

# Kaltura Webcasting - Invite Attendees

Expand/Collapse All

At any time when you are editing the Webcast Event page, you can invite the attendees.

## ☰ To invite attendees

1. In the Edit Webcast Event page, click **Invite Attendees**.



2. Open the ics file.

An ics is a file format (ending in .ics) that allows you to send meeting requests and other tasks to other Internet users via email or file sharing. The file can then be opened using an email or calendar client.

The link created at the bottom of the message is the link to the Webcast Event Page. The link provided is also where the live broadcast will take place and reside as a VOD after the event.

Send Update	From	Debbie [redacted]@com	
	To		
	Subject	Come September Test Webcast	
	Location	<a href="http://webcastdemo.mediaspace.kaltura.com/media/1_6q8zwwy5">http://webcastdemo.mediaspace.kaltura.com/media/1_6q8zwwy5</a>	
	Start time	Wed 9/2/2015	4:15 PM
End time	Wed 9/2/2015	5:15 PM	

Event: Come September Test Webcast.

Description: .

Link: [http://webcastdemo.mediaspace.kaltura.com/media/1\\_6q8zwwy5](http://webcastdemo.mediaspace.kaltura.com/media/1_6q8zwwy5)

3. Add the recipients as you would normally do with your mail client and send the message.