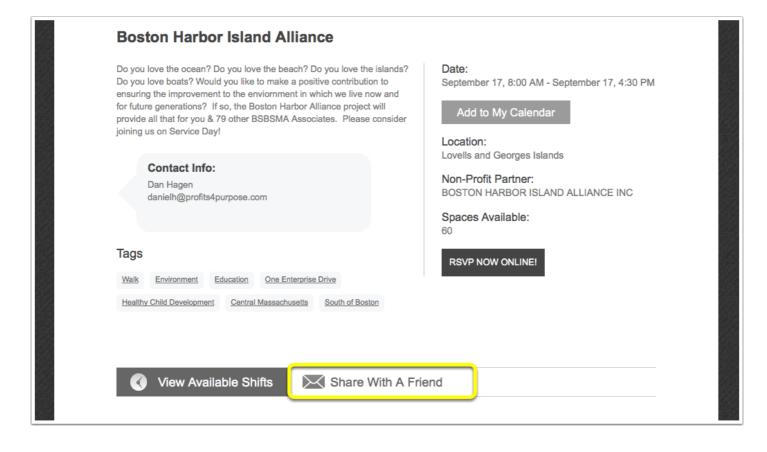
1. Select "Share With A Friend"

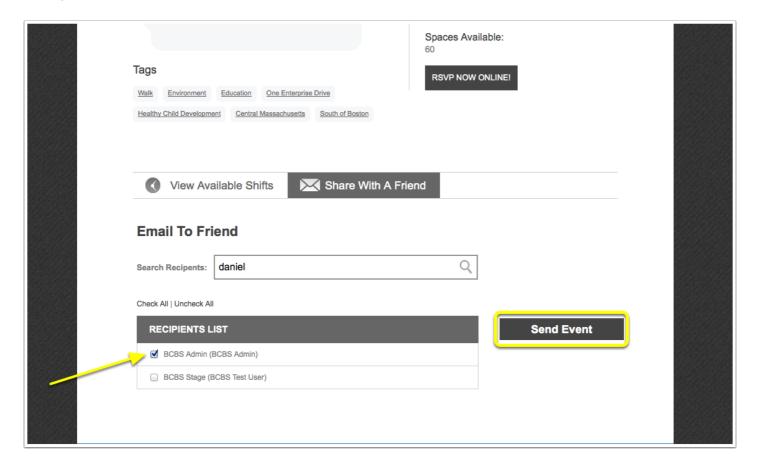
If you would like to email the details about an event with one of your fellow colleagues, then click on "Share With a Friend" like highlighted below.



Share an Event With a Friend Page 1

2. Share With a Friend

Next, begin typing in the name of your fellow colleague and then once you see them in the "Recipients List" then select their name and click on "Send Event" to send the info to them.



Share an Event With a Friend Page 2