



BEFORE SENDING TO A LISTSERV

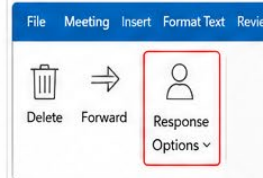
To prevent unnecessary replies and forwarding, update the **Response Options** before sending.

MAKE SURE BOTH OPTIONS ARE UNCHECKED:

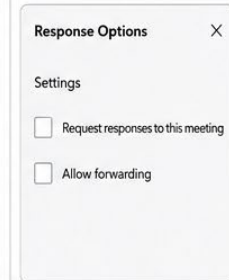
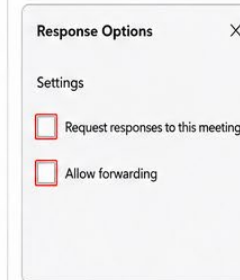
- ☐ Request Responses
- ☐ Allow Forwarding

HOW TO SET RESPONSE OPTIONS IN OUTLOOK

- 1** In your calendar invitation, click the **Response Options** button on the toolbar.
- 2** A menu will appear. Click **Response Options**.
- 3** In the window that opens, **uncheck** both options.
- 4** Then send your invitation.



- ✓ Request Responses
- ✓ Allow Forwarding
-  Response Options...



INCLUDE THESE EVENT DETAILS

Make sure your calendar invitation includes:



Event name
Use a clear, descriptive title.



Date
Include the full date of the event.



Start and end time
Include both start and end times.



Location
Include the building and room number (or virtual link).



Important instructions
Include any key details attendees need to know.