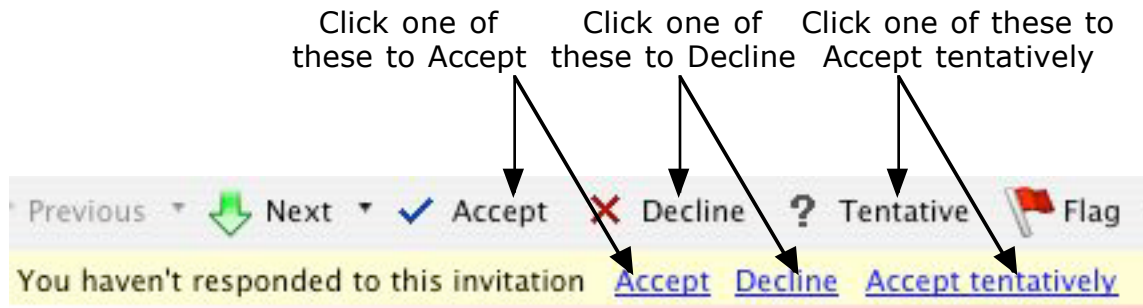


The top of the email will look like this:



The information about the event is included in the header of the email.

From: Pam Haney <phaney@mail.scs.k12.tn.us>
Date: Wednesday, January 26, 2005 10:16 AM
To: Altruria Faculty <phaney@mail.scs.k12.tn.us>
Subject: TOC Session - Entourage Features
Location: Altruria Library
When: Monday, January 31, 2005 4:00 PM - 5:00 PM

Once the event has been accepted, it will be added to the invitee's calendar. The event will be on their calendar to view as needed. They will also receive an **Office Notification** from Entourage reminding them of the event.

