Email from R25

In event click the email icon

The requestor will auto populate in the To: field.

To add more select from the displayed or hit Other... and search using proper, first four letters

Then double click to select / add hit [OK] once all are listed.

You can right click on name to move to cc or to remove
You will want to set the Attach to Event Summary (full) by checking the box and you will want to set the Message Body to (none) by using the drop down arrow if not displaying this.

Click in the body and type your message, [Send]
You will receive a copy for your records, you can then use the subject line to open the event once you receive a reply as it will contain the reference number.

You can also set up your signature so you do not have to type this every time you email from the event:

From the dashboard, select Options, select User Preferences....

Select Email
Click in front of [R25: University of St. Thomas], hit return twice, move cursor above this notation, enter your signature, hit [OK].