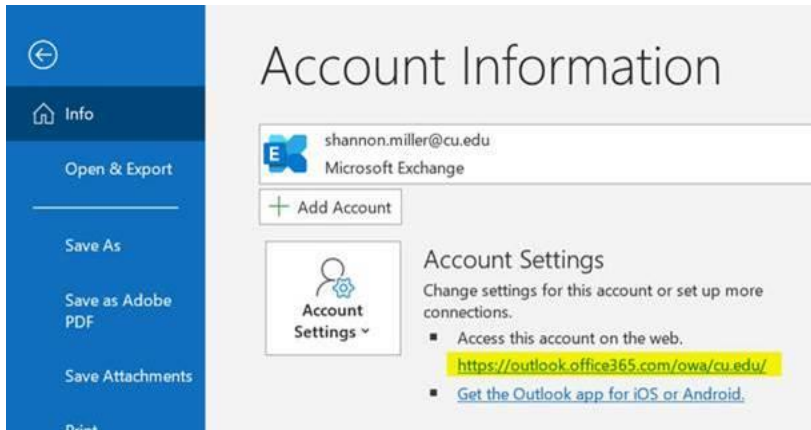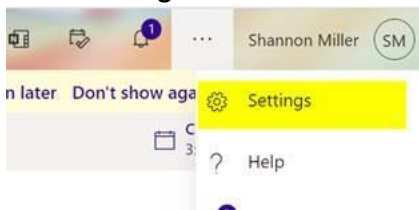# How-to: Update settings on events attachment in an email

1. Go to "**file**" and click on the link to access account online
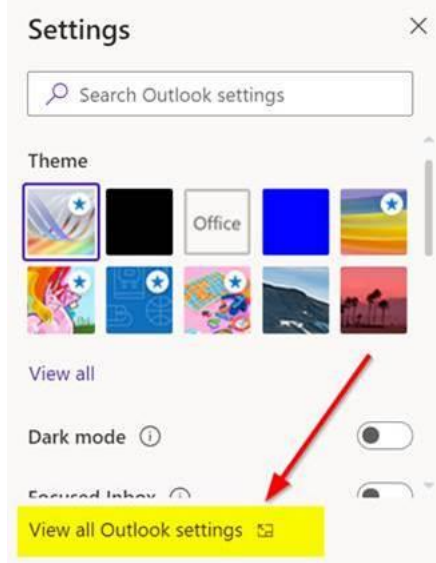

2. Follow steps to log into your CU account

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"