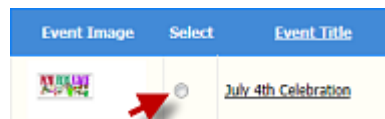


## Share Event Using Personal Email

Note: 'Share' was designed for you to be able to use your personal email account to send recipients a link to your Event.

From the Dashboard:

1. Select the icon you have chosen for the Calendar.
2. Click the radio button by the event you wish to share.



3. Select the 'Email' icon in the Share box on the right.



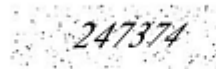
4. Enter the recipient's email address in the 'To' field.

To:	<input type="text"/>
Cc:	<input type="text"/>
Subject:	<input type="text"/>

5. Enter a subject line.

6. You may add a message.

Security Verification: Please enter the security code exactly as shown below in the box provided.



7. Enter the security code.

Security Code:

8. Click 'Send'.

9. When the recipient clicks the link, the event will open in his browser window.