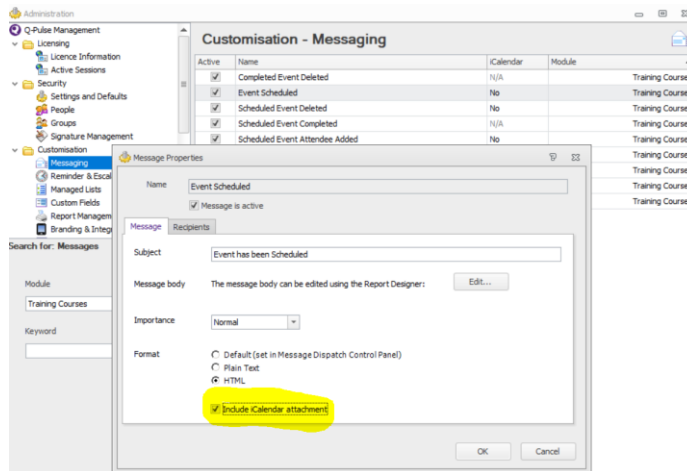


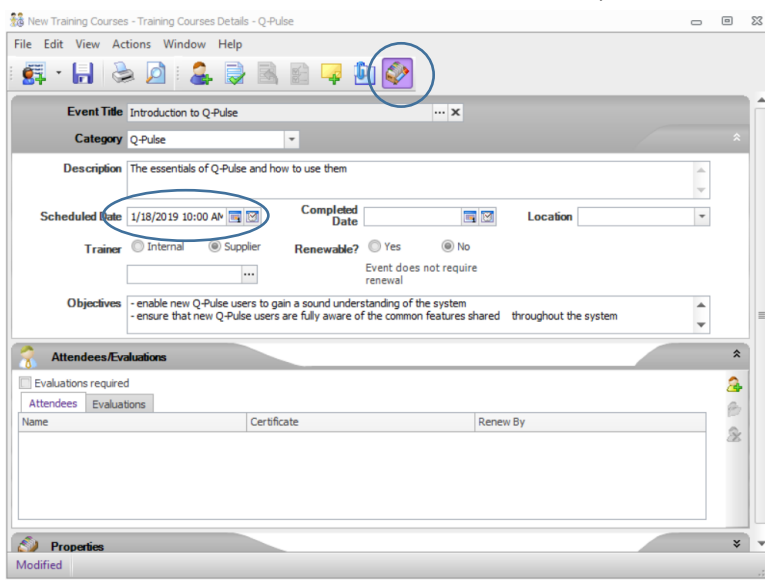
## Quick Tip: How to Change the duration of the iCal Attachment in Training Module

Did you know that you can change the duration block of the iCal attachment emails Q-Pulse sends out from the Training Module?

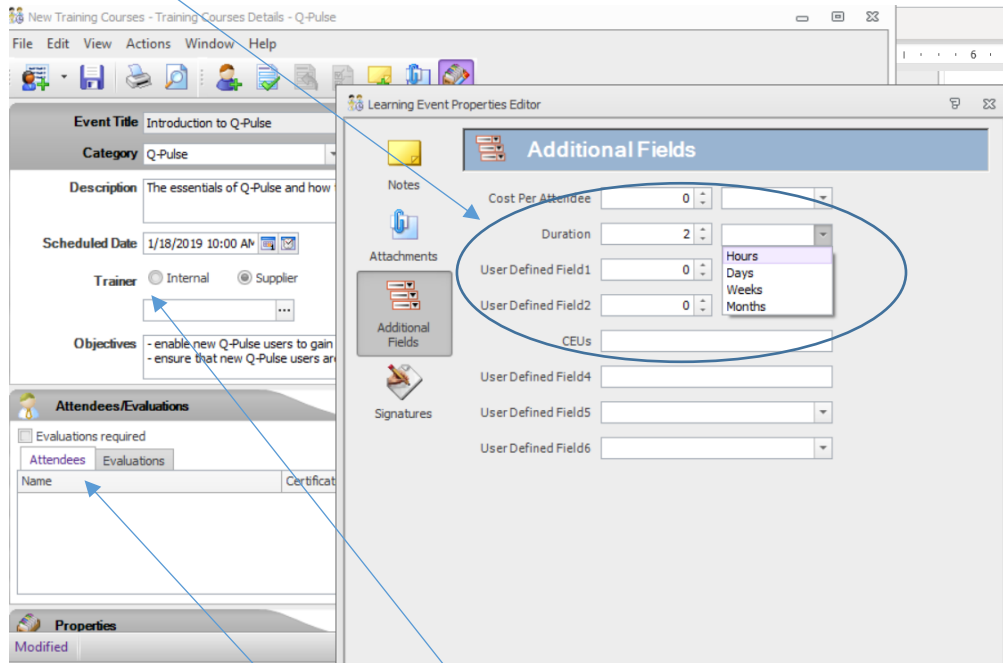
**\*\* Verify in the Administration Module that iCal Attachments have been enabled for the Message Event Scheduled\*\***



1. Open the Training Module and Create a New Event.
2. Once the Scheduled Date and Time is entered, click on the Properties Icon.



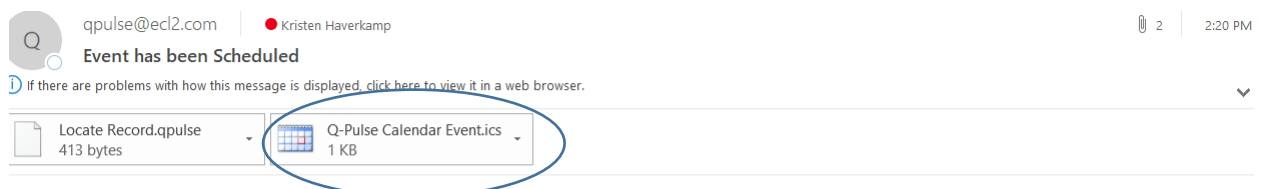
- In the Duration Field select the period (hours, days, weeks, etc.), assign a number and hit Okay.



- Add the appropriate Attendees and Trainer. Then hit Save for the Message to go out to all Attendees and Trainer Listed.

**\*\*This messages recipient may vary depending on configuration set-up\*\***

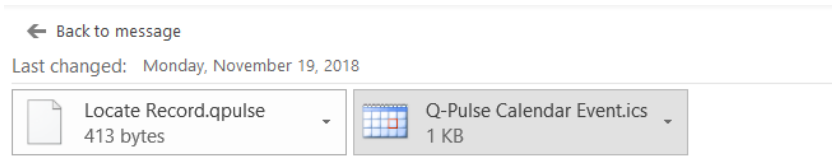
- When an Attendee or Trainer receives the email, the Q-Pulse Calendar Event will be an attachment. Double Click...



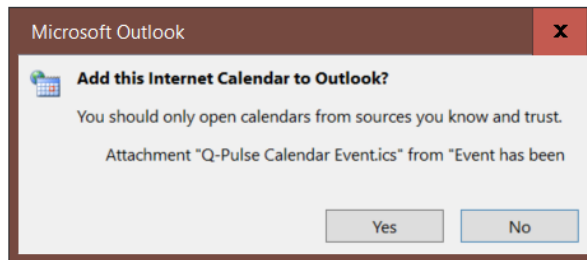
Details: The following event has been scheduled

<b>Title</b>	Introduction to Q-Pulse
<b>Scheduled Date</b>	1/18/2019 10:00 AM
<b>Trainer</b>	Havens, Andrew
<b>Location</b>	

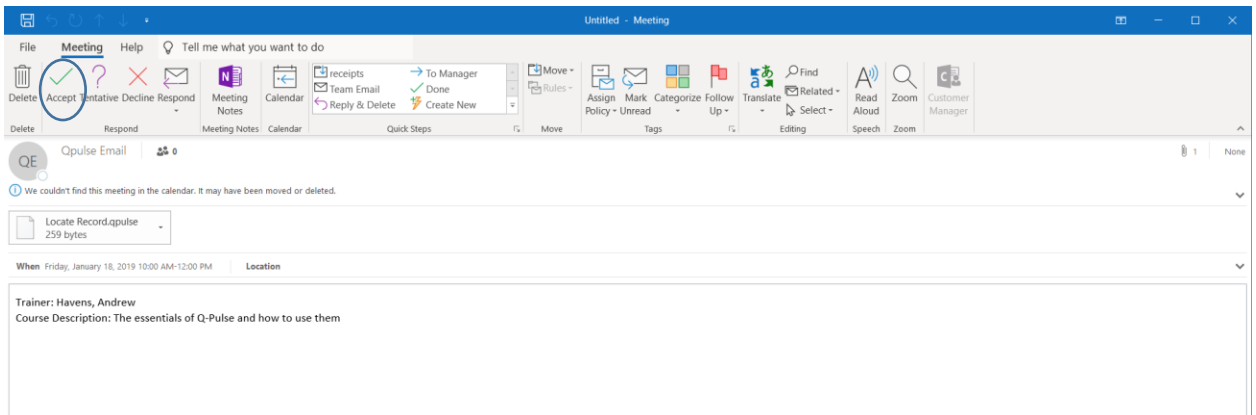
...to get the confirmatory message below and select Yes.



**This file cannot be previewed because there is no previewer installed for it.**



6. A Meeting window will pop – up. Select Accept in the top left corner.



(cont. next page)

7. From the Calendar the two hours listed for this Event are now blocked off.

