

Add event invitation

1. Click $[Add] \rightarrow [Calendar event]$.

	Calendar												
P	Search Calendar						🕂 New 🗸		🗄 Add calendar 🗸		🗘 Share	× 🖶	Print
« <	February 2024 >					>	Calendar event						
Ş	M.T.W.T.F.S				Ş	Em	ail messa	age					
28	29 30 31 1 2 3					3	Birt	thday eve	ent				
4	5	6	7	8	9	10	Sunday	Monday	Tuesday	Wednesd	a Thursday	Friday	Saturday
11	12	13 20	14 21	15 22	16 23	17 24	28	29	30	31	Feb 1	2	3
25	26	27	28	29	1	2							
							4	5	6	7	8	9	10
∧ Your calendars													
	Calendar						11	12	13	14	15	16	17
	Birthdays												
	test calendar						18	19	20	21	22	23	24
Other calendars							10	15	20	<u> </u>		LJ	<u> </u>
							25	26	27	28	29	Mar 1	2

2. Fill in the details and enter the email addresses of the participants, then you can click [Send].

™ Send 💼 Discard 🜔 Attach Ch	arm 🗸 Categorize 🗸 🗅					
Details		Feedback	People Ľ	Scheduling assistant	Schedule	
test event				+	< > Mar 1-3 Y	
Add a location or a room			Pree Free	Enter the email addresses of the participants.		
Fri 3/1/2024	8:00 AM	•	Attendees		8a	
End			Sort by 🗸	 Request responses 		
Fri 3/1/2024	8:30 AM	•	P Free	001 ×	9a	
Repeat	Save to calendar			The invited a	attendees	
Never	Calendar	•		aved here.		
Reminder	Show as					
15 minutes	Busy	-				



3. The invited attendees will receive a notification email.

