## How to Remove Invitation

- On the user's menu panel go to Common Info folder then click Calendar
   Click on an event in the calendar to open the Event form
- 3. Click the Remove Invitation button

Save       Remove Invitation       Delete       Cancel         Details	Event - Event	A	×						
Details         To:       IRELY ADMIN ★ user01 ★         Calendar:       My Calendar - Private         Event Title:       Event A         Event Title:       Event A         Start Date:       7/13/2016         T/13/2016       1:00 PM         Image: To:       Image: To:         A       B       Image: Umage: Umag	Save Remov	e Invitation Delete Cancel							
To:       IRELY ADMIN × user01 ×       ✓         Calendar:       My Calendar - Private       ✓         Event Title:       Event A       ✓         Start Date:       7/13/2016       12:00 AM       ✓         And Date:       7/13/2016       1:00 PM       ✓         And B I U else A        ✓       三       三       三       三       ✓         This is a test calendar event only.       ✓       ✓       ✓       ✓       ✓	Details								
Calendar · Private   Event Title:   Event A   Start Date:   7/13/2016   1:00 PM     A   B   I   u   abe   A   **     ** <td>To:</td> <td>IRELY ADMIN (a) user01 (a)</td> <td>~</td>	To:	IRELY ADMIN (a) user01 (a)	~						
Event Title: Event A Start Date: 7/13/2016	Calendar:	My Calendar - Private							
Start Date:       7/13/2016       I 12:00 AM       ✓       All day event         End Date:       7/13/2016       I :00 PM       ✓         AA       B       I       U       abs       A       *       I I I I I I I I I I I I I I I I I I I	Event Title:	Event A							
End Date: 7/13/2016	Start Date:	7/13/2016 🗐 12:00 AM 🗸 🗌 All day event							
<sup>A</sup> <sub>A</sub> B <i>I</i> <u>U</u> abe <u>A</u> <sup>a</sup> <u>×</u> ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡	End Date:	7/13/2016 🗐 1:00 PM 🗸							
This is a test calendar event only.	AA B	I ∐ aba A 🥙 ≡ ≡ ≡ ⊞ 號   🗈  🤗 — «>	ut <sup>a</sup> l						
	This is a f	test calendar event only.							

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

Calendar:	My Ca	lendar - Pr	ivate													`
Event Title:	Event	A														
Start Date:	7/13/2	2016	1	2:00 /	M		~	All da	ay ever	nt						
End Date:	7/13/2	2016	1	:00 PI	N	,	~									
A <sub>A</sub> B	I	U abe	A	aly	= =	=	Ξ	1 2 2	₹	₽	~	▶	C.	_		ال <sub>غ</sub> ر

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

Event		×
Save Remov	e Invitation View General Journal Delete Cancel	
Details		
To:	[IRELY ADMIN ×] User A ×]	~
Title:	General Journal - 48	
Start Date:	04/21/2016 🔟 12:00 AM 🗸 🗌 All day event	
End Date:	04/21/2016 🗐 1:00 PM 🗸	
000	Ready	

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

Event		×
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 🗸	
000	Ready	

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