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, 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 Propose New Time to Accept or Decline and suggest a different time.
✝ 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.

✝ 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 left will appear.

✝ If the Respond option is chosen, the options in the illustration above right will display.
✝ If Propose New Time is selected, the options shown in the illustration below will display.

✝ Once a reply has been sent, Outlook updates your Calendar by changing the meeting time from Tentative to whatever option is selected.