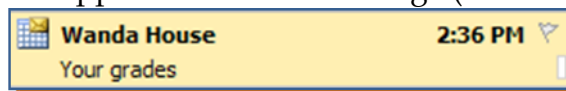


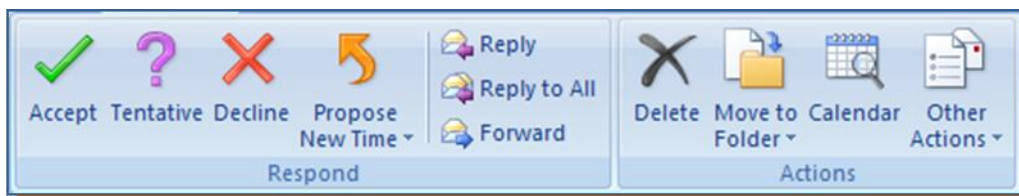
## Responding to a Meeting Request

When you are invited to a meeting, a message will appear in your Inbox with a Meeting Request icon next to it.

- ✦ Switch to the **Inbox** in Outlook.
- ✦ Select the **Meeting Request** message.
- ✦ A **Meeting Request** icon will appear next to the message (see illustration below).



- ✦ Double-click on the message to open it.
- ✦ The **Meeting** window will display.
- ✦ On the **Meeting** ribbon in the **Respond Group** (see illustration below), click one of the options for this meeting request.
  - ✦ Click **Accept** to approve the meeting time.
  - ✦ Click **Tentative** if you are not positive about whether or not you will be able to attend.
  - ✦ Click **Decline** to indicate that you will not be able to attend the meeting.
  - ✦ Click **Propose New Time** if you feel a different meeting time would be more convenient for you.



- ✦ Before making a decision about whether or not to **Accept** or **Decline** the meeting request, it is possible to check your **Calendar** by clicking the **Calendar** button in the **Actions Group** (see illustration above).
- ✦ After looking at the Calendar, click the **Close** button to return to the dialog box.
- ✦ When one of the first three options is chosen, the dialog box below will appear.



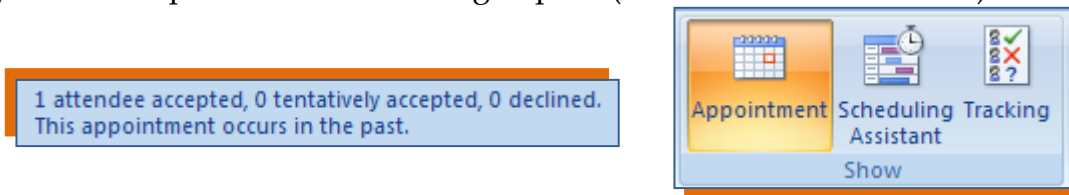
- ✦ Choose one of the responses and then click **OK**.
- ✦ Once a reply has been sent, Outlook updates your Calendar by inserting the meeting time and date.

### Reviewing and Changing Meeting Details

Once a meeting has been created, the meeting organizer should receive replies. As these replies are received, Outlook compiles the responses. A summary of responses is displayed by clicking the Tracking button

- ✦ To check for any responses, click your **Inbox**.
- ✦ Click on the message.

- ✦ A response to the **Meeting Request** will appear in your **Inbox**.
- ✦ Switch to the **Calendar**.
- ✦ Double-click the appointment that is to be reviewed.
- ✦ In the **Information Bar** on the **Appointment** tab, a message will appear regarding whether anyone has responded to the meeting request (see illustration below left).

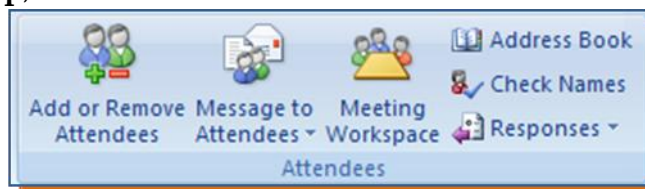


- ✦ To see who has accepted, click the **Tracking** button in the **Show Group** under the **Meeting** tab (see illustration above right).

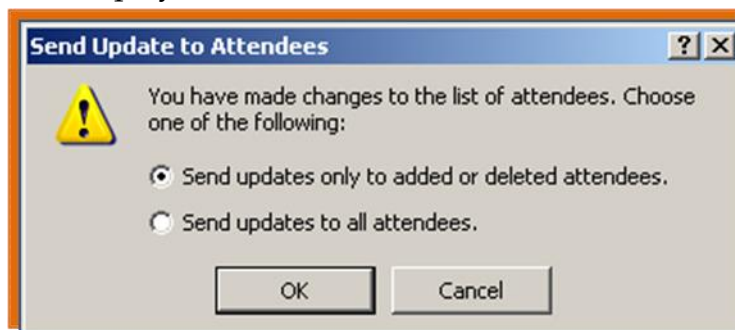
### Adding or Removing Attendees

It is a very simple process to remove attendees from a meeting request. To do so:

- ✦ Open the **Meeting** in the **Calendar**.
- ✦ In the **Attendees Group**, click the **Add or Remove Attendees** button (see illustration below).



- ✦ The **Select Attendees and Resources** dialog box will appear.
- ✦ Click the attendees name in the list.
- ✦ Press the **Delete** key on the keyboard.
- ✦ Click the **OK** button to exit the dialog box.
- ✦ Click the **Send Update** button,
- ✦ The message below will display.



- ✦ Select one of the options and then click **OK**.