25Live Pro

Sending Email from 25Live Pro

Emails concerning event details can be sent directly from 25Live Pro. To send event details, follow the steps listed below.

1. Open the event and click on the More Actions drop down menu.



2. Click on Email Event Details.



NOTE: If the email recipient is already in the Related Recipients list, click the box beside the name.

Related Recipients		Additional Recipients	
	то сс всс -	то	
Self (Mitchell, Jean)		cc	
Scheduler (Mitchell, Jean E.)		BCC	
Anyone with Assignment Tasks		Separate multiple email addresses with commas To choose from a list	
Anyone with Notification Tasks		click To, CC or BCC.	
Event Owner			
□ iCal File Browse	No file selected.		
Subject: ENGL MEN	TORING SESSIONS (2018	3-ACJBVQ)	
Message Body Che	ck the checkbox to include Ev	ent Details. Add a custom message if desired.	

Sending Email

- 25Live Pro
 - 3. Click the **To** link to open the search box.
 - 4. Enter the name of the email recipient; one or more names will appear in a list with a box beside the name.
 - 5. Click in the box to select a person in the list.
 - 6. Click **Done**.

то	Jean Mitchell	t Only Favorites 🗸 Se	elect All X Select None	×
	litchell, Jean			
T				Done

7. If the email is for an event confirmation, check the box to include an iCal file.

Email Event Details			×
Link to: Pro O Scheduling O No I	Link		
Related Recipients		Additional Recipients	
	TO CC BCC	TO	
Self		CC	
Instructor		BCC	
Scheduler (R25, Administrator)		Separate multiple email addresses	
Anyone with Assignment Tasks		click To, CC or BCC.	
Anyone with Notification Tasks			
Browse No file s Subject: PSYC 2003 001 2264 1	selected. 1199 (2019-ACKLHB)		
Message Body Check the checkb	oox to include Event Details. Add	d a custom message if desired.	
			.4
□ Include event details in body of n	nessage		
		Cancel	Send

- 8. Compose your message in the message area.
- 9. Click Send. A confirmation message appears when the message has been successfully sent.
- 10. Click **OK** to close the confirmation message.