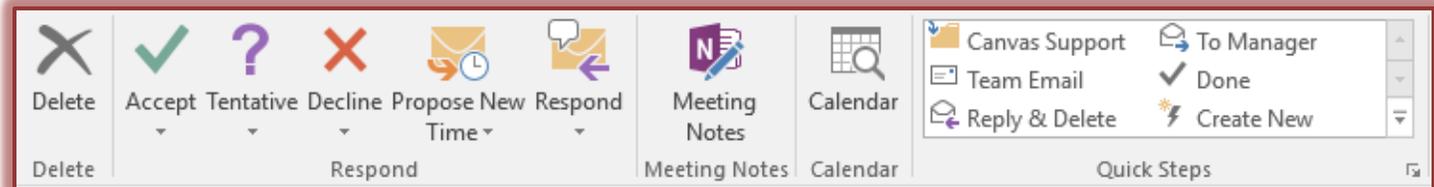


Calendar Accept-Decline Ribbon

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
Delete Group	
Delete	Use this button to delete the current item. A confirmation message will not display when this button is clicked.
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.
Respond	To respond to the request with a message to the organizer, click this button. The options under this button are Reply , Reply All , Forward , and Forward as Attachment .
Meeting Notes Group	
Meeting Notes	When this button is clicked, appointment or meeting notes can be created in OneNote. OneNote is a program that comes with the Microsoft Office Suite of Programs.
Calendar Group	
Calendar	To display the Calendar to see if the appointment or meeting time will work for you, click this button.
Quick Steps Group	
Quick Steps List	This feature allows you to apply multiple actions at one time to email messages. It is designed to help you manage your mailbox.
Move Group	
Move	Use this button to move the selected item to a different folder. When the button is clicked, a list of folders will display. If the folder isn't listed, click the Other Folder or Copy to Folder option.
Rules	This option is used to create a rule based on the sender, recipient, or conversation topic of the message to always move mail to a different folder.

Group/Button	Description
Tags Group	
Mark Unread	This option is used to mark a message as though it has not been read.
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.
Editing Group	
Translate	This option is used to translate words or paragraphs in an appointment or meeting into a different language using bilingual dictionaries or machine translation.
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.
Zoom Group	
Zoom	When this button is clicked, the Zoom dialog box will display. This dialog box can be used to change the Zoom level of a document.