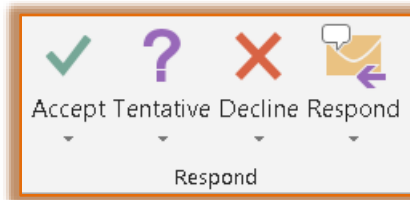


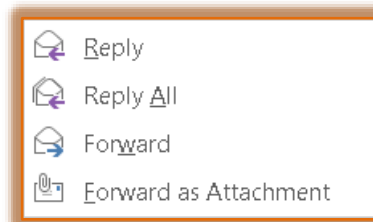
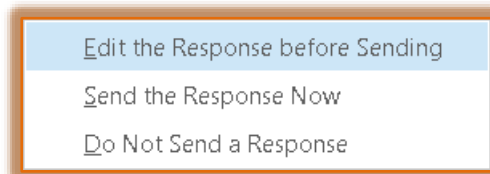
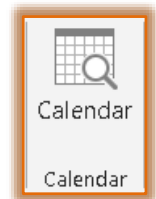
RESPOND TO MEETING REQUEST

When you are invited to a meeting, a message will appear in your Inbox with a Meeting Request icon next to it.

- ✦ Switch to the **Inbox** in Outlook.
- ✦ Double-click on the message to open it.
- ✦ The **Meeting** window will display.
- ✦ On the **Meeting** ribbon in the **Respond Group** (see illustration below), click one of the options for this meeting request.



- ✦ Click **Accept** to approve the meeting time.
- ✦ Click **Tentative** if you are not positive about whether or not you will be able to attend.
- ✦ Click **Decline** to indicate that you will not be able to attend the meeting.
- ✦ Click **Respond** if you need to send an email message to the organizer, email a message to all invitees, or to forward the meeting request to others.
- ✦ Before making a decision about whether or not to **Accept** or **Decline** the meeting request, it is possible to check your **Calendar** by clicking the **Calendar** button in the **Calendar Group** (see illustration at right).
- ✦ After looking at the **Calendar**, click the **Close** button to return to the dialog box.
- ✦ When one of the first three options is chosen, the options list illustrated below will appear.
- ✦ If the Respond option is chosen, the options on the right will display.



- ✦ Choose one of the responses.
- ✦ Once a reply has been sent, Outlook updates your Calendar by changing the meeting time from Tentative.