On occasion, you may want to email the event information to someone. The system will automatically notify your event scheduler and requester. These instructions will guide you in emailing an event to someone else.

1.	From the **Quick Search** on the Home page,
	
	    In the **Search Events**, enter your search criteria, such as *2013 History*
	
	    Click	

2.	When your search results appear
	    Scroll through the events to desired one
	    Click the Event Name, such as *Spring 2013 History Forum*	

3.	After the event opens, click the .	

4. From the menu, select **Email Event Details**