

Emailing Calendar Events

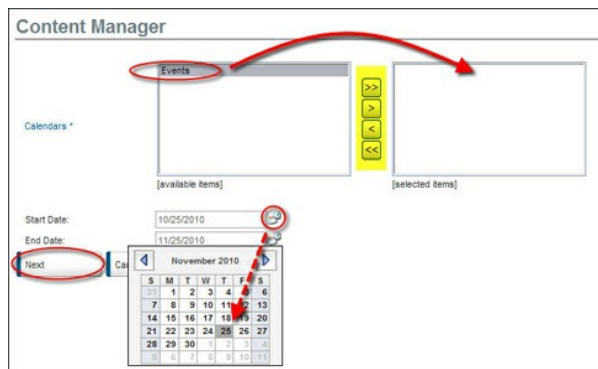
[Control Panel](#) > [My Workspace](#) > [Calendars](#)

Emailing Calendar Events:

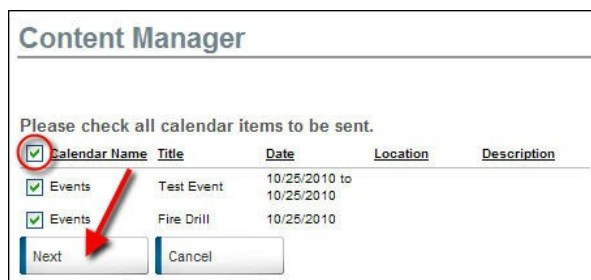
1. Go to **Control Panel > My Workspace > Calendars**.
2. Click on the **Email Calendar Events** link on the top right.



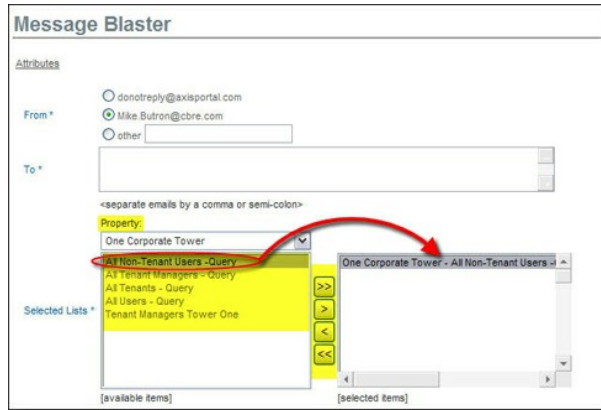
3. Select the calendar(s) with the events you would like to email from the **Available Items** list and move them over to **Selected Items** using the provided arrows.
4. Select the **Start Date** and **End Date** that contain the events you wish to email using the pop-up mini-calendars.
5. Click on **Next**.



6. This next page is a preview of all the events during the specified dates. Select all events or select individual events to email with a check mark.
7. Click on **Next**.



8. You will be redirected to the **Message Blaster**. Fill out all required information.
9. Here, you can choose to email the events to yourself, **Non-Tenant Users**, **Tenant Managers**, **All Tenants**, or **All Users** for specified properties.

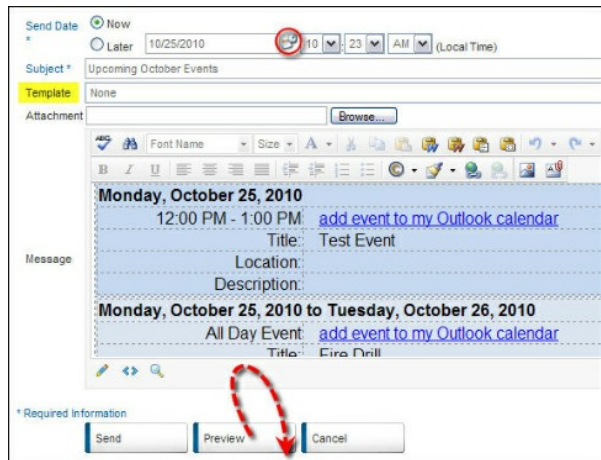


10. Select a desired **Send Date** using the pop-up mini-calendar.

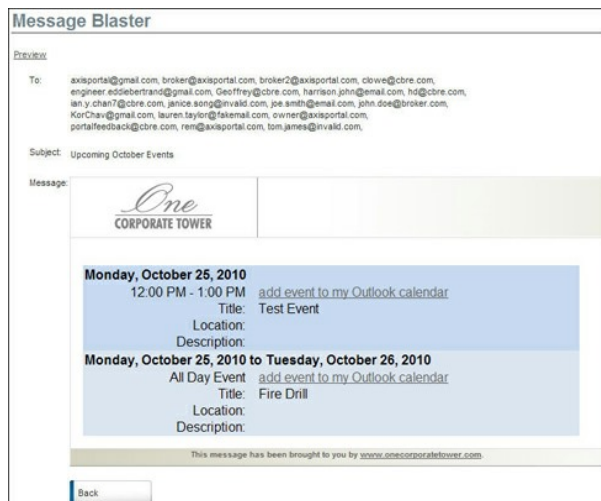
Note:

- If a later date is selected, the email will be saved as a **Pending Message** in a queue under **Control Panel > Communications > Message Blaster**.

11. Select a **Template** to apply to the email, if desired.
12. Click on **Preview** to view the prospective recipients and the email with the applied template.



13. Click on **Back** and then click on **Send**.



Note:

- A link will be emailed along with the events to add them to an already established Outlook calendar.
-