## **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.

Content Mar	nager	Add   Remover Email Calendar E	vents
Name	Description		
Events		View	Edit
Default Calendar			
The following option sets Events	which calendar will be displayed on the lower right section of the My Workspace	e page.	
Caus			

- 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 popup mini-calendars.
- 5. Click on Next.

Content Ma	anager		
Calendars *	Events		
	[available items]	[selected items]	
Start Date:	10/25/2010		
End Date:	11/25/2010		
Next	Cal A November 2010		
	S M T W T F		
	7 8 9 10 11 92 13		
	14 15 16 17 18 19 20		
	21 22 23 24 25 26 27		
	28 29 30 1 2 3 4		
	0 6 / 8 9 10 11		

- 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.

ontent M	anager			
ease check al	l calendar i	tems to be sen	ıt.	
Calendar Name	Title	Date	Location	Description
		10.05.00.10.1		
Events	Test Event	10/25/2010 to		
Events	Test Event	10/25/2010 to 10/25/2010 10/25/2010		
Events	Test Event	10/25/2010 to 10/25/2010 10/25/2010		

- 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.

Send Date	• Now
	O Later 10/25/2010 23 M AM (Local Time)
Subject *	Upcoming October Events
Template	None
Attachment	Browse
	*** A ×
	Monday, October 25, 2010
	12:00 PM - 1:00 PM add event to my Outlook calendar Title: Test Event
Message	Location:
	Description:
	Monday, October 25, 2010 to Tuesday, October 26, 2010
	All Day Event add event to my Outlook calendar
	100
Required Int	ormation
	Send Preview Cancel

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

review			
To:	axisportal@gmail.com, broker@gaxisportal.com, broker2@gaxisportal.com, clowe@chre.com, engineer.eddioetrano@gmail.com, Geoffrey@chre.com, harrison.jtan@email.com, ho@pt@er.com, sury.chan?@chre.com, jancia.seng@newiad.com, ja sentifiemail.com, janci@ptiteit.com, KorChan@gmail.com, aurent.splor@fakemail.com, or wrer@gaxaportal.com, ptraitefebotal@giter.com, ren@gaxaportal.com, journal@juxaportal.com,		
Subject:	Upcoming October Events		
Message.	One CORPORATE TOWER		
	Monday, October 25, 2010 12:00 PM - 1:00 PM Title: Location: Description:	add event to my Outlook calendar Test Event	
	Monday, October 25, 2010 All Day Event Title Location Description	to Tuesday, October 26, 2010 add event to my Outlook calendar Fire Drill	
	This message !	has been brought to you by www.onecorporatetower.com.	

## Note:

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