BU | Events & Conferences

Emailing Event Details

25Live allows you to email event details, including attachments, to anyone inside or outside of BU.

Sign in to 25Live at https://25live.collegenet.com/pro/bu using your personal BU login and Kerberos password.

To email event details, follow the steps outlined in this guide.

Step 1: Find your Event

Find your event by searching for it via its unique reference number or by keyword in the event name. Use the event search in the **Quick Search** feature on the 25Live dashboard to find your event with either option.
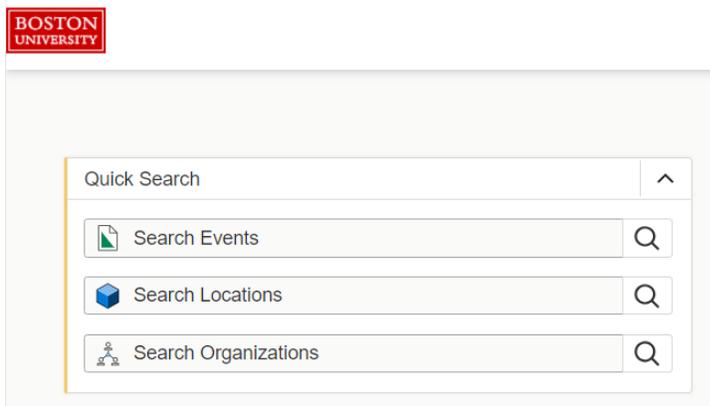

You can also find your event by clicking on the link in the **Your Upcoming Events** section on the 25Live dashboard. If you haven't customized your dashboard, this section will be below the **Create an Event** button. If you have requested events, there will be a number before the word "events" and this is a clickable link that will return a list of your events.
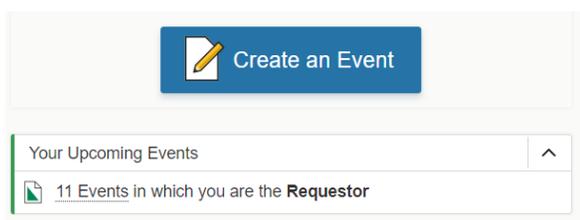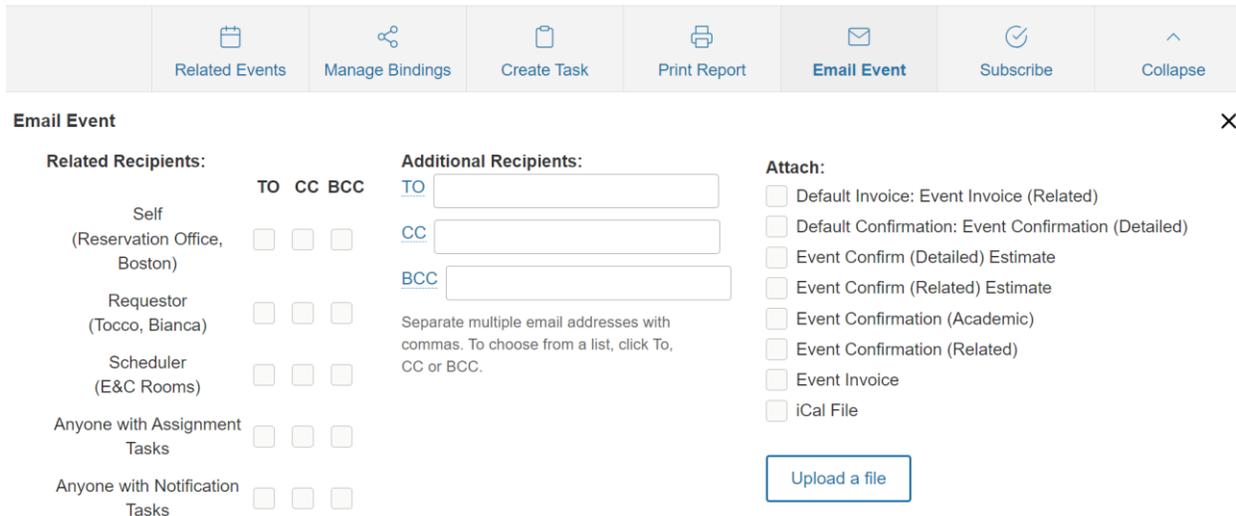
Step 2: Email

Once you have located and opened your event, click on the **More Actions** button near the top right of the page to open a menu of actions you can take on your event.
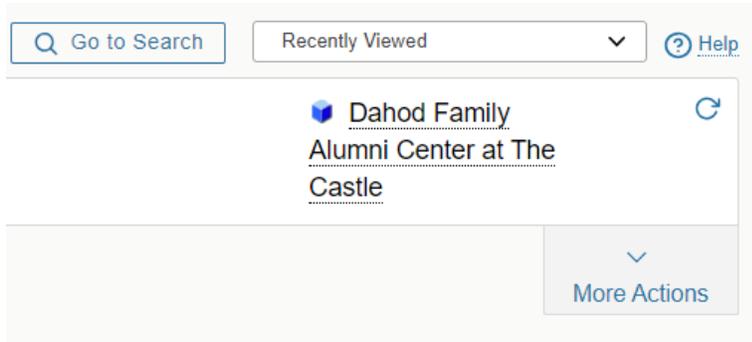
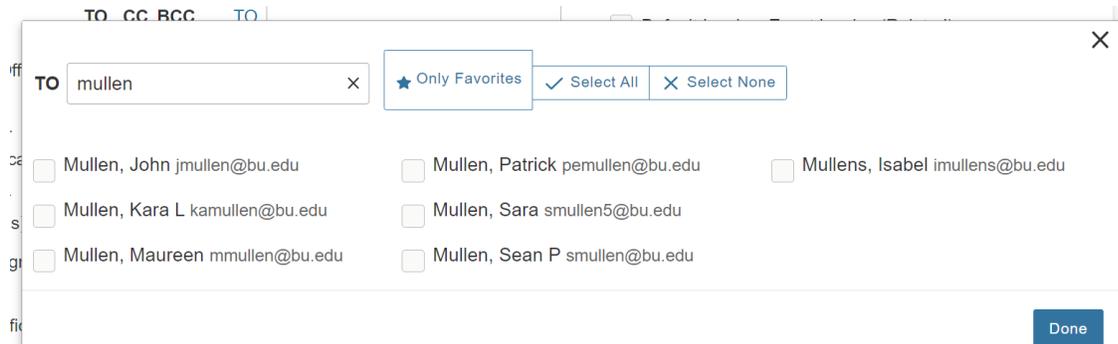Once the actions appear, you'll see **Email Event** towards the right.

When you click the **Email Event** button, the **Email Event** screen will open.

Under **Related Recipients,** you can check off the appropriate boxes for **TO**, **CC**, **BCC** for the recipients you want to email. If none of those recipients are who you want to email, you can simply type an email address in the **TO**, **CC**, or **BCC** fields under

Additional Recipients. Email addresses can be inside or outside of BU. If inside BU, you can also search the 25Live database for the recipient's email address. If the recipient has logged into 25Live at least once, their email will exist in the database.

To search, simply click on the **TO**, **CC**, or **BCC** field names to open the search function. Type in the recipient's name or part of their name, hit enter, and once the results appear, check the box next to the recipient's name that you want to send the email to. Then click **Done**.

The recipient's email address will then be inserted for you.

Add attachments. If you want to email the reservation confirmation, select **Event Confirmation (Related)**.

You can also upload additional files/attachments from your computer.

The email subject line will default to the event name and the event's unique reference number.

Subject

PERF Reception (2022-ACFDVV)

☑ Include link to 25Live Pro

Leave the box checked for **Include link to 25Live Pro** and the email will include a clickable link to access the event directly in 25Live (for those recipients who have 25Live access).

Type your message the **Message Body** filed and then click **Send**.

Message Body   Check the checkbox to include Event Details. Add a custom message if desired.

File   Insert   Table   View   Format   Tools

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☐ Include event details in body of message

Cancel   Send

If you want to include event details in the body of the message, along with whatever you type, you can check the box for **Include event details in body of message**. If you are sending the reservation confirmation, there is no need to check this box.

☑ Include event details in body of message

Cancel   Send

Once your email is sent, you will get a notification at the bottom of the screen and the email function will close.
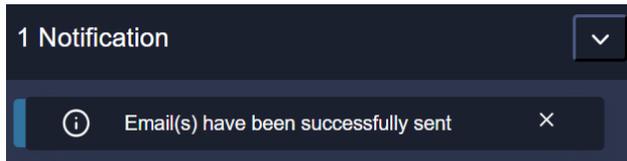
For More Information

For more information, additional assistance with using 25Live, or general questions about event locations, please feel free to contact the Reservations team in BU Events & Conferences at roomres@bu.edu or 617-353-2932. We are available to assist you Monday through Friday between the hours of 9 AM and 5 PM.