


mactopia

Invite someone to an event


When you invite one or more people to an event by sending them an electronic invitation, the date is automatically added to the Calendar. You can easily change or cancel the event as well. Using an invitation to a conference call as an example, this scenario covers how to:

- Create an event
- Invite others to the event
- Send event cancellation notices

Create an event



1. Click **Calendar**.
2. Click **New** .
3. In the **Subject** box, type the name of the event — **Conference Call**, for example.
4. To specify a place for the event, type it in the **Location** box.
5. In the **Start** and **End** boxes, enter the dates and times you want.
6. To set a reminder for the event, select the **Reminder** check box.

Invite others to the event

1. In the Calendar, double-click the event that you want to invite others to.
2. Click **Invite** .
3. In the **To** box, do one of the following:
 - To invite a person or group in the Address Book or with whom you have recently exchanged e-mail, type the first few letters of the name, and then click the appropriate name on the pop-up menu.
 - To invite someone who is not in the Address Book or with whom you haven't recently exchanged e-mail, type the person's e-mail address, and then click **Add**.
4. To invite additional people or groups, repeat step 2.
5. Click **Send Now** or **Send Later**.

Note If the recipient's e-mail program supports Internet Calendaring (iCalendar), that person can respond to your invitation by accepting, tentatively accepting, or declining it.

Send event cancellation notices

1. In the Calendar, double-click the event that you sent invitations to.
2. Click **Cancel Invitations** .
3. Click **Save** .

A message is displayed. If you want to send a cancellation notice to those invited to the event, click **Yes**.