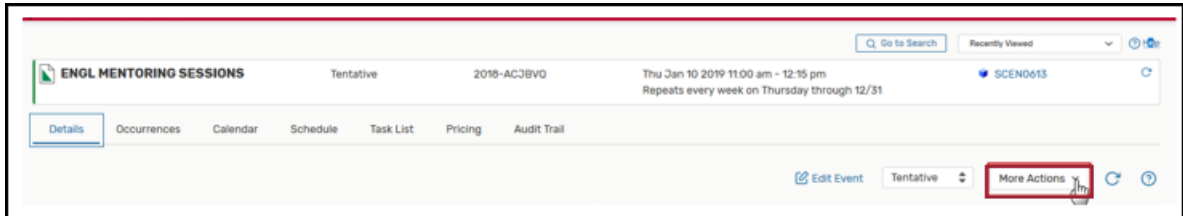


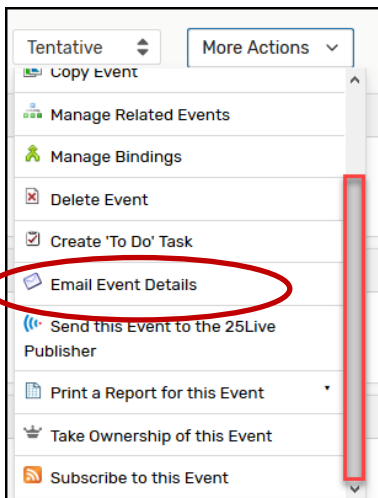
Sending Email from 25Live Pro

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

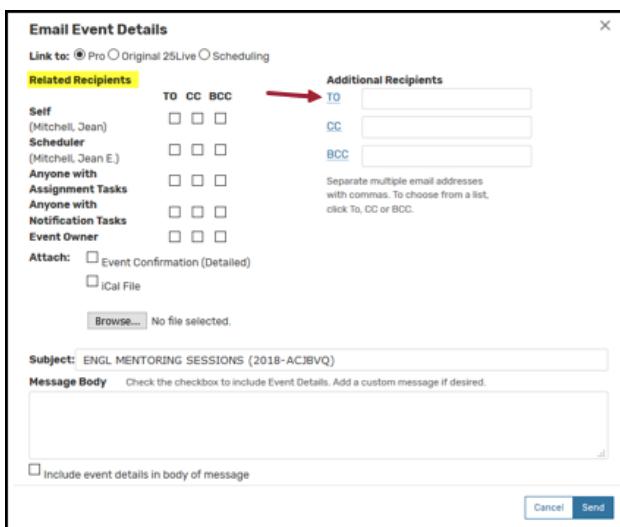
1. Open the event and click on the **More Actions** drop down menu.



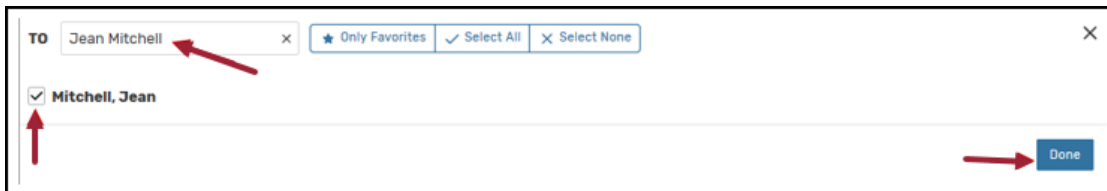
2. Click on **Email Event Details**.



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



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



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

Email Event Details

Link to: Pro Scheduling No Link

Related Recipients	TO	CC	BCC
Self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Assignment Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anyone with Notification Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recipients

TO

CC

BCC

Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.

Attach: iCal File

No file selected.

Subject: PSYC 2003 001 2264 1199 (2019-ACKLHB)

Message Body Check the checkbox to include Event Details. Add a custom message if desired.

Include event details in body of message

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