

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.

1	Open City Colleges of Chicago webpage at <u>ccc.edu</u> . Click on Event/Room Scheduling under Faculty & Staff directory	Faculty & Staff       Directories       I Want To       Colleges         Academic Calendar       Employee Portal       OneDrive         Academic Catalog       Faculty Forms       OpenBook         AV Request       HR Self Service       Policies         Brightspace       Human Resources       Print Job Request         CCC Alert       Inspector General       Schedule Events and Rooms         CCCWorks       Intranet       Special Assignment Request         Curriculum Development       Library System       Supportive Intervention Team         Email       my.ccc.edu       Taleo Recruiting         Employment at City Colleges       Navigate       Tenure Documents         Event Calendar       Travel and Expense Reimbursement       Union Contracts         Workforce Connects       Zoom       Zoom	
2	From the landing page, choose your main campus.	HOME Schedule Events and Rooms with 25Live	
		Cury Compared Clinicago uses a comprehensive acrineoung system. 201.ve by Compared: 1, bor courses, meetings, and events. Here you will find links to access information about scheduling events and requesting reams through the system, training resources, and other additional resources. Faculty and Staff can sign in through their college link. Students can request events such additional resources. Faculty and Staff can sign in External Guests can request event spaces at all mains college locations. Including satellite campuses.	
		Faculty and Staff Room Requests Harry S Turnan Cellege	
		Harraf Washington College     Konody, Hing College     Malcolm X College     Olive Humry College     Richard J. Davie, College     Richard J. Davie, College     Wibus Wright College     Davie College	
3	On Campus using CCC Internet:		
	• Click on Sign In		lore
	You should automatically enter the system. Or you will need to sign in using your CCC username and password.		
4	Click on the "Go To Search" or	Q Go to Search	
	"Events" under Your Upcoming Events on	L	
	your Dashboard.	Your Upcoming Events	^
		2 Events in which you are the <b>Requestor</b>	
		2 Events in which you are the Scheduler	

## **Sharing 25Live Events to others**



5	Click on your Event name.	2 Matching Events
		Name V Tile - Reference -
		2023-
		of AAV Event
		2023-
		AA I
6	Click on "More Actions" found in the upper	
	light of the webpage.	
		More Actions
7	Click on Email Event.	
		Edit Eventi Copy Eventi Related Events Manage Bindings Create Task Pinn Report <b>Email Event</b> Subscribe Collapse
Q	Check any of the boxes under Belated	
0	check any of the boxes under helated	Email Event
	Recipients, if required.	Related Recipients: Additional Recipients: Attach:
	Recipients, if required.	Related Recipients:     Additional Recipients:     Attach:       TO     CC     IO     username@ccc.edu     Default Invoice: Event Invoice (Related)       Self     CC     Default Confignation: Event Confirmation (Related)
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	Recipients, if required. Enter the email address[es] under Additional Recipients. Check the iCal File checkbox if you want the	Related Recipients:     Additional Recipients:     Attach:       Self     TO <cc bcc<="" td="">     TO<username@ccc.edu< td="">     Default Invoice: Event Invoice (Related)       Requestor     BCC     Default Confirmation: Event Confirmation (Related)       Scheduler     Separate multiple email addresses with commas. To choose from a list, click To, CC or BCC.     Upload a file       Anyone with Assignment Tasks     Anyone with Austification Tasks     Anyone with Austification Tasks</username@ccc.edu<></cc>
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9	Recipients, if required. Enter the email address[es] under Additional Recipients. Check the iCal File checkbox if you want the recipient to add the event to their Microsoft Outlook calendar. Click "Send".	Related Recipients:       Additional Recipients:
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