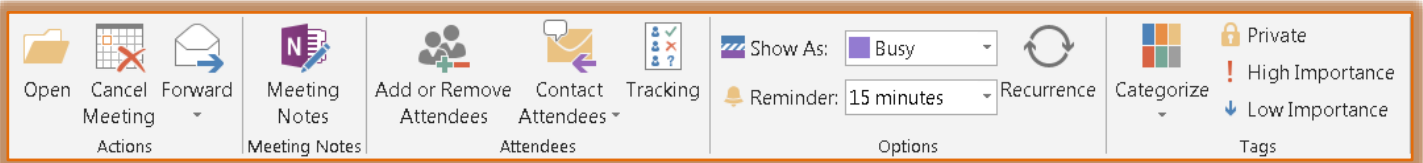


Change Meeting Information

Once a meeting has been scheduled, it is possible to make changes to the meeting. This is done using the Calendar Tools Meeting ribbon.

- ✦ To make any changes to the meeting information, or to see who has responded, click the Appointment.
- ✦ The **Calendar Tools Meeting** ribbon will appear. The table below describes the buttons on this ribbon.



| Group/Button | Description |
|--------------------------------|--|
| Actions Group | |
| Open | To open the selected meeting, click this button. Changes can then be made to the day and time of the meeting. Updates will be sent to the participants. |
| Cancel | This button is used to remove the meeting from the Calendar. You will be given the opportunity to choose whether to send a notice to the attendees or not. |
| Forward | Click this button to forward the selected item to someone else. |
| 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. |
| Attendees Group | |
| Add or Remove Attendees | Use this button to add attendees for the meeting or to remove attendees from the meeting request. |
| Contact Attendees | Click this button to send a message to the attendees of the meeting. |
| Tracking | To view tracking information about the meeting, such as how many people have responded and who will be attending the meeting, click this button. |
| Options Group | |
| Show As | With the list for this button, it is possible to show one of four options: Free , Working Elsewhere , Tentative , Busy , or Out of Office . |
| Reminder | Click this list arrow to select a time when a reminder should be displayed about a meeting. If a reminder is not to be given, click None in the list. |
| Recurrence | To schedule meetings that occur on a weekly, monthly, or yearly basis, click this button. The Appointment Recurrence window will display. In this window, it is possible to specify the options for a recurring meeting. |

| Group/Button | Description |
|------------------------|---|
| Tags Group | |
| Categorize | This button is used to specify a category for a meeting. New categories may be added to the list. The categories are color coded. |
| Private | To code the scheduled meeting as Private, click this button. When others view the Calendar, this type of meeting will display as Private Appointment, instead of displaying the actual text of the meeting. |
| High Importance | Click this button to specify that this meeting is high priority; it is important. |
| Low Importance | To specify that a meeting is of low importance, click this button. |