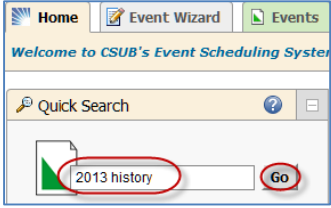
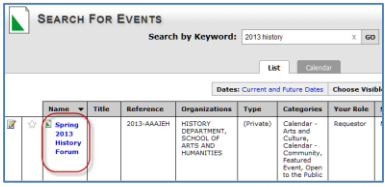
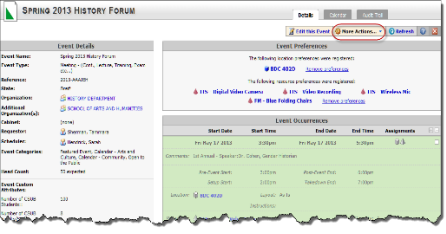
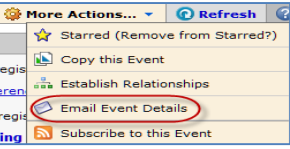



## How to Email an Event

On occasion, you may want to email the event information to someone. The system will automatically notify your event scheduler and requester. These instructions will guide you in emailing an event to someone else.

#	Steps	Illustrations
1.	From the <b>Quick Search</b> on the Home page, <ul style="list-style-type: none"> <li>In the <b>Search Events</b>, enter your search criteria, such as <i>2013 History</i></li> <li>Click <b>Go</b></li> </ul>	
2.	When your search results appear <ul style="list-style-type: none"> <li>Scroll through the events to desired one</li> <li>Click the Event Name, such as <i>Spring 2013 History Forum</i></li> </ul>	
3.	After the event opens, click the <b>More Actions...</b>	
4.	From the menu, select <b>Email Event Details</b>	
5.	When the Email Event Details window opens, <ul style="list-style-type: none"> <li>In the <b>Requestor</b>, check the CC box (you will receive a copy of the email in FirstClass)</li> <li>In the <b>Additional Recipients</b>, enter the <b>Internet email address</b> for the To, CC, and BCC, as desired, such as <i>training@csub.edu</i></li> <li>In the <b>Message Body</b>, type your message</li> <li>When satisfied, click <b>Send</b></li> </ul> <p> You <b>MUST</b> use the person's <b>Internet email address</b>, such as <i>person@csub.edu</i></p>	