ADD OR REMOVE MEETING ATTENDEES

INVITE ATTENDEES
✦ 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 arrow symbol to the left of 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)
✦ Click **Add Attendees**.
✦ The **Select Attendees and Resources** window will display (see illustration on next page).
✦ In the **Search** box, enter the first 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 name of the selected attendee will appear in the box.
✦ The status of the invitee will be highlighted in one of the colors shown in the illustration below.

| Busy | Tentative | Out of Office | Working Elsewhere | No Information | Outside of working hours |

✦ 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 **blue highlighted** area indicates the time of the appointment.
✦ Click **Appointment** in the **Show Group**.
✦ The **Appointment** window will appear.
✦ 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.
✦ Select any other desired options.
✦ To add additional invitees or to change the time, click the **Scheduling Assistant** button.

REMOVE ATTENDEES
It is a very simple process to remove attendees from a meeting request. To do so:
✦ Click the **Meeting** in the **Calendar**.
In the **Attendees Group**, click the **Add or Remove Attendees** button (see illustration below).

The **Select Attendees and Resources** window 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.
- A message will appearing confirming the change.
- Select one of the options and then click **OK**.