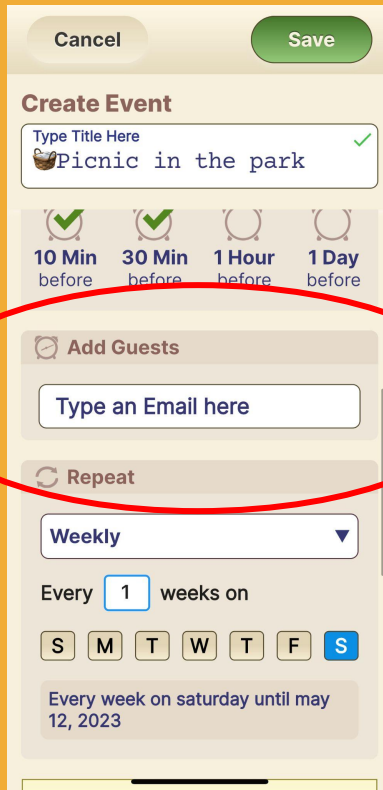


Invite Guests to an Event



Step 1 of 3

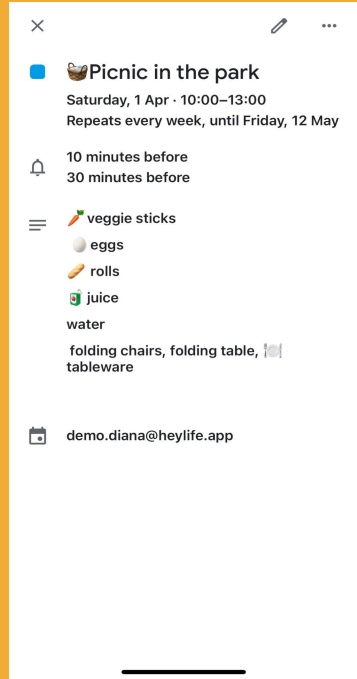
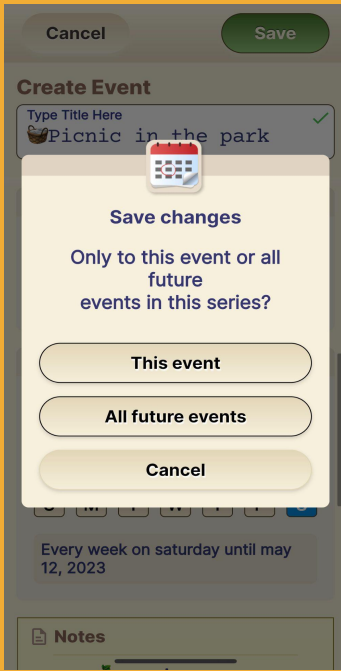
To add a guest to an event at any stage when creating and editing an event, click on **Add Guests** (within "More Options").

Note: The first time you add guests you will be asked to give access to your contacts account.

After you approve, your contacts will appear automatically as you begin to enter them.



Invite Guests to an Event



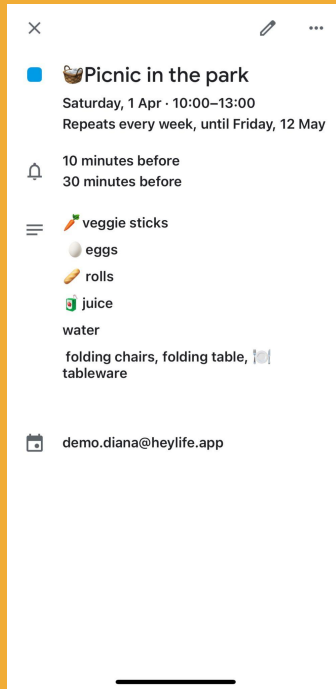
Step 2 of 3

If you added a contact to a recurring event, you will be asked whether to add him to all events or just one event.

Choose the answer and **'Save'**.



Invite Guests to an Event



Step 3 of 3

The invitees will see the invitation in their email box just like any invitation from any calendar.

