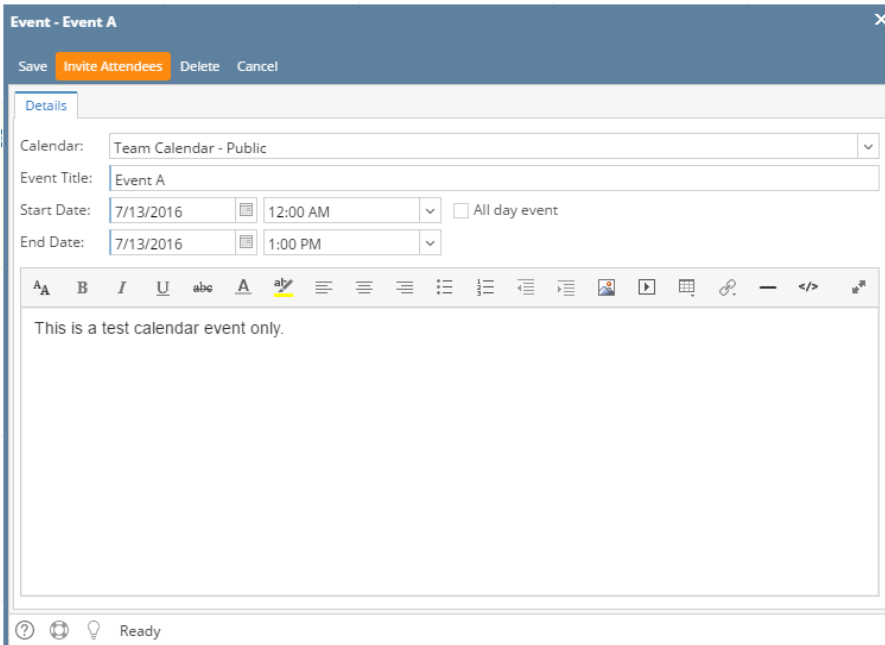


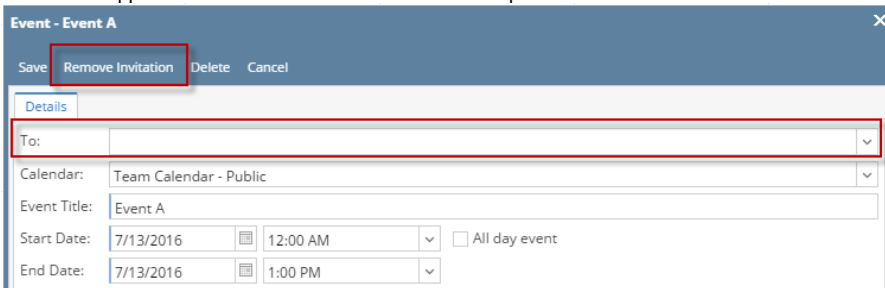
How to Invite Attendees to a Calendar Event

1. On the user's menu panel go to **Common Info** folder then click **Calendar**
2. Click on an event in the calendar to open the **Event** form
3. Click the **Invite Attendees** button



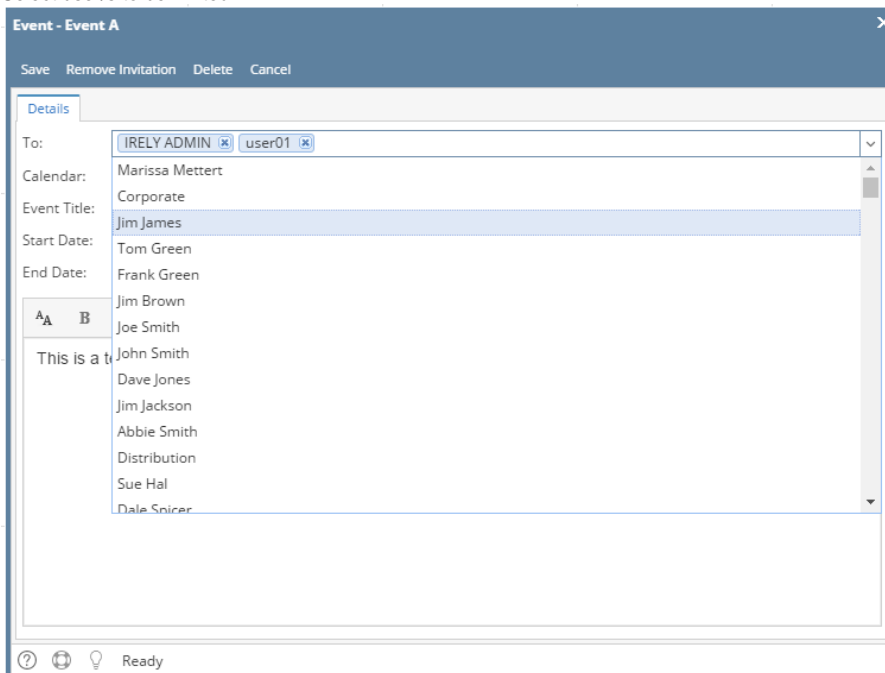
The screenshot shows the 'Event - Event A' form. At the top, there are buttons: 'Save', 'Invite Attendees' (highlighted in orange), 'Delete', and 'Cancel'. Below the buttons is a 'Details' tab. The form fields include: 'Calendar:' (Team Calendar - Public), 'Event Title:' (Event A), 'Start Date:' (7/13/2016, 12:00 AM), 'End Date:' (7/13/2016, 1:00 PM), and an 'All day event' checkbox. Below the fields is a rich text editor with a toolbar and the text 'This is a test calendar event only.' The status bar at the bottom shows 'Ready'.

4. **To** field will appear and **Remove Invitation** button will replace the **Invite Attendees** button



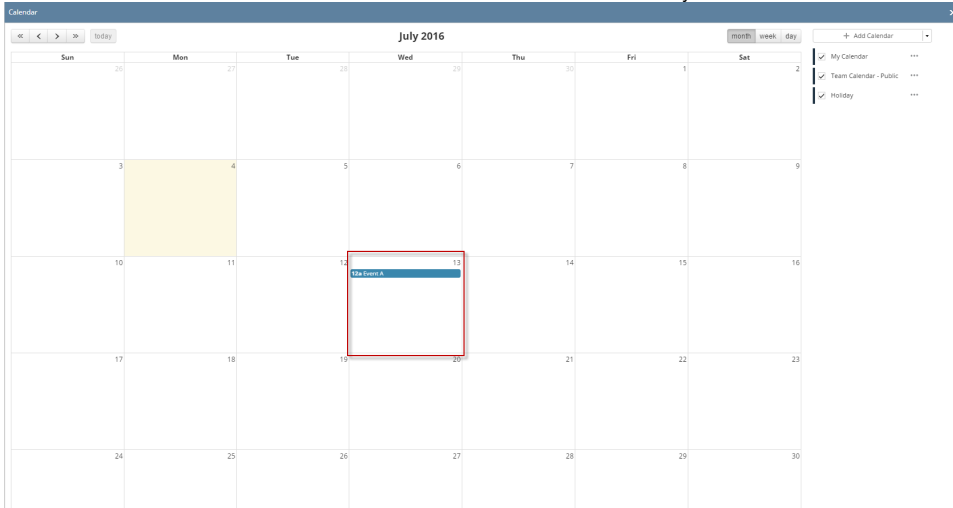
The screenshot shows the 'Event - Event A' form after clicking 'Invite Attendees'. The 'To:' field is now visible and highlighted with a red box. The button 'Remove Invitation' is now visible in the top bar, replacing 'Invite Attendees'. The other fields and the rich text editor remain the same.

5. Select user/s to be invited



The screenshot shows the 'Event - Event A' form with the 'To:' field populated with selected users: 'IRELY ADMIN' and 'user01'. The 'Remove Invitation' button is still present. The 'Calendar:' field is now 'Marissa Mettert', 'Event Title:' is 'Corporate', 'Start Date:' is 'Tom Green', and 'End Date:' is 'Frank Green'. The rich text editor shows 'This is a t'. The status bar at the bottom shows 'Ready'.

6. Click the **Save** button to save the attendees. Attendees will then automatically have the event marked on their calendars.



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5. Select user/s to be invited

Event

Save Remove Invitation View General Journal Delete Cancel

Details

To: IRELY ADMIN x User A x

Title: 333aigoo

Start Date: entvendor

End Date: hhhvendor

aaaaprospect

bethsalesrep

102-Ent

104-Ent

Offline

105-Ent

105-Ent

106-Ent

107-Ent

113-Ent

zzzcustomer

6. Click the **Save** button to save the attendees. Attendees will then automatically have the event marked on their calendars.

Calendar

< > today << April 2016 >> month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	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
1	2	3	4	5	6	7

12a General Journal - 48

7. When the attendee opens the Event form, all fields will be in read-only format and cannot be edited

Event

Save Remove Invitation View General Journal Delete Cancel

Details

To: IRELY ADMIN x User A x

Title: General Journal - 48

Start Date: 04/21/2016 12:00 AM ☐ All day event

End Date: 04/21/2016 1:00 PM

? ? ? Ready