

## Create an appointment and invite non-Exchange users

- 1. In CALENDAR, click the **Actions** menu → **New Meeting Request**
- 2. Enter the details for the appointment in the Subject, Location, and Start /End time fields
- 3. In the "To:" box, enter each user's non-Exchange e-mail address separated by a semicolon i.e. jdoe@brocku.ca; georgdoe@microsoft.com
- 4. When all the names are added, click **OK**.
- 6. Click **Send**.

This action will initiate an e-mail to each e-mail address and ask the recipient user to accept or reject the meeting request. Newer scheduling software will typically add the appointment to the recipient's calendar program. If this does not occur automatically, the recipient will need to import the iCalendar file that is attached to the sent e-mail.