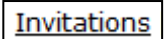# Send Invitations to Participants

Concept

Meeting creators can choose to send invitations to participants during the creation of a meeting or send out invitations at a later time.

This topic will demonstrate how to send invitations to participants after the meeting has been created.

Procedure

Use these directions to send email invitations to participants listed on the meeting.

Begin by logging in to *connect.case.edu* with your CWRU Network ID and password.

Step	Action
1.	Your Connect homepage appears. Click the **Meetings** link. Meetings
2.	The Meetings List appears. Click on the appropriate meeting.
3.	The Meeting Information screen appears. Click the **Invitations** link. Invitations

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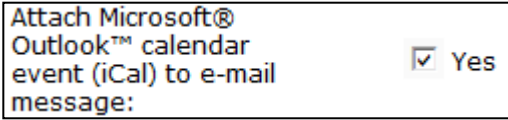think beyond the possible®

Step	Action
4.	The Invitations screen appears. It allows you to send email invitations to hosts, presenters, and participants. If you prefer to send an email through another application, such as *webmail.case.edu*, copy the hyperlink listed in the **Message Body** field (To join the meeting:) and paste it into an email message.
5.	You can select the individuals who receive emails based on their role in the meeting by selecting the **To** menu. Note: Individuals must be listed in the Current Participants box of the Edit Participants screen to receive an invitation.

If you elect to send an email, you also have the option to send an Outlook Calendar event (iCal) with the email message. The default is **Yes**.

The **Message Body** field contains the information that will appear in the message. The items in { } are fields that will contain the meeting information. You can add information to the Message Body field as desired, but do not delete the field items.

Step	Action
6.	Edit the **Subject** field as desired. Adobe Connect - Meeting Invitation to

Step	Action
7.	The field **Attach Microsoft Outlook calendar event (iCal) to email message** is checked "Yes" by default. Un-check if desired. Attach Microsoft® Outlook™ calendar event (iCal) to e-mail message: ☑ Yes
8.	Edit the content of the **Message Body** field as desired. Items in {brackets} are fields into which Connect will place information from the meeting.
9.	Click the **Send** button to send the email. Send
10.	This completes the process of sending invitations to meeting participants. **End of Procedure.**