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Administrator Topic

Email Calendar Options

Calendar options are available in Email Administration and for custom emails for sessions.

Calendar options provide seamless integration with a user's Outlook or Google calendar. Administrators can configure calendar meeting emails not only to add sessions to a user's calendar but also manage updates to the session. This functionality is available from any device used to manage one's Outlook or Google calendar, such as a PC, laptop, mobile phone, or tablet computer.

Calendar Options : ● Meeting invite ○ Calendar attachment ○ None
Reminder (Outlook only): [15 minutes ▼]

1. Calendar Options

The following options are available in the **Calendar Options** field:

- **Meeting invite** - This option sends the email as a meeting invite with the standard meeting options. For sessions containing several parts, one meeting invitation is sent for each part. For Google Calendar meeting invites, the event is automatically added to the user's calendar and set to busy even if no response is provided. The meeting responses do not affect the user's registration status in the system. The event name displays in the meeting invite title and the description displays the body of the email trigger. The meeting organizer is the email address entered in the **From address** field when configuring the email via Email Administration. The maximum number of 8,192 characters can display in the event description. Any additional characters are removed. Any users in the **CC** field also receive a meeting invite. The email recipient can respond to the invitation as follows:
  - **Yes** - Selecting this option keeps the event on the user's calendar with a Yes status.
  - **Maybe** - Selecting this option keeps the event on the user's calendar with a Maybe status.
  - **No** - Selecting this response removes the event from the user's calendar. This does not affect the user's registration status.

- **Calendar attachment** - Selecting this option sends the email with a calendar attachment. For sessions containing several parts, one email is sent containing an attachment for each part. The meeting organizer mentioned in the attachment is "No reply." When the attachment is opened and saved, the session is automatically added to the user's calendar.
- **None** - This option is selected by default. Selecting this option sends the email without calendar features.
- **Reminder (Outlook only)** - The reminder functionality only applies to Outlook meetings.

2. Multi-part Sessions

If the email is configured as meeting invite for multi-part sessions, each session part triggers an individual email.

If the email is configured with calendar attachment, a single email is sent containing one attachment for each part.

3. Emails Triggered When Editing a Session Part

Refer to the Session Changed email trigger table in **Section 5 - Email Triggers** to learn more about emails triggered when editing a session part.

4. Email Format

On the Create New Email page for emails that support calendar options, Email Format options are available. The administrator can choose between the following two radio button options:

- **Outlook** - Select this option to ensure the email meeting invitation will be formatted correctly for Outlook.
- **Other** - Select this option to ensure the email meeting invitation will be formatted correctly for other email providers, such as Gmail, Yahoo, and others. This option is selected by default.

5. Emails Triggers

The Calendar Options and Email Format options are only available for the following email triggers:

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