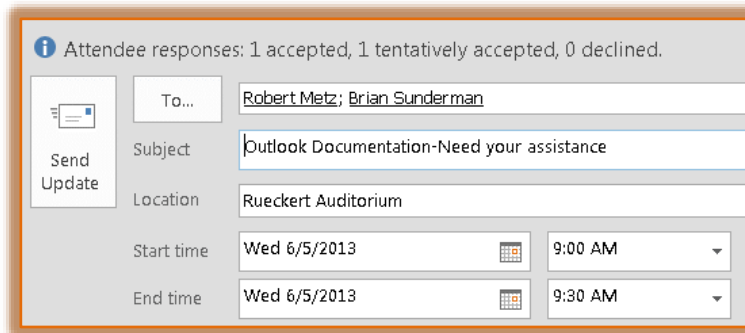


## Review and Change Meeting Details

Once a meeting has been created, the meeting organizer should receive replies. As these replies are received, Outlook compiles the responses. A summary of responses is displayed by clicking the Tracking button

- ✦ To check for any responses, click your **Inbox**.
- ✦ Click on the message.
- ✦ A response to the **Meeting Request** will appear in your **Inbox**.
- ✦ Switch to the **Calendar**.
- ✦ Double-click the appointment that is to be reviewed.
- ✦ In the **Information Bar** on the **Appointment** tab, a message will appear regarding whether anyone has responded to the meeting request (see illustration next page left).



Attendee responses: 1 accepted, 1 tentatively accepted, 0 declined.

To... Robert Metz; Brian Sunderman

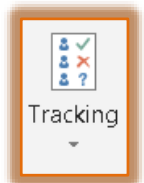
Subject Outlook Documentation-Need your assistance

Location Rueckert Auditorium

Start time Wed 6/5/2013 9:00 AM

End time Wed 6/5/2013 9:30 AM

- ✦ To see who has accepted, click the **Tracking** button in the **Show Group** under the **Appointment** tab (see illustration below).
- ✦ Click the **View Tracking Status** option.
- ✦ A list of the invitees who have responded will appear as shown in the illustration below.



The following responses to this meeting have been received:

<input type="checkbox"/>	Name	Attendance	Response
<input checked="" type="checkbox"/>	Wanda House	Meeting Organizer	None
<input checked="" type="checkbox"/>	Robert Metz	Required Attendee	Tentative
<input checked="" type="checkbox"/>	Brian Sunderman	Required Attendee	Accepted