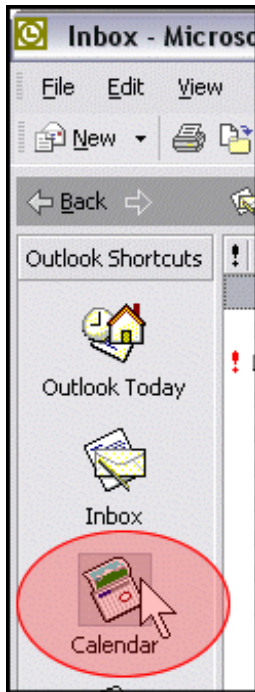
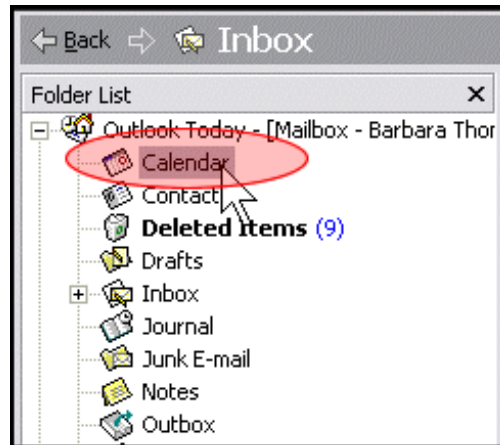


Using Meeting Requests in Outlook 2002

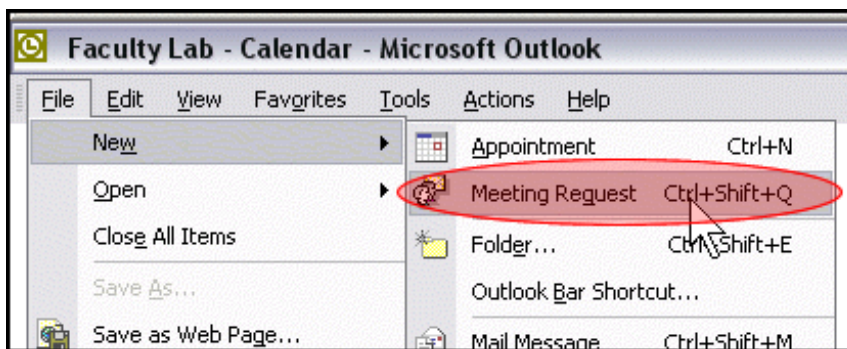
1. Open Outlook and switch to Calendar View by either clicking on the **Calendar** icon in the Outlook bar or clicking on the **Calendar** folder in the folder list.



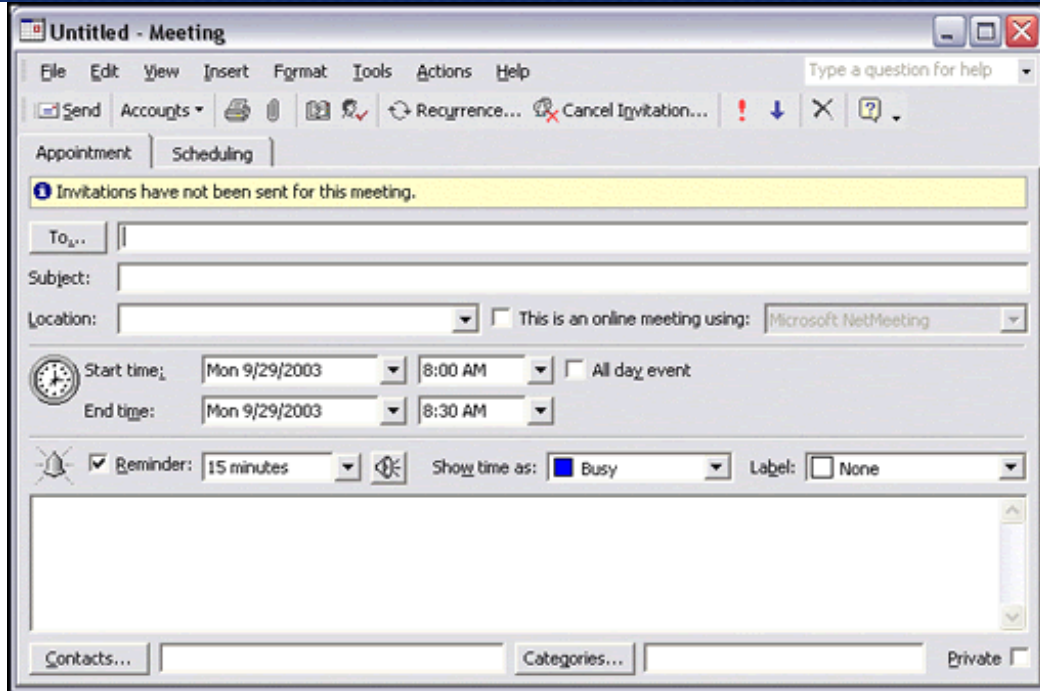
OR



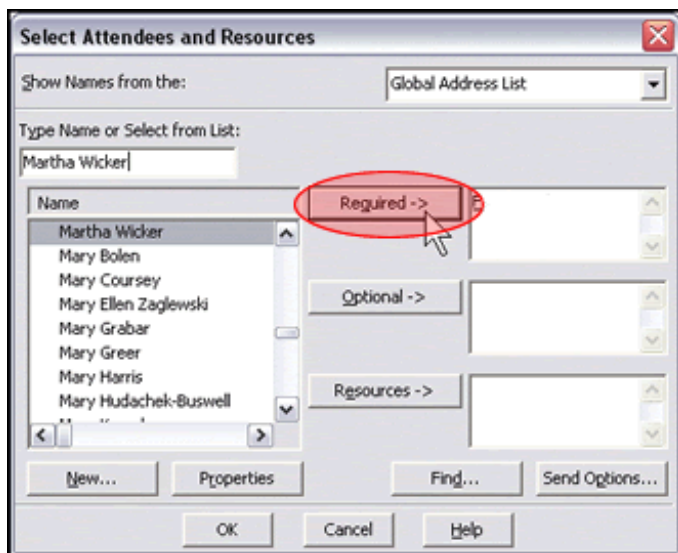
2. Click on the **File** menu, choose **New**, and select **Meeting Request**.



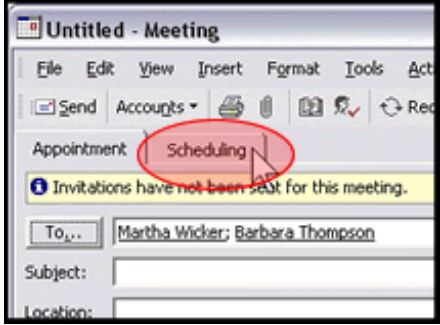
3. The "Untitled Meeting Request" window will open. Many of the features in this window are the same as a new e-mail message.



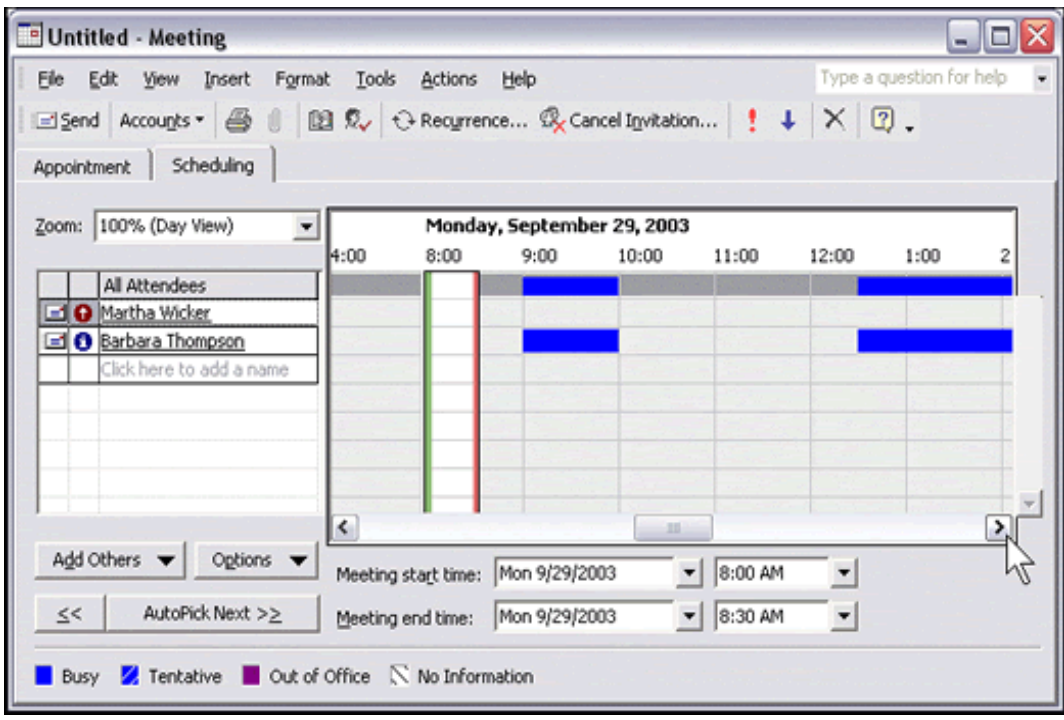
4. You can type names or e-mail addresses in the "To:" field, or you can click on the **To:** button to open the "Select Attendees and Resources" window where you can browse the address book and see more options. In the "Select Attendees and Resources" window, select the name of the person you want to invite and click either **Required** or **Optional**. (In most cases, you can make all attendees "Required". If you let Outlook search for a suitable meeting time, the program will try to find a time where everyone is free, but if that is not possible, it will search for a time when all of the "required" invitees are available.) Once you have selected all of the invitees for the meeting, click **OK**.



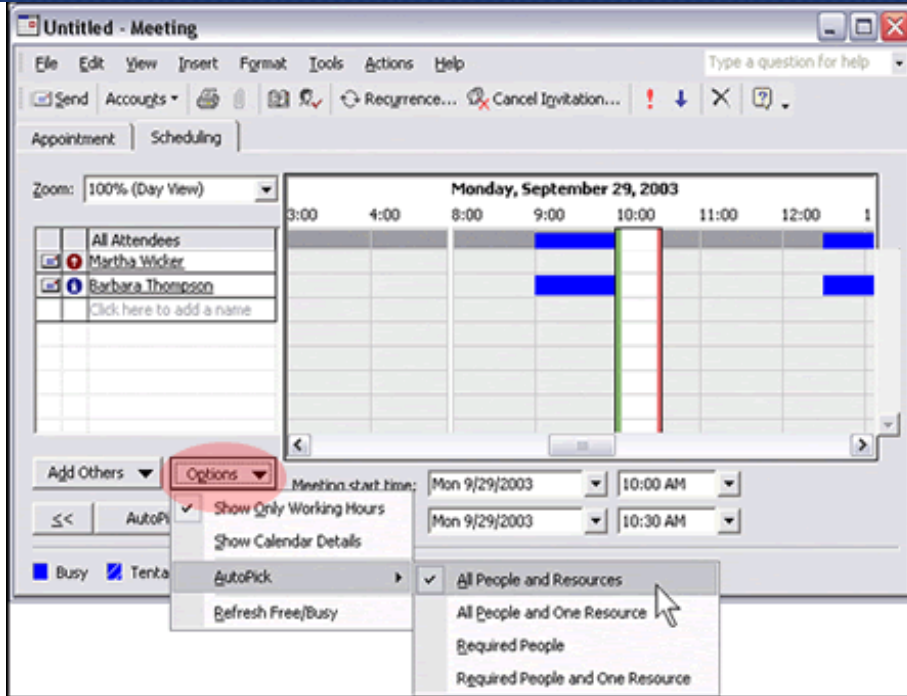
5. The names you selected should appear in the "To" list now. Click on the **Scheduling** tab to check the invitees availability.



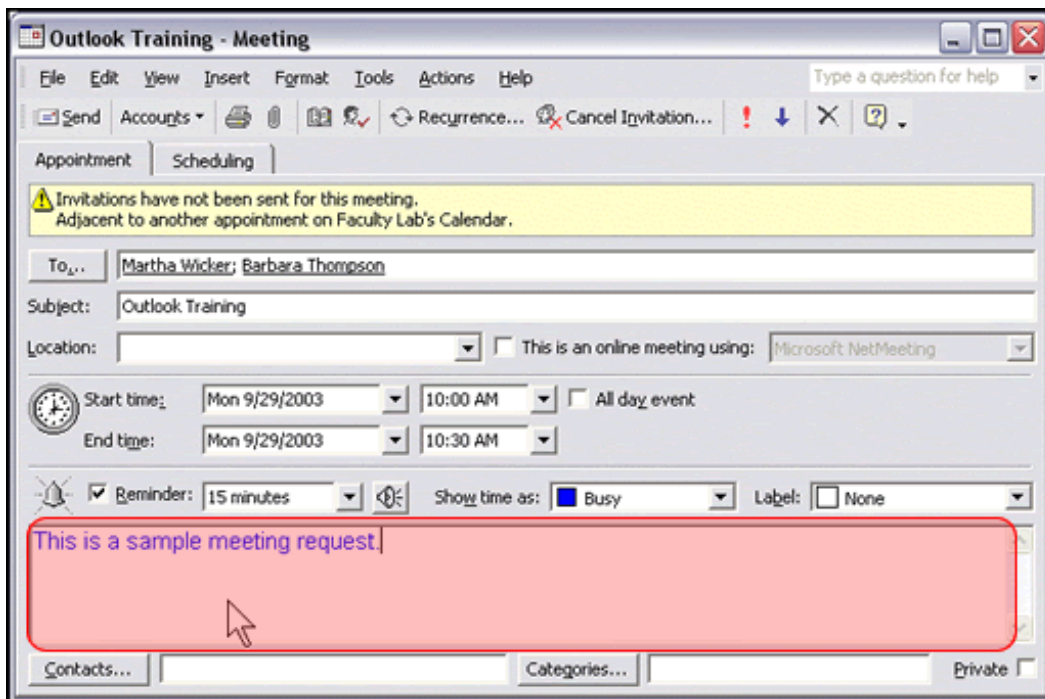
- The Scheduling tab shows each of the invitees and a grid that allows you to compare schedules and look for a suitable meeting time (this only works if everyone is using the Outlook calendar). There is a key at the bottom of the screen to explain what the different colors in the grid represent. The white column with red and green edges represents the currently selected meeting time. You can click anywhere in the grid to move the meeting to that time.



- To have Outlook search for a suitable meeting time, click on **Options**, select **AutoPick**, and choose a group. Outlook will find the first available time when all of the selected individuals are free.



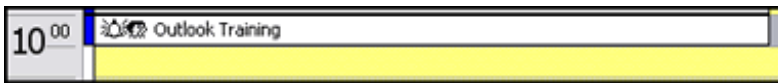
- Once you've found an acceptable date and time for the meeting, switch back to the Appointment tab. Check or uncheck the Reminder to set a default reminder for meeting participants. Type a message in the textbox to let your invitees know the topic of the meeting and any other details.



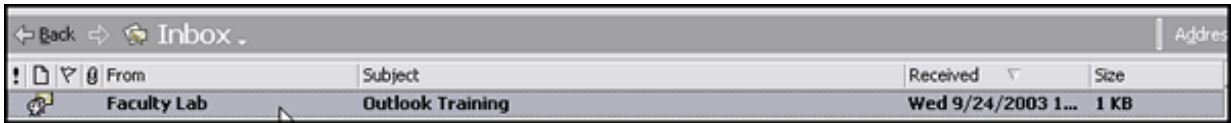
- Click **Send** to send the request. You will be prompted to add the meeting to your own calendar. Click **Yes**.



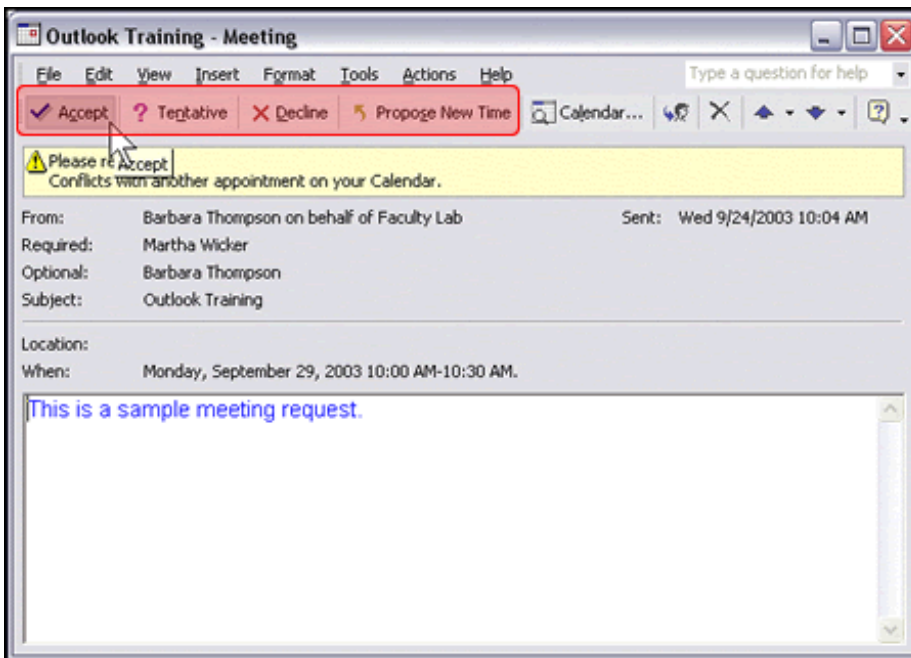
- An entry will be added to your calendar.



- Each of your invitees will receive an e-mail message inviting them to the meeting.

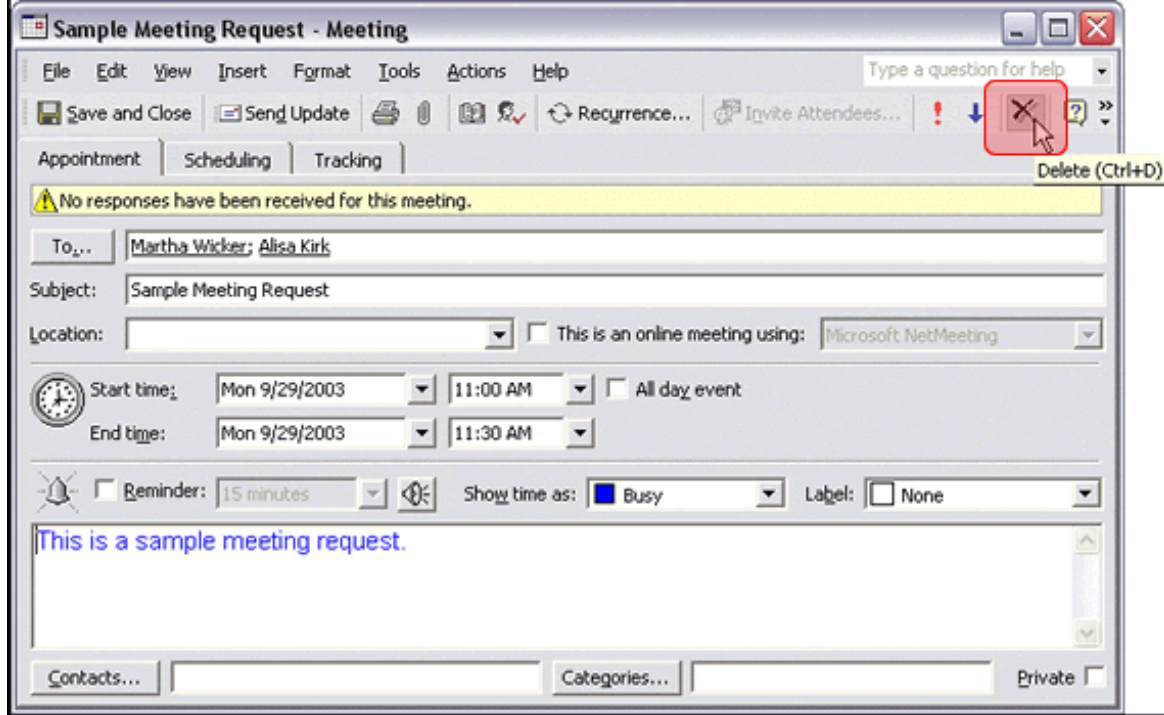


- When you receive a meeting request, you have four options for responding. If you click **Accept**, the meeting will be added to your calendar and the person who requested the meeting will receive an e-mail saying you've accepted. If you click **Tentative**, the meeting will be added to your calendar with "tentative" status and the person requesting the meeting will be notified. If you click **Decline**, the meeting will not be added to your calendar, but the person requesting the meeting will be notified that you've declined. If you click **Propose New Time**, you will be allowed to select a new time and send a request to all invitees.



- To cancel a meeting you have organized, double click on the entry in your calendar. Click on the delete key:





14. You will be prompted to notify the other meeting participants of the cancellation. You can choose to send them a brief message or not notify them.



This page has been accessed **26** times since September 26, 2003.