Create an event invitation in Gmail
It's easy to create event invitations right in Gmail. Simply follow these steps:

1. In your MPS Gmail, click **Compose Mail** to create a new message.

2. Select the **Invitation** link, found under the **Subject:** field.

3. Fill in the event details in the Invitation window that appears.

4. Click **Insert Invitation**. A preview of the invitation appears in your email message.

5. If you'd like, add other content to the email before sending.
6. Click **Send**.

The event is created when the message is sent. For recipients using Google Calendar, the event is automatically added to their calendar. Other recipients can easily add event information from the email to most calendar programs.