

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)or
 - ✦ 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.

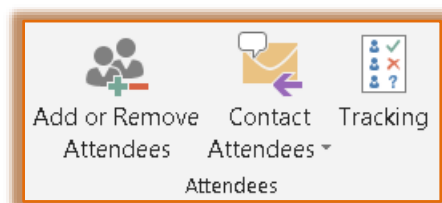


- ✦ The **No Information** status would indicate that the person is not an Exchange client or that they are not using the Calendar feature in Outlook.
- ✦ The **blue highlighted** area indicates the time of the appointment.
- ✦ Click **Appointment** in the **Show Group**.
- ✦ The **Appointment** window 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.

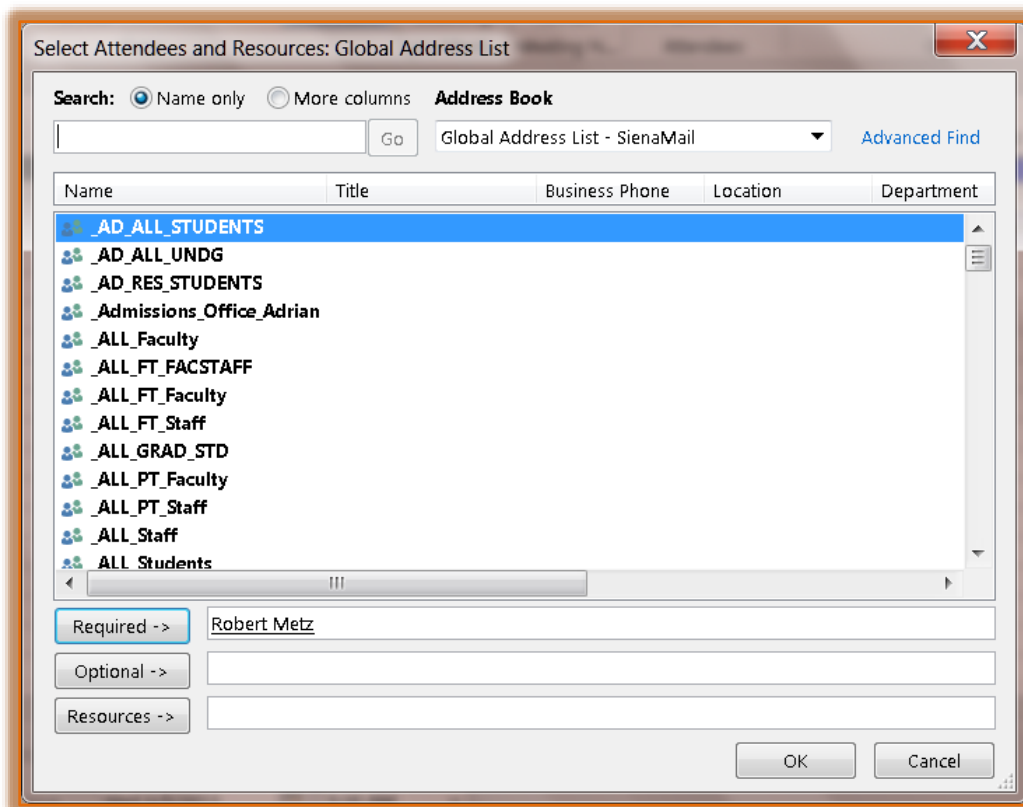
REMOVE ATTENDEES

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**.