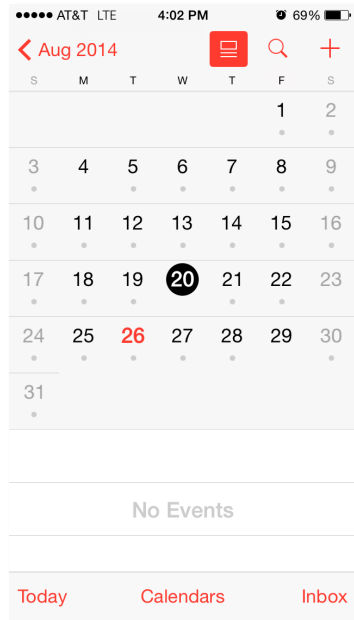
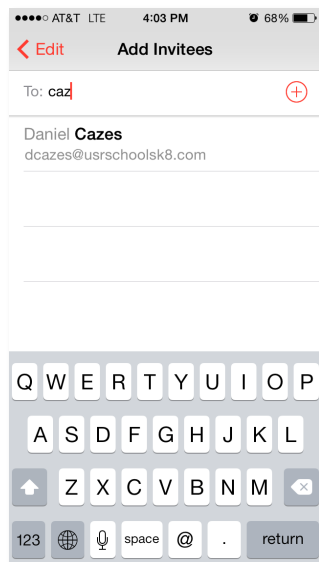


Create Event on Calendar & Invite People on iPhone

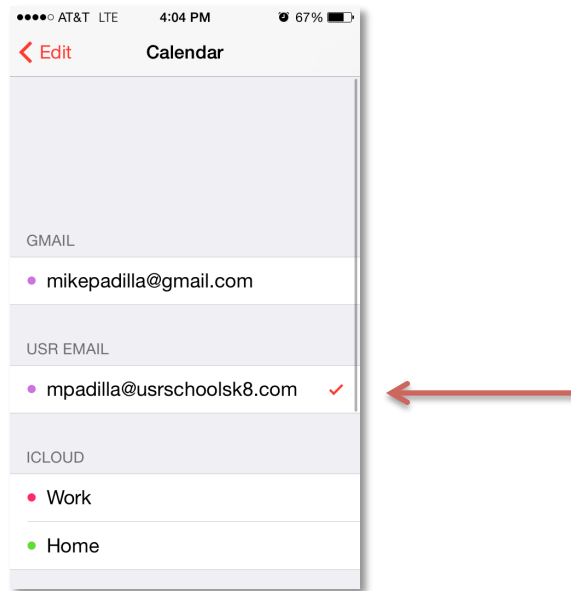
1. Select the appropriate date on the Calendar app then press the “+” at the top of the screen.



2. Edit the **Name**, **Location**, **Timing**, and **Notes** of the event.
3. To add people to the event, select “**Invitees**” and type their email addresses.



4. If you have multiple email accounts on your phone, make sure your Calendar is set to your **USR Email calendar**.



5. Selecting an **Alert** sometime prior to the event is useful.
6. When finished, press "**Done**" at the top of the screen and then your event will be displayed on your calendar. The event will show whether or not the people invited have accepted, declined, or commented on the event.

