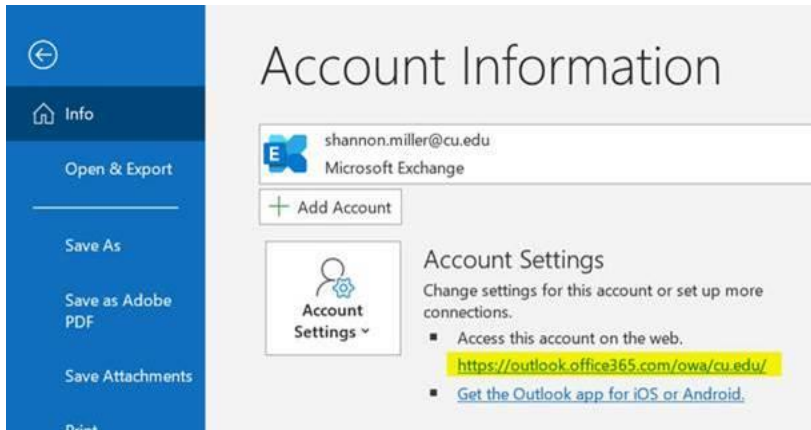


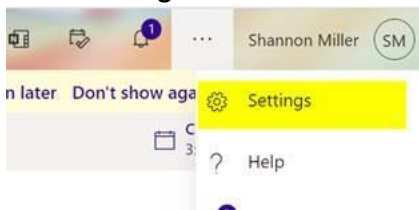
## How-to: Update settings on events attachment in an email

1. Go to “file” and click on the link to access account online

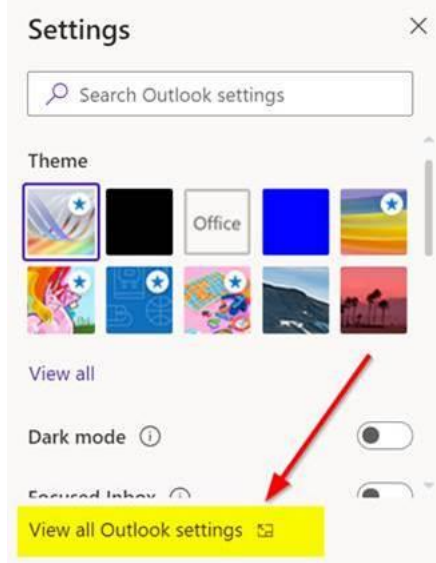


2. Follow steps to log into your CU account

3. Click “Settings”



4. Click “View all Outlooks Settings”



5. Click **“Calendar”** then **“Events from email”** and change all events from **“Show event summaries in email and on my calendar”** to **“Only show event summaries in email”**

The screenshot displays the Windows Settings application. On the left, the 'Settings' sidebar is visible with a search bar and categories: General, Mail, Calendar (highlighted with a green circle '1'), and People. Below these is a 'View quick settings' link. The main area shows the 'View' section with options: Events and invitations, Weather, Events from email (highlighted with a green circle '2'), Shared calendars, Customize actions, and Accounts. On the right, the 'Events from email' settings page is shown. It has a title 'Events from email' and a section 'Add these events to my calendar from email:'. Under this, there are two dropdown menus: 'Package deliveries' and 'Flight reservations'. Both are currently set to 'Only show event summaries in email'. The 'Flight reservations' dropdown is highlighted with a green circle '3', and the 'Only show event summaries in email' option is selected.