

How to Remove Invitation

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 **Remove Invitation** button

The screenshot shows the 'Event - Event A' form. At the top, there are buttons: 'Save', 'Remove Invitation' (highlighted in orange), 'Delete', and 'Cancel'. Below the buttons is a 'Details' tab. The form fields include: 'To:' with 'IRELY ADMIN' and 'user01' selected; 'Calendar:' with 'My Calendar - Private' selected; 'Event Title:' with 'Event A'; 'Start Date:' with '7/13/2016' and '12:00 AM'; 'End Date:' with '7/13/2016' and '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 a question mark, a globe, a lightbulb, and the word 'Ready'.

4. **To** field will disappear and **Remove Invitation** button will replace by **Invite Attendees** button

The screenshot shows the 'Event - Event A' form after the 'To' field has been removed. The buttons at the top are now 'Save', 'Invite Attendees' (highlighted in orange), 'Delete', and 'Cancel'. The 'Details' tab is still selected. The form fields are: 'Calendar:' with 'My Calendar - Private' selected; 'Event Title:' with 'Event A'; 'Start Date:' with '7/13/2016' and '12:00 AM'; 'End Date:' with '7/13/2016' and '1:00 PM'; and an 'All day event' checkbox. The rich text editor still contains the text 'This is a test calendar event only.' The status bar at the bottom shows a question mark, a globe, a lightbulb, and the word 'Ready'.

5. Click the **Save** button to save the changes. Event will also be removed from the previous attendee's calendar.

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2. Click on an event in the calendar to open the **Event** form
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The screenshot shows the 'Event' form. At the top, there are buttons: 'Save', 'Remove Invitation' (highlighted in orange), 'View General Journal', 'Delete', and 'Cancel'. Below the buttons is a 'Details' tab. The form fields include: 'To:' with 'IRELY ADMIN' and 'User A' selected; 'Title:' with 'General Journal - 48'; 'Start Date:' with '04/21/2016' and '12:00 AM'; 'End Date:' with '04/21/2016' and '1:00 PM'; and an 'All day event' checkbox. The status bar at the bottom shows a question mark, a globe, a lightbulb, and the word 'Ready'.

4. To field will disappear and **Remove Invitation** button will replace by **Invite Attendees** button

Event [X]

Save Invite Attendees View General Journal Delete Cancel

Details

Title: General Journal - 48

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

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

? [Calendar Icon] [Lightbulb Icon] Ready

5. Click the **Save** button to save the changes. Event will also be removed from the previous attendee's calendar.