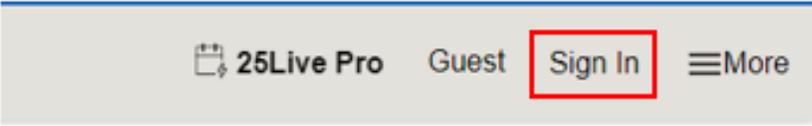
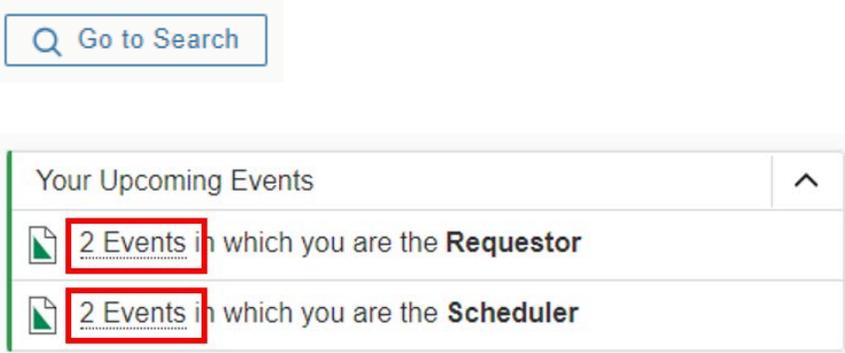
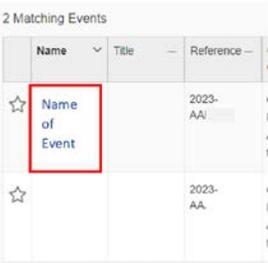
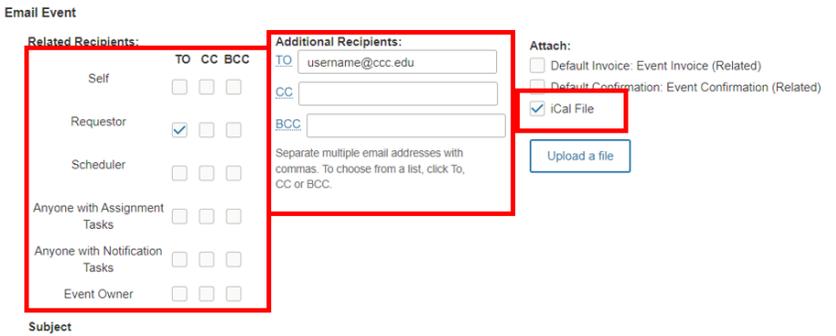
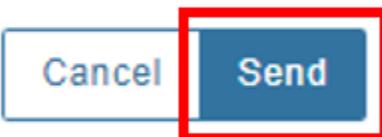


Users can share requested events to others within 25Live to CCC colleagues and people outside of CCC. There is an option to attach an Outlook file to the email so that the event will populate within Microsoft Outlook.

<p>1 Open City Colleges of Chicago webpage at ccc.edu.</p> <p>Click on Event/Room Scheduling under Faculty & Staff directory</p>	
<p>2 From the landing page, choose your main campus.</p>	
<p>3 On Campus using CCC Internet:</p> <ul style="list-style-type: none"> Click on Sign In <p><i>You should automatically enter the system. Or you will need to sign in using your CCC username and password.</i></p>	
<p>4 Click on the “Go To Search” or “Events” under Your Upcoming Events on your Dashboard.</p>	

<p>5 Click on your Event name.</p>	
<p>6 Click on "More Actions" found in the upper right of the webpage.</p>	
<p>7 Click on Email Event.</p>	
<p>8 Check any of the boxes under Related Recipients, if required.</p> <p>Enter the email address[es] under Additional Recipients.</p> <p>Check the iCal File checkbox if you want the recipient to add the event to their Microsoft Outlook calendar.</p>	
<p>9 Click "Send".</p>	
<p>END OF PROCESS.</p>	