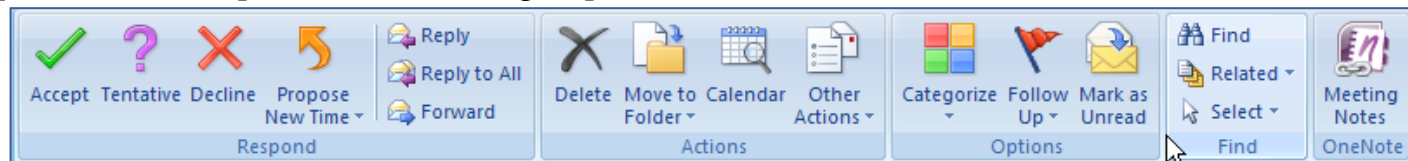


Calendar Accept-Denial Ribbon

This ribbon is used when a request is sent for an Appointment or a Meeting. The table below provides a description of each of the groups and buttons on this ribbon.



Group/Button	Description
Respond Group	
Accept	Click this button to accept an invitation for an appointment or meeting.
Tentative	To tentatively accept an appointment or meeting, click this button.
Decline	This button is used to decline the appointment or meeting.
Propose New Time	Use this button when a different time is being proposed. Two options are available, Tentative and Propose New Time or Decline and Propose New Time . The Propose Time dialog box will display.
Reply	Click this button to reply to the sender of the appointment or meeting request.
Reply to All	This button is used to reply to the sender of the message and all the other recipients.
Forward	To forward this message to someone else, click this button.
Actions Group	
Delete	Use this button to delete the current item. A confirmation message will not display when this button is clicked.
Move to Folder	Click this button to move the current message to a different folder. A list of different folders will display
Calendar	To display the Calendar to see if the appointment or meeting time will work for you, click this button.
Other Actions	This button is used to display a list of other available options.
Options Group	
Categorize	Use this button to assign a category to the item. A list of different categories will appear. It is also possible to add new categories to the list.
Follow Up	When this option is chosen, a flag is set to remind you that you need to follow up on this item.
Mark as Unread	This option is used to mark a message as though it has not been read.
Find Group	
Find	Click this button to specify text that needs to be located in a message.
Related	To locate messages related to the current one, such as from the same sender, click this button.
Select	This button is used to select text or objects within the current message.
One Note Group	
Meeting Notes	To open or create linked meeting notes in One Note, click this button