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.
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.

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.