

Title: Inviting Users or Resources to Events

Subtitle: Online Group Calendar

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After you add a user to an Online Group Calendar event, you automatically send them an invitation to attend the event. Invitations are sent to users in email messages as a meeting request, and users have the option of accepting, tentatively accepting, or declining invitations. Responses, including the attendee's event status, are sent in an email message to the organizer. You can also allow attendees to invite other users to the event. **NOTE:** You can invite any user to an event, including users who do not have an Online Group Calendar account. For a user who does not have an account, in the Add/Edit Event dialog box, "Not a calendar user" displays by the user's name. You can reserve a resource so that it is available at the time of your event. To Invite Users to an Event By Email Address From the **Go to** list, select the calendar you want to use for scheduling the event. The Go to list is in the menu bar on the right side of the window. Click the **Add Event** button. Click the **Attendees & Resources** tab. Select **By Email Address**. In the **Enter Email Address** field, enter the user's email address. From the list, specify whether the user's attendance is **Required** or **Optional**. Click **Add**. To allow users to invite other people, select **Allow Attendees to Invite Other Users**. Continue completing the fields as you want. For more information about scheduling events, see [Scheduling Events Using All Fields and Lists](#). Click **OK**. When you save and close the event, users are invited to attend the event. To Invite Users to an Event From a Group From the **Go to** list, select the calendar you want to use for scheduling the event. The Go to list is in the menu bar on the right side of the window. Click the **Add Event** button. Click the **Attendees & Resources** tab. Select **From Group**. From the **Select Group** list, select the name of the group. From the **Select Person** list, select the name of the group member. From the list, specify whether the user's attendance is **Required** or **Optional**. Click **Add**. To allow users to invite other people, select **Allow Attendees to Invite Other Users**. Continue completing the fields as you want. For more information about scheduling events, see [Scheduling Events Using All Fields and Lists](#). Click **OK**. When you save and close the event, users are invited to attend the event. To Reserve a Resource for an Event From the **Go to** list, select the calendar you want to use for scheduling the event. The Go to list is in the menu bar on the right side of the window. Click the **Add Event** button. Click the **Attendees & Resources** tab. Select **Add Resource**. From the **Select a Resource** list, select the resource you want to reserve, and then click **Add**. Continue completing the fields as you want. For more information about scheduling events, see [Scheduling Events Using All Fields and Lists](#). Click **OK**.