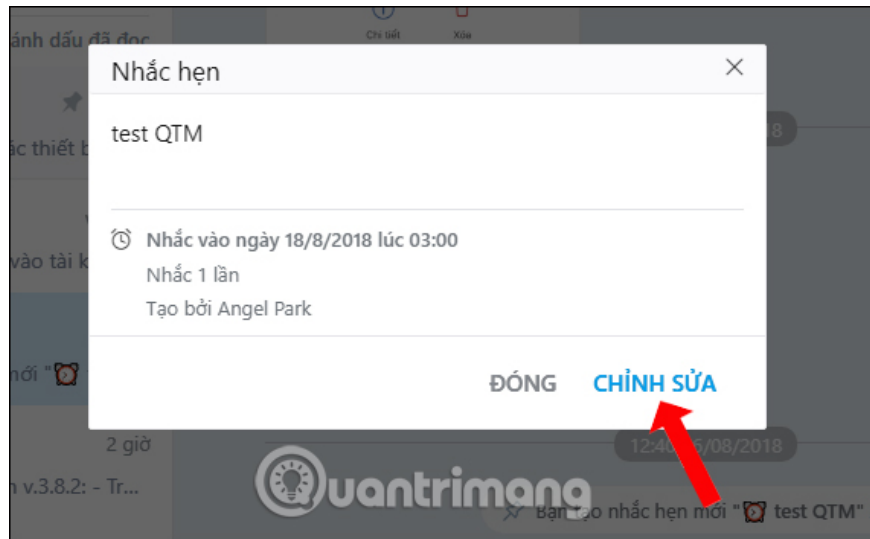


#### Step 4:

When creating a successful appointment will display a notification in the chat interface of Zalo group. Clicking on **View** will show the specific content of the created appointment. Or the appointment notification will be set by default pinning on the top of the chat group, unless you turn off the appointment reminder mode.



In the calendar view of the appointment you will know who created the appointment, the content of the appointment, the time to remind the notification and the deadline to remind the notification. When clicking the Edit button, the Prompt interface will appear again as above to change the content if necessary.



Along with the group announcement, the event calendar will now appear on the top of the Zalo group chat interface so that members can follow up regularly. The appointment will be repeated according to the time and deadline we set up when creating the appointment.

See more:

1. How to pin a group chat message on Viber PC
2. How to view your friend's phone number on Zalo
3. Instructions to hide phone numbers, hide personal information on Zalo

Hope you are succesful.

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