Lesson 14 More on Appointments and Meetings

In the lesson you will learn a little more on how to edit and cancel meetings.

Responding to a Meeting Request.

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1. Open the meeting request or notification in your **Inbox** (rather than in your Calendar).
2. You can respond to a meeting request in one of these four ways:

Accept the request. Outlook deletes the meeting request and adds the meeting to your calendar.

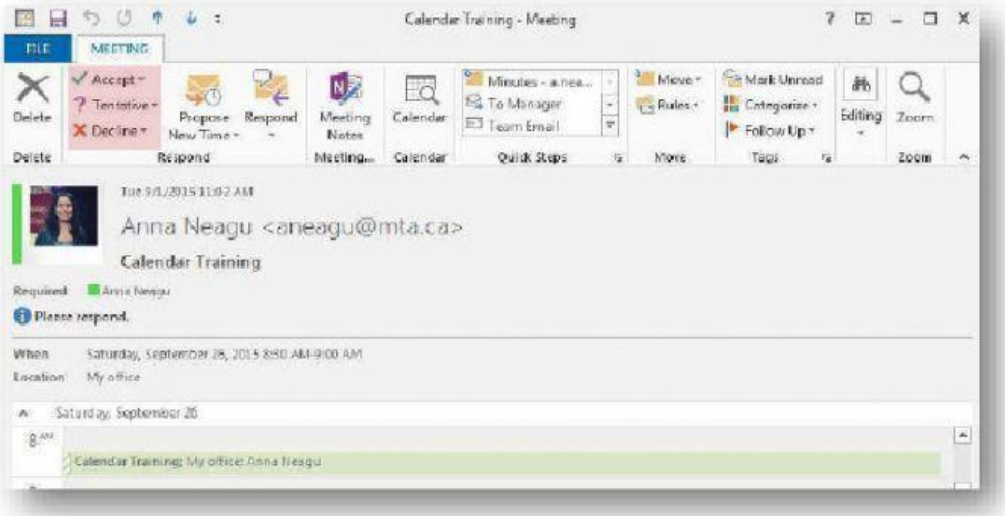
Tentatively accept the request, which indicates that you might be able to attend the meeting but are undecided. Outlook deletes the meeting request and shows the meeting on your calendar as tentatively scheduled.

Propose a new meeting time. Outlook sends your request to the meeting organizer for confirmation and shows the meeting with the original time on your calendar as tentatively scheduled.

Decline the request. Outlook deletes the meeting request and removes the meeting from your calendar.

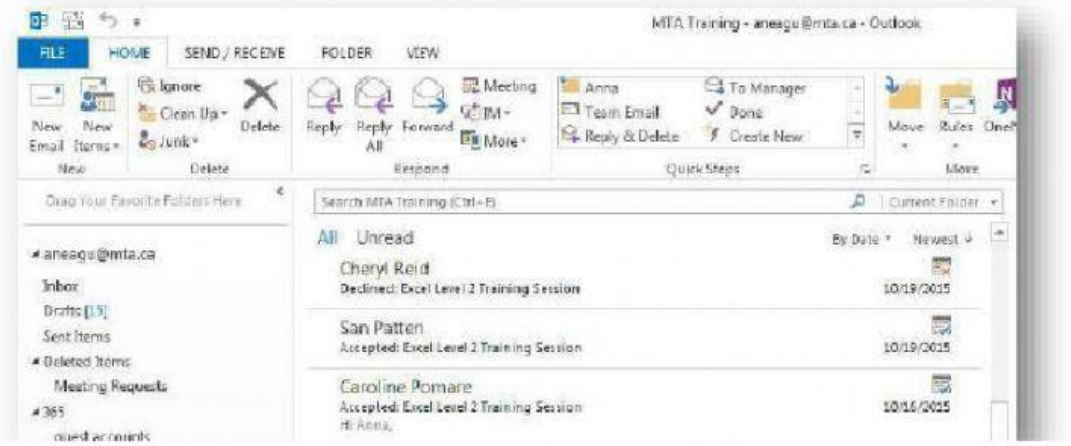
3. In the drop-down menu that appears, select one of the following:

- ***Edit the Response before Sending***: This allows you to include a message with your response.
- ***Send the Response Now***: Sends a response immediately.
- ***Do Not Send a Response***: If you choose this option the meeting organizer won't be notified whether or not you'll be attending. Avoid using this option.



When attendees accept and send their replies to your meeting request, the replies appear in your **Inbox.**

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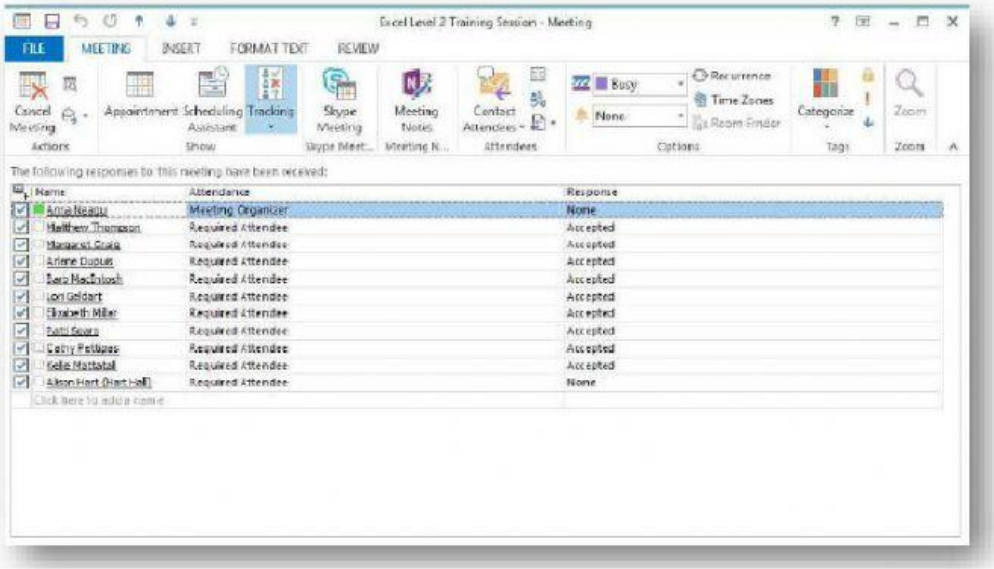


Tracking Attendees

You can easily check which attendees have accepted, declined, or have not responded to an invitation.

1. Click on the **Tracking** button on the **Meeting** toolbar.
2. Under the **Response** column check the attendees' responses. You can also manually change the attendees' responses by clicking on the drop down and selecting from the list.

Remember that the **Tracking** button only appears after the meeting invitation is sent out.

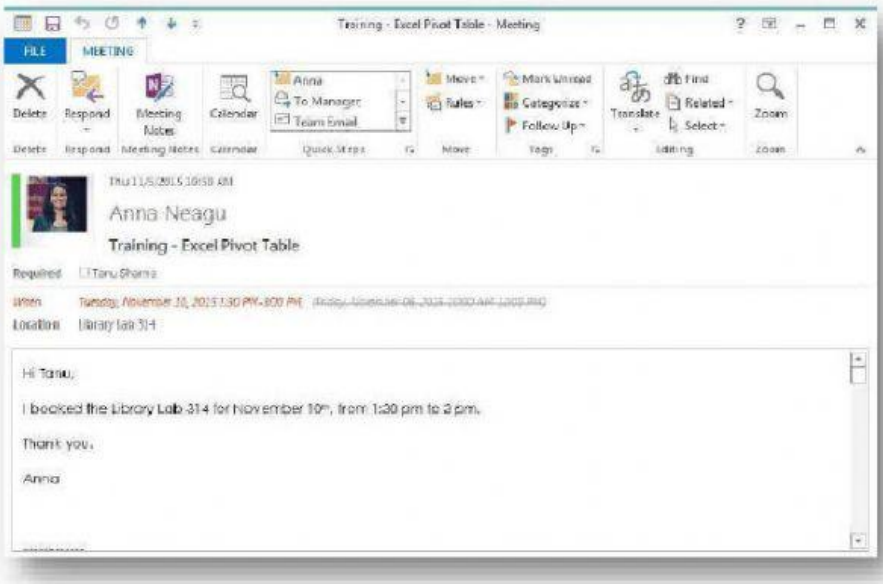


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Updating and Canceling Meetings

You might find it necessary to change the date, time, or location of a meeting after you send the meeting request. As the meeting organizer, you can change any information in a meeting request at any time, including adding or removing attendees, or canceling the meeting.

To edit a meeting request, double-click the meeting on your calendar. If the meeting is one of a series (a recurring meeting), Outlook prompts you to indicate whether you want to edit the meeting series or only the selected instance of the meeting. Make the changes you want, and then send the meeting update to the attendees. Each attendee will receive a meeting update message.

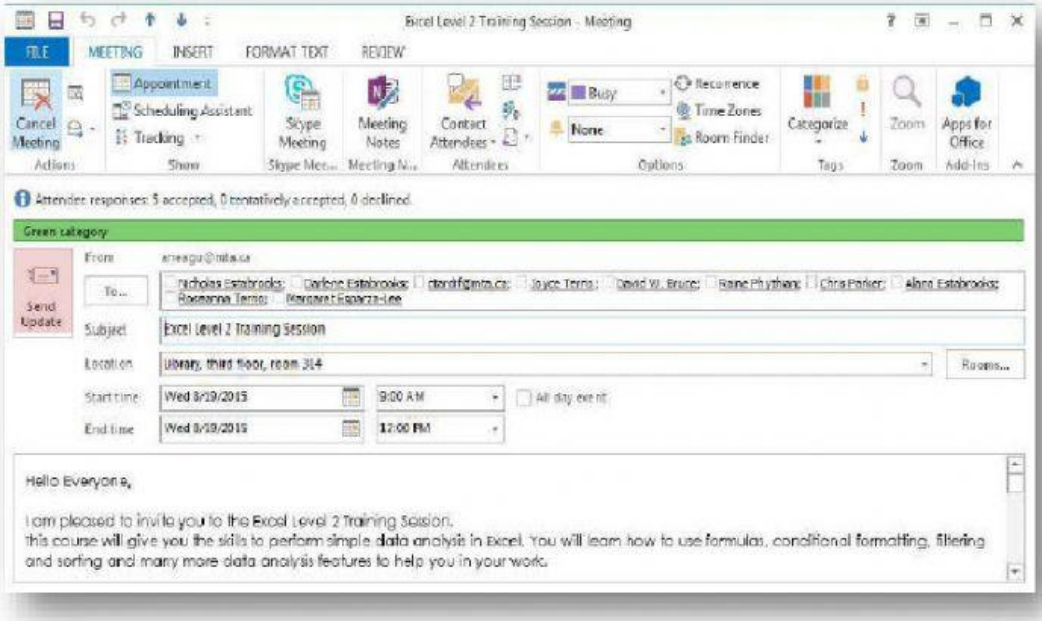


Changes to meeting details are tracked so that attendees can quickly identify them.

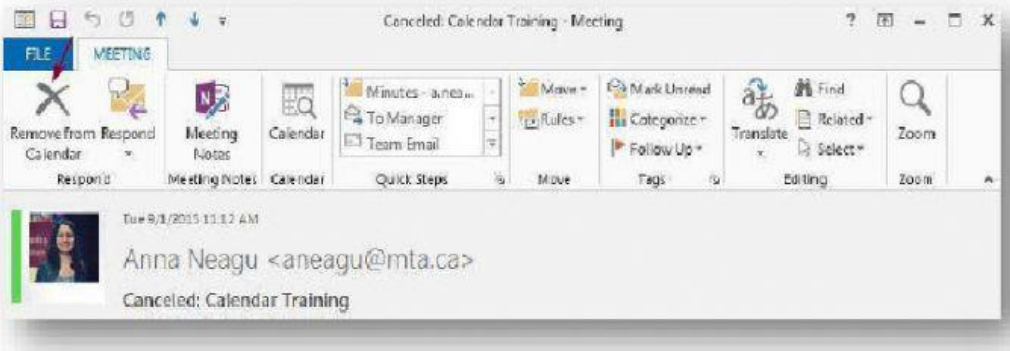
To cancel a meeting, click the meeting on your calendar, or open the meeting window.

1. Click on the **Cancel Meeting** button on the Meeting tab.
2. Click on the **Send Cancellation** button.

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3. Attendees will receive a notice that the meeting has been cancelled. The notice contains a link to automatically remove the cancelled meeting from their calendar.



After you edit or cancel a meeting, Outlook sends an updated meeting request to the invited attendees to keep them informed. If the only change you make is to the attendee list, Outlook gives you the option of sending an update only to the affected attendees.

Questions

1. **Describe briefly how to cancel a meeting?**

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2. Describe ways how to respond to a meeting?

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