



ILKB Intranet and Google Tasks

ILKB Emails - Google Workspace

- Each studio has owner, manager, and studio emails
- Ensure that you know how to log into the studio email and your manager email
- Setup your individual alias email in the main management account - [How to guide](#)
- Familiarize yourself with Google Meet

ILKB Intranet

Here are some tasks to complete before moving on:

- Locate previous Zoom recorded calls and slide decks
- Find where you would go to see any upcoming calls and events, and info about them
- Locate the in studio events for next month
- Find the page that you would go to if you need to contact support for any vendors
- Where would you find information on redeeming Groupons?
- What page would you go to for guidance on your point of sale software?
- Find where you can see the most recent announcements made
- Locate the page to learn and work on your kickboxing technique
- Find where you would get merchandise promotional graphics to use
- Where would you expect to find training courses?
- Where would you go to find the class workouts?