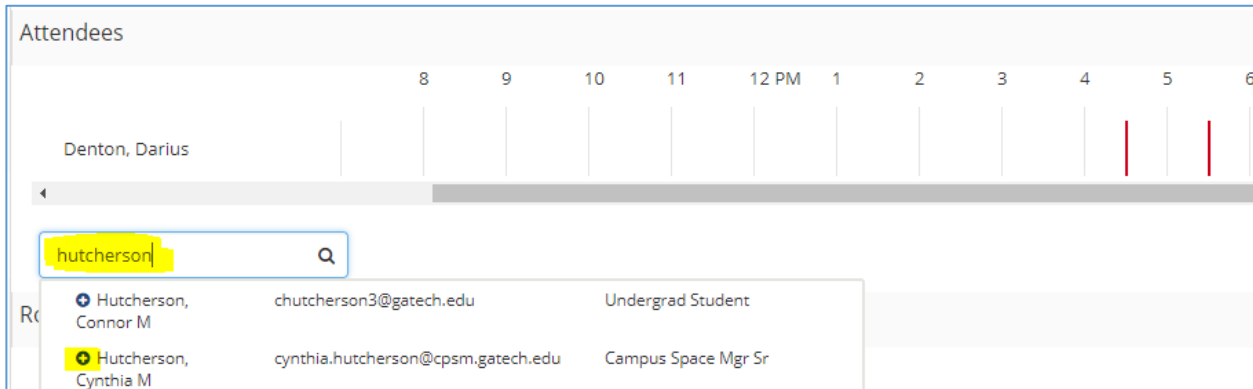
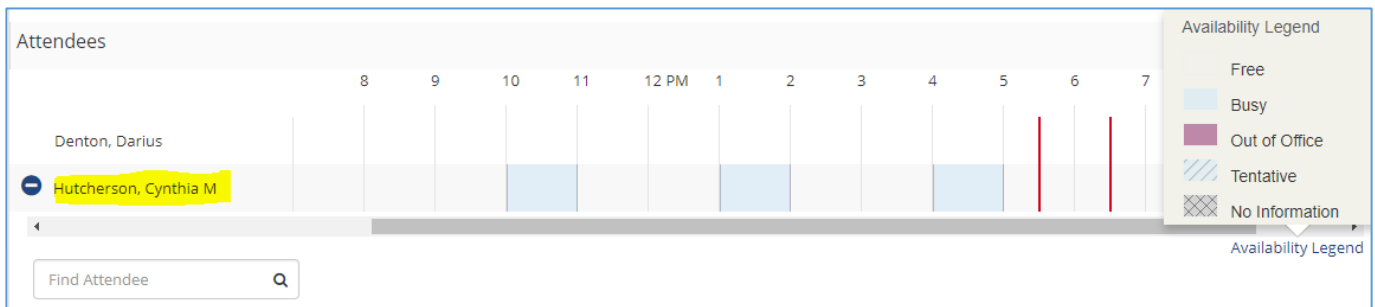


Outlook interface in GT Events

After choosing the reservation template, on the first screen (Rooms & Attendees) of the reservation process, select the attendees you want to send an Outlook calendar invite to by typing in their lastname, firstname in the search box. A list of names will appear. Add the desired name by clicking the blue + by their name.



The selected name is added to the list of attendees. To remove a name, click the blue - next to the name.

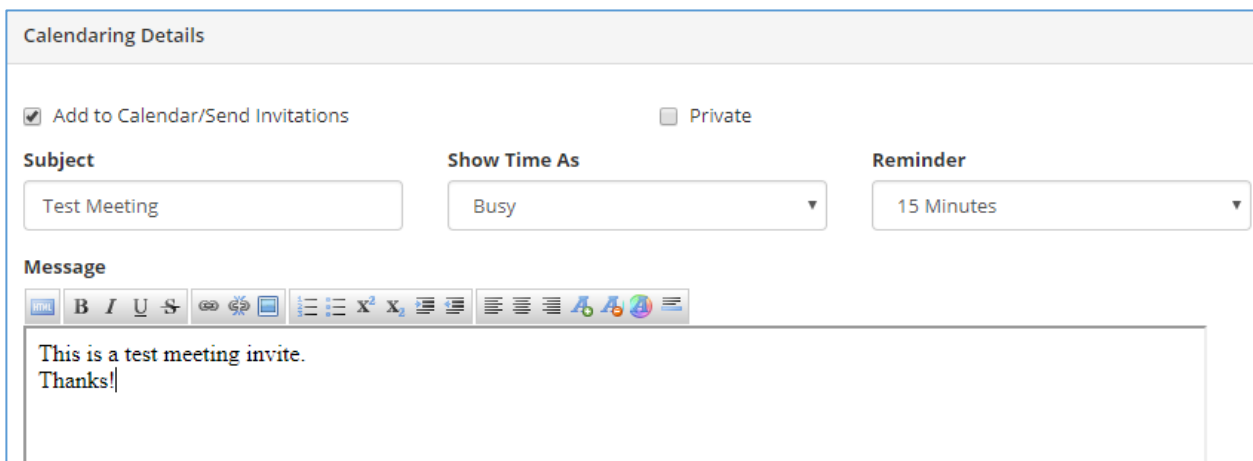


Note: The shaded areas on the time grid indicates the availability of each person. Click on “Availability Legend” at the bottom left for details.

Proceed as usual by selecting the desired date, time and room. Add any desired services on the second screen (Services) of the reservation process.

On the third screen (Reservation Details) of the reservation process, complete the “Calendar Details” as desired. The title of the outlook invite can differ from the title of the event displaying on GTEvents.

Note: Uncheck **add to calendar** check box if you do not want this meeting displayed on anyone’s calendar.




Calendar Details

Add to Calendar/Send Invitations Private

Subject **Show Time As** **Reminder**

Message



A file can be attached to the Outlook calendar invite. **Note:** File attachments cannot exceed 50KB in size.

Complete the remaining required items on the third screen and click “Create Reservation”. An Outlook calendar invite will be sent to all selected attendees.

Attendees can be removed or added at a later date by accessing the reservation under the **MY EVENTS** tab.

My Events / manage atten beginning Oct 11, 2017 (783319)

RESERVATION DETAILS ADDITIONAL INFORMATION

[Edit Reservation Details](#)

Event Name	manage atten
Event Type	Meeting
Group	Capital Planning & Space Management
1st Contact Name	Hutcherson, Cynthia M

Reservation Tasks

- Manage Attendees**
- Add Services
- Cancel Reservation
- View Reservation Summary
- Send Invitation
- Add to My Calendar

manage atten (783319)

Manage Attendees

Name	Email	Role
Hutcherson, Cynthia M	cynt...	
Denton, Darius	dari...	
Bianco, Grayson R	gbianco@gatech.edu	Undergrad Student
Collins, Grayson C	gcollins44@gatech.edu	Grad Student
Grayson, John S	jgrayson@cc.gatech.edu	Event Coordinator II
Grayson, Miffarwy A	miffy.grayson@me.gatech.edu	Financial Admin I

Click save attendees and meeting invites or cancellations will be sent to the staff/faculty email box.

Please Note: GT events must be used to manage the reservation details which includes changes to date, time and location.