Xembly Quickstart

Engage with Xena via the 'Xena by Xembly' Slack app, the Xembly Chrome Extension, or
xena@xembly.com (for scheduling requests).

For **scheduling on Slack**, try something like:

- "Schedule a 1:1 with @attendee and take notes"
- "Find time for a team catch-up next week with @attendee @attendee @attendee"
- "Reschedule my Draft Review this afternoon to Monday"
- "Give me a list of times I'm free for 60 minutes early next month"

For **scheduling on email**, try something like:

- "@Xena, schedule a call with Jason before Friday and take notes"
- "@Xena suggest a few times I have free next week in the morning for a 45-minute meeting with Pete"
- "@Xena please wait for Peter to offer their availability and then help us schedule a call for the first half of May"

For **tasks**, try something like:

- "Block 45 minutes before Friday to do OKRs"
- "Remind me to circle back with Sales this afternoon"
- "Add focus time next week"
- "Remind me that it's Carrie's birthday on September 30th"

For **personal time**, try something like:

- "Add a break on my busy days this week"
- "Block time for lunch every day at noon"
- "Mark me out of office from the 5th-7th"
- "Create an all day meeting block tomorrow called DNS: Sick Day"

For **creative assistance**, try something like:

- "Draft an email for me thanking employees for a week of hard work"
- "Draft an agenda for a company all-hands focused on diversity, equity, and inclusion"
- "Draft an email to a new customer thanking them and include my personal meeting link"

Personalize Xembly

Check out the Settings panel in your Xembly Extension to customize your Personal Meeting Link, update your working hours, and adjust Xena's approach to your daily motion.

Schedule with non-Xembly Users

When scheduling via email, say @Xena by Xembly followed by all relevant scheduling preferences. For your privacy, Xena can't read anything contained in a forwarded or threaded message.

Summary Tips

You can turn on Summary by asking Xena to "take notes" from Slack, or turn on via your event in either Google calendar or the "Get Meeting Summary" toggle in the Xembly Extension sidebar.