



## Event Invitations in Google Calendar.

This tutorial will show you how to create an event and invite others to the event. This is useful function as it enables the creator of the event, and possibly other attendees to see who will be in attendance. It also sends an email invitation which will add the event to each attendee's personal calendar when the event is accepted.

**Callout 1 (Top Left):** In this section you give your event a title, choose the day and time, or make it an all day event.

**Callout 2 (Top Middle):** The repeat option will open a pop up window where you can set up repeated events.

**Callout 3 (Top Right):** Add Attendees by typing their email here. Entire groups can be invited by their group email. Example, ft-faculty@svcc.edu

**Callout 4 (Middle Right):** Attendees are listed here. As attendees accept or decline the event their status will be updated here.

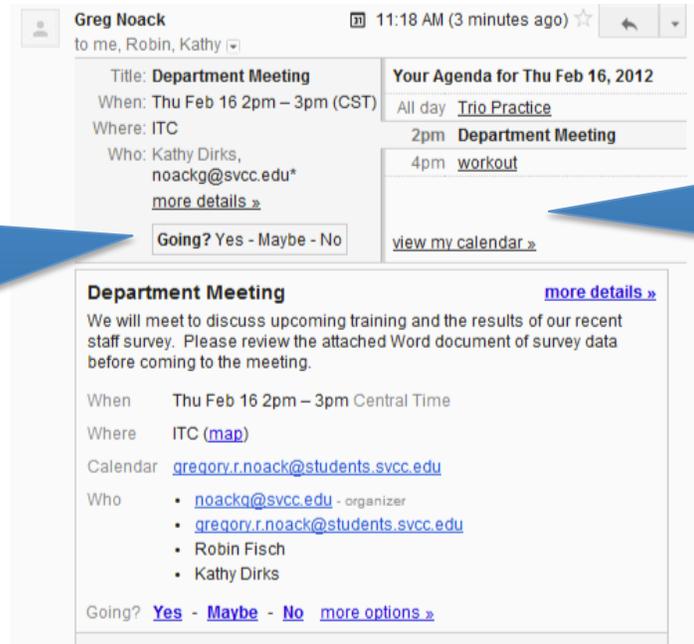
**Callout 5 (Left Side):** Let your attendees know where the event will take place. Choose which Calendar this event will be added to for you. Write a brief description which will be included in the event invitation email.

**Callout 6 (Bottom Middle):** Event colors and reminders will only be seen by you. Each individual attendee has their own preferences established in the Calendar settings.

**Callout 7 (Bottom Right):** Control what attendees can see or do.

## Screen shot of Email invitation.

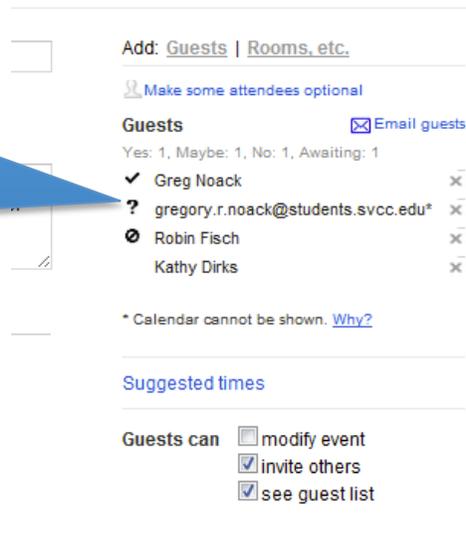
Reply by clicking on one of three choices, if you reply yes, the event will be added to your Google Calendar.



Google will show you other events you have around that day.

## Screen Shot of attendees list after have replied.

A check signifies a yes reply.  
A question mark indicates a reply of maybe.  
The “Don’t” icon indicates a declined event.



Note: Google allows you to add attachments to an invitation, but they must be Google Docs, or uploaded to Google Docs. Then the Google Doc has to be shared with each individual or make public.