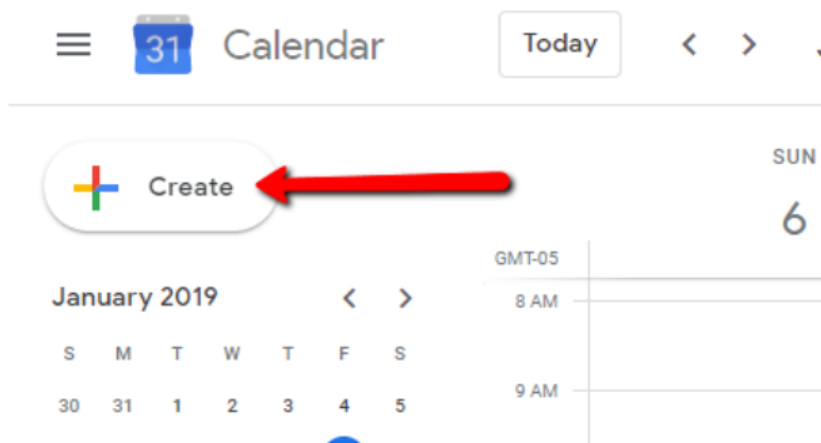
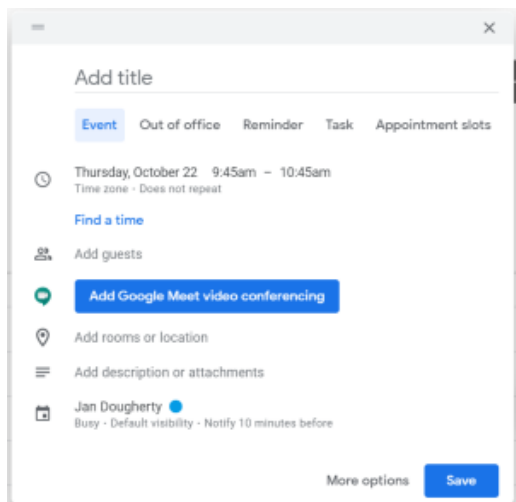


Invite others to events in Google Calendar

CNU Connect's calendar allows you to schedule an event with multiple participants. To do so, create a new event by clicking on the "Create" button or dragging over the dates/times that you want..



Give the event a name, and select the date and time that you'd like to have the event. You can quickly add the names or email addresses of potential guests by clicking "Add guests", then typing in the name or email address of the desired guest.



For a more detailed approach to adding guests, Click More Options.

Add title

Event Out of office Appointment slots

Jan 11, 2019 3:30pm - 4:30pm Jan 11, 2019

academicstest staff

More options Save

In the resulting window, use the sidebar to add guests to the event. If the guests are part of your organization, you can search for them by name; otherwise, use their email address to add them to the event.

GUESTS ROOMS

aca

academic_test_staff@cnu.edu

Acad-test Faculty
acad_test_faculty@cnu.edu

If your invitees have shared their calendars with you, you can see times that no one has scheduled on their calendar by clicking on Suggested Times.

Add guests

william.white@cnu.edu
Organizer

Acad-test Faculty

SUGGESTED TIMES

Acad-test Faculty

SUGGESTED TIMES

Guests

Jan 30, 2018 10:00am
All participants can attend

Jan 30, 2018 10:30am
All participants can attend

Jan 30, 2018 11:00am

When you have added all attendees to the event, click "Save". You will be asked whether you want to send invitations. Click on "Send" to send the invitations. Your invitees will then receive an e-mail invite and be able to respond. You will receive e-mails with the invitees' responses, and their responses will be added to the event page.

GUESTS ROOMS

Add guests

2 guests

2 yes



william.white@cnu.edu
Organizer



acad_test_faculty@cnu.edu

SUGGESTED TIMES

You can simply click on a meeting in your calendar to see guests' responses.



Secret Meeting

Friday, January 11 - 3:30 - 4:30pm



2 guests

1 yes, 1 awaiting



academic_test_staff@cnu.edu
Organizer



Jan Dougherty



10 minutes before



academicstaff

Going?

Yes No Maybe



If you want to e-mail all of the people that you invited to the event, you can click the e-mail icon at the top of the event details.