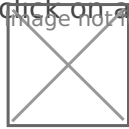


# Sending an email to appointment participants

## How to send an email to all appointment participants:

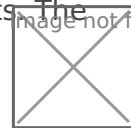
1. Depending on the selected view, you have the following options in the Calendar:

- In a calendar view, click on an appointment with multiple participants. Click the



**More actions** icon in the pop-up. Click on **Send mail to all participants**.

- In the list view, double-click on an appointment with multiple participants. The



appointment will be displayed in a window. Click the **More actions** icon.

Click on **Send mail to all participants**.

2. Fill in the details for sending the email.

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