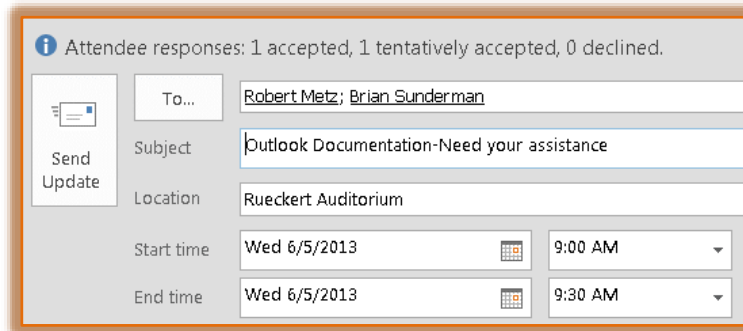


Track Meeting Request

This option allows the meeting organizer to track who has accepted the meeting request and who has declined the request.

- ✦ Click the **Appointment** in the **Calendar**.
- ✦ Click the **Tracking** button in the **Attendees Group**.
- ✦ The **Appointment** window will display.
- ✦ A message will appear above the **From** line stating how many people have accepted the appointment (see illustration below).



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

To... Robert Metz; Brian Sunderman

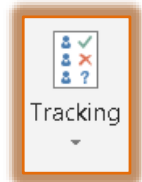
Subject Outlook Documentation-Need your assistance

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 arrow in the **Show Group** (see illustration at right).
- ✦ Click the **View Tracking Status** option.
- ✦ A list of **Attendees** with their status will be displayed.



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

- ✦ To return to the **Appointment** window, click the **Appointment** button.

NOTES:

- ✦ To send agendas or meeting minutes, attach a file to the meeting request.
- ✦ To prevent the recipients from sending a response:
 - ✦ In the **Attendees Group**, click the **Response Options** button.
 - ✦ Click **Request Responses** to clear the check box next to it.