

## Did you know that you can change your RSVP setting to receive links to documents instead of the actual documents?

We have had some training on RSVP recently with large documents. If you would prefer to receive links rather than the attachments, you can make the change in four simple steps!

**1** Go to the RSVP Calendar! The quick link is [calendar.mnccc.org](http://calendar.mnccc.org).

**2** Login to your account ... upper right corner.

**3** Select "Click Here to change your Contact Information".

**Edit your Registration Info**

Contact Information	<a href="#">Click Here to change your Contact Information</a>
Group Membership	<a href="#">Click Here to change your Group Membership</a>
Password	<a href="#">Click Here to change your Password</a>
Unregister	Would you like to Unregister with the Online MCCC Calendar? If so, <a href="#">visit our Unregistration Page</a> .

[Click here to return to the MCCC Calendar](#)



**4** Select the option to receive links rather than attachments & OK!

**Edit Contact Information**

First Name:	<input type="text" value="Sam"/>
Last Name:	<input type="text" value="Training"/>
Title: (Optional)	<input type="text" value="New Staff"/>
Company / Organization:	<input type="text" value="Spruce County"/>
Address Line 1:	<input type="text" value="123 Main Street"/>
Address Line 2: (Optional)	<input type="text"/>
City:	<input type="text" value="Anytown"/>
State:	<input type="text" value="MN"/>
Zip Code:	<input type="text" value="56123"/>
Phone Number:	<input type="text" value="999-999-9999"/>
Additional Phone Number: (MCCC will use this number to reach you in an emergency cancellation)	<input type="text" value="888-888-8888"/>
Fax Number: (Optional)	<input type="text"/>
Email Address:	<input type="text" value="sam.training@co.spruce.mn.us"/>
How should Attachments be Sent in Emails:	<input type="text" value="Send links to attachments"/> 

