

## SCHEDULING GROUP MEETINGS

With Outlook, it is possible to schedule meetings and invite attendees. There is an availability feature that allows you to select a date and time that is convenient for all attendees. When an attendee from within the organization is invited to the meeting, it is possible to automatically see their Outlook Calendar information. To see free/busy information from attendees outside of the organization, they have to make the Calendar available over the Internet.

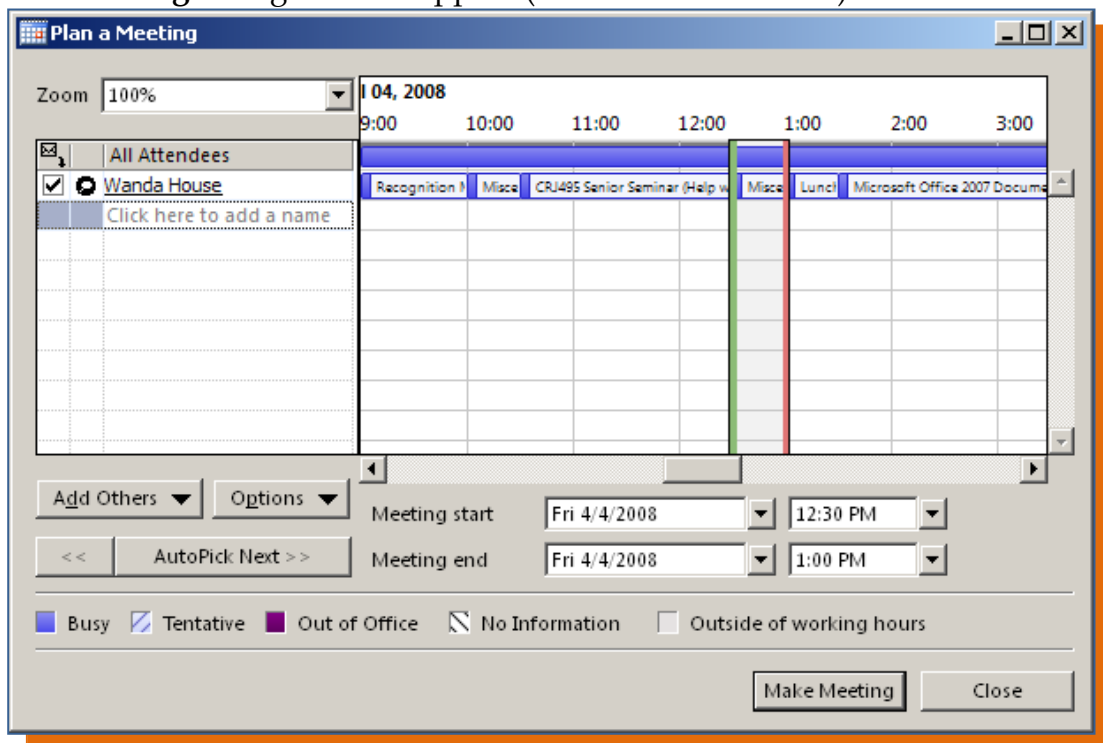
It is possible to indicate whether the attendance at the meeting is required or optional. You can also let Outlook select the meeting time.

After a time has been selected, a meeting request can be sent to each attendee inviting them to the meeting. The invited attendee can send a response indicating whether or not they are able to attend the meeting at the time it is scheduled. Outlook allows you to keep track of the responses from the invitees.

### SCHEDULING A MEETING

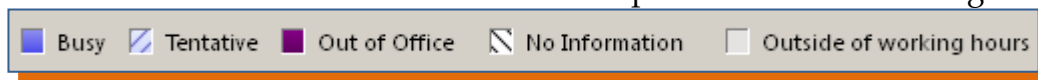
When you choose the invitees for a Group Meeting, you need to make sure that you use the **Global Address Book** rather than your Personal Address Book.

- ✦ Switch to the **Calendar** option.
- ✦ Do one of the following:
  - ✦ Click **Actions** on the **Menu Bar** and then click **Plan a Meeting**.
  - ✦ Click the **Plan a Meeting** button on the **Advanced** toolbar (see illustration at right).
- ✦ The **Plan a Meeting** dialog box will appear (see illustration below).



- ✦ Your name will appear in the **All Attendees** list.
- ✦ Do one of the following to add additional people to invite to the meeting:
  - ✦ Under your name, click the option, **Click here to add a name**.
  - ✦ Input the name of the person who you want to attend the meeting.
  - ✦ That person's name will have to be in the **Global Address List** in order for this to work.

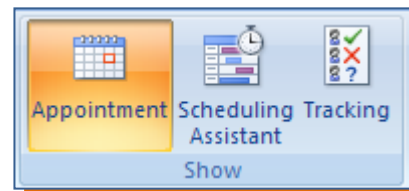
- ✦ For a list of the members of the organization, it is best to use the **Global Address List**.
- ✦ Click the symbol next to the person's name.
- ✦ A drop-down menu will appear.
- ✦ Choose one of the options from the list. These options are:
  - Required Attendee**
  - Optional Attendee**
  - Resource** (Room or Equipment)
- or
- ✦ Click **Add Others**
- ✦ Click **Add from Address Book**.
- ✦ In the **Search** box, enter the name of a person you want to invite to the meeting.
- ✦ For each name entered, click one of the buttons: **Required**, **Optional**, or **Resources**.
- † The status of the invitee will be highlighted in one of the colors shown in the illustration below.
- † The **No Information** status would indicate that the person is not an Exchange client or that



they are not using the Calendar feature in Outlook.

- † The **green** line indicates the beginning time of the appointment.
- † The **red** line indicates the ending time of the appointment.
- † To locate additional times when all invitees are available, click the **AutoPick Next** button to locate the next available time for all invitees.
- † Click **Make Meeting**.
- † The **Untitled - Meeting** dialog box.
- † The names of the **Invitees** will appear in the **To** box.
- † In the **Subject** box, type a description of the meeting.
- † Enter the location for the meeting in the **Location** box.
- † To make the meeting recurring, click the **Recurrence** button and select a recurrence pattern.
- † Information on scheduling recurring appointments and meetings appears on the **Schedule Single Appointments** link under the **Training Web Page**.
- † Select any other desired options.
- † To add additional invitees or to change the time, click the **Scheduling** tab.
- † Click **Send**.
- † Click the **Close** button in the **Plan a Meeting** dialog box.
- † The scheduled meeting should appear in your calendar.
- † To make any changes to the meeting information, or to see who has responded, open the appointment.
- † A message will appear above the **To** line stating how many people have accepted the appointment (see illustration below right).

1 attendee accepted, 0 tentatively accepted, 0 declined.  
This appointment occurs in the past.



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

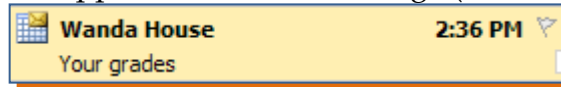
## Notes:

- ✦ To send agendas or meeting minutes, attach a file to the meeting request.
- ✦ To prevent the recipients from sending a response:
  - ✦ In the **Attendees Group**, click the **Responses** button.
  - ✦ Click **Request Responses** to clear the check box next to it.

## 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.

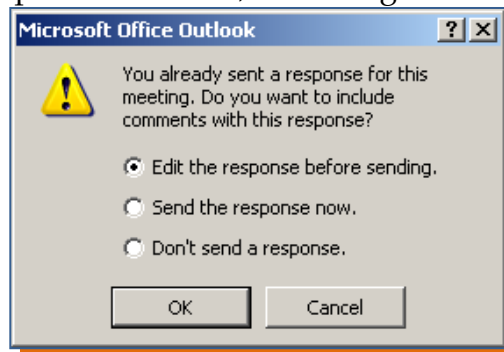
- ✦ Switch to the **Inbox** in Outlook.
- ✦ Select the **Meeting Request** message.
- ✦ A **Meeting Request** icon will appear next to the message (see illustration below).



- ✦ 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.

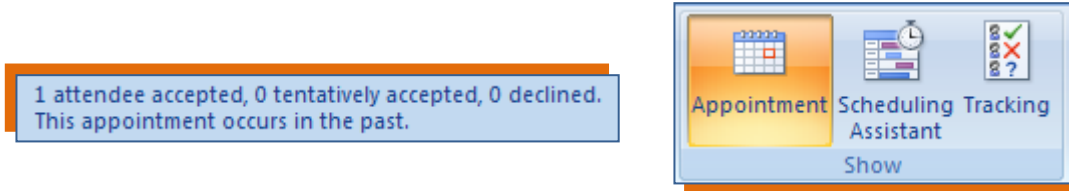


- ✦ Choose one of the responses and then click **OK**.
- ✦ Once a reply has been sent, Outlook updates your Calendar by inserting the meeting time and date.

## 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).

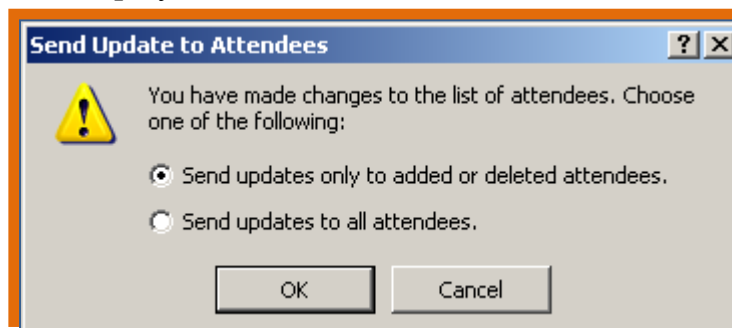
## ADDING OR REMOVING ATTENDEES

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**.