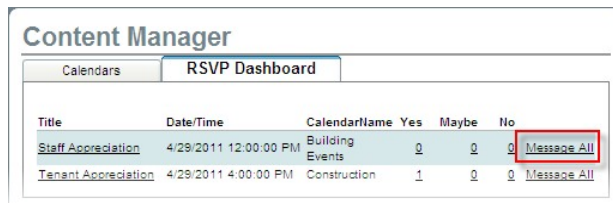


Messaging RSVP Respondents

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

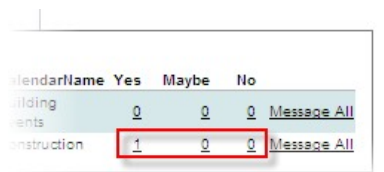
Messaging RSVP Respondents:

1. Go to **Control Panel > My Workspace > Calendars**.
2. Click on the **RSVP Dashboard** tab.
3. To message all event respondents, locate the desired upcoming event and click on **Message All**.



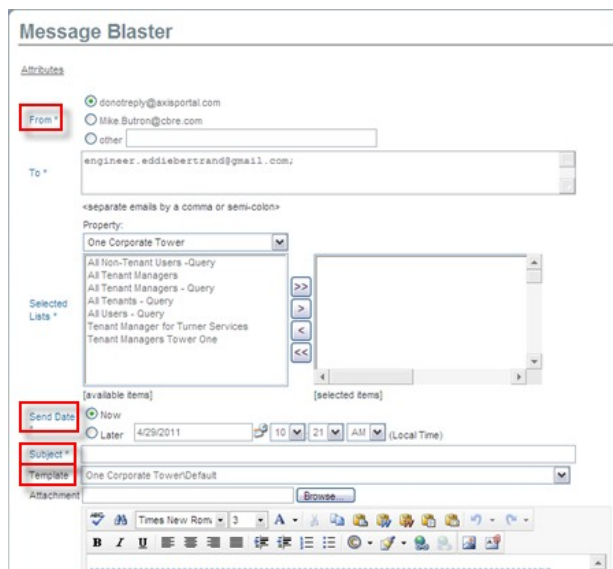
Title	Date/Time	CalendarName	Yes	Maybe	No	
Staff Appreciation	4/29/2011 12:00:00 PM	Building Events	0	0	0	Message All
Tenant Appreciation	4/29/2011 4:00:00 PM	Construction	1	0	0	Message All

4. To message select (**Yes**, **Maybe**, or **No**) RSVP respondents, click on the response number associated with a specific event.



CalendarName	Yes	Maybe	No	
Building Events	0	0	0	Message All
Construction	1	0	0	Message All

5. You will then be redirected to the **Message Blaster** with all associated information pre-filled out. Fill out all other required information:
 - a. Select a **From** email address, **Send Date**, **Subject**, and **Template**.
 - b. Enter your desired **Message** into the text box. A default event information dialogue box with an “add event to my Outlook calendar” link is automatically inserted.
6. Click on **Preview** to ensure message is to your liking and then click on **Send**.



Message Blaster

Attributes

From: donotreply@axaportal.com
Mike Butron@cbre.com
other

To: engineer.eddiebertrand@gmail.com

Property: One Corporate Tower

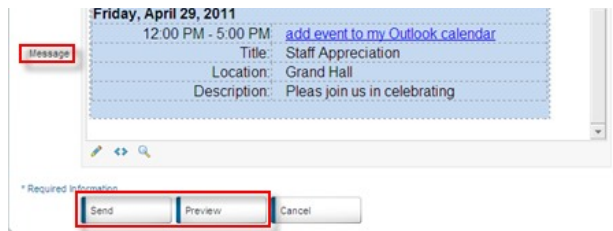
Selected Lists: All Non-Tenant Users - Query, All Tenant Managers, All Tenant Managers - Query, All Tenants - Query, All Users - Query, Tenant Manager for Turner Services, Tenant Managers Tower One

Send Date: Now
4/29/2011 10:21 AM (Local Time)

Subject: [Empty]

Template: One Corporate TowerDefault

Attachment: [Browse]



Note:

- If you opted to have the Message Blast sent at a future date, it will be saved under the **Pending Messages** list of the **Message Blaster** system and will remain there until it has been sent out or removed.
 - Refer to [Edit/ Remove Pending or Recurring Message](#) for more information.
-