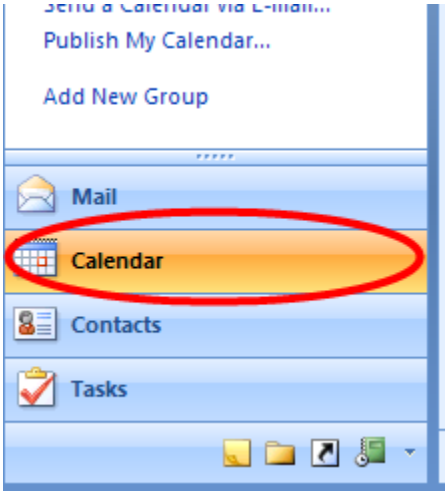
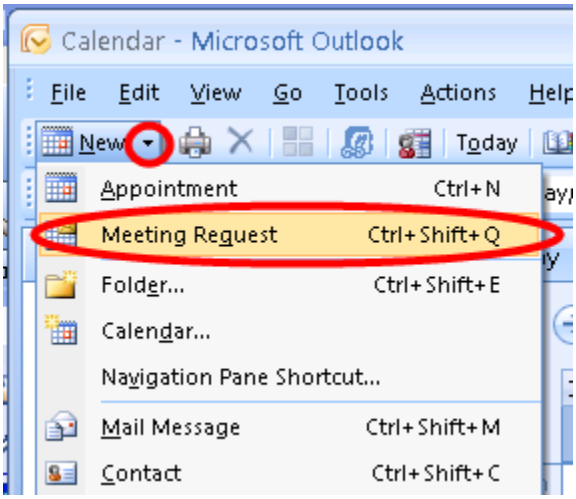
Meeting Requests

Creating a Meeting Request

1. Select the **Calendar** button from the Navigation pane.

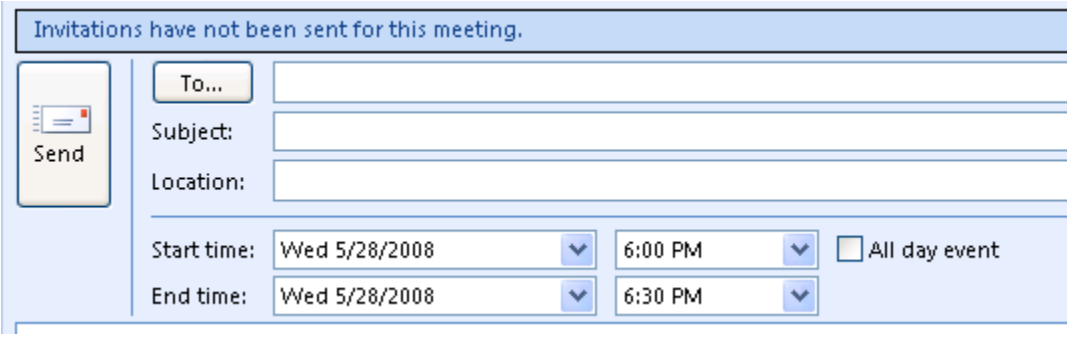


2. Select the **Calendar** button from the Navigation pane.
3. Click on the **New** button's down arrow, then select ***Meeting Request*** from the selection list.

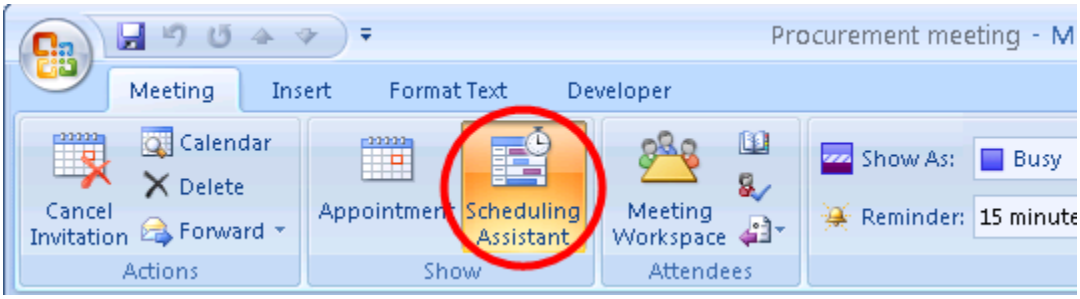


4. Click on the To... button and add all of the required attendee's by selecting users from your Contacts and the Global Access List (GAL).

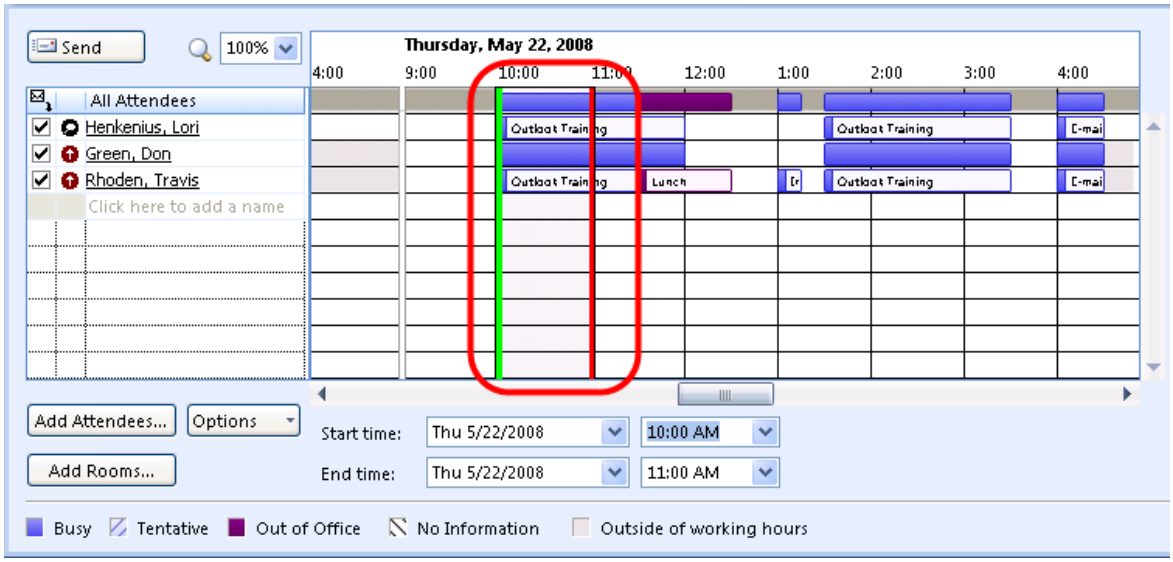
5. Fill in the *Subject:*, *Location:*, *Start time:* and *End time:*



6. Check the availability of the attendees by clicking on the ***Scheduling Assistant*** button located on the Meeting tab in the Show group.



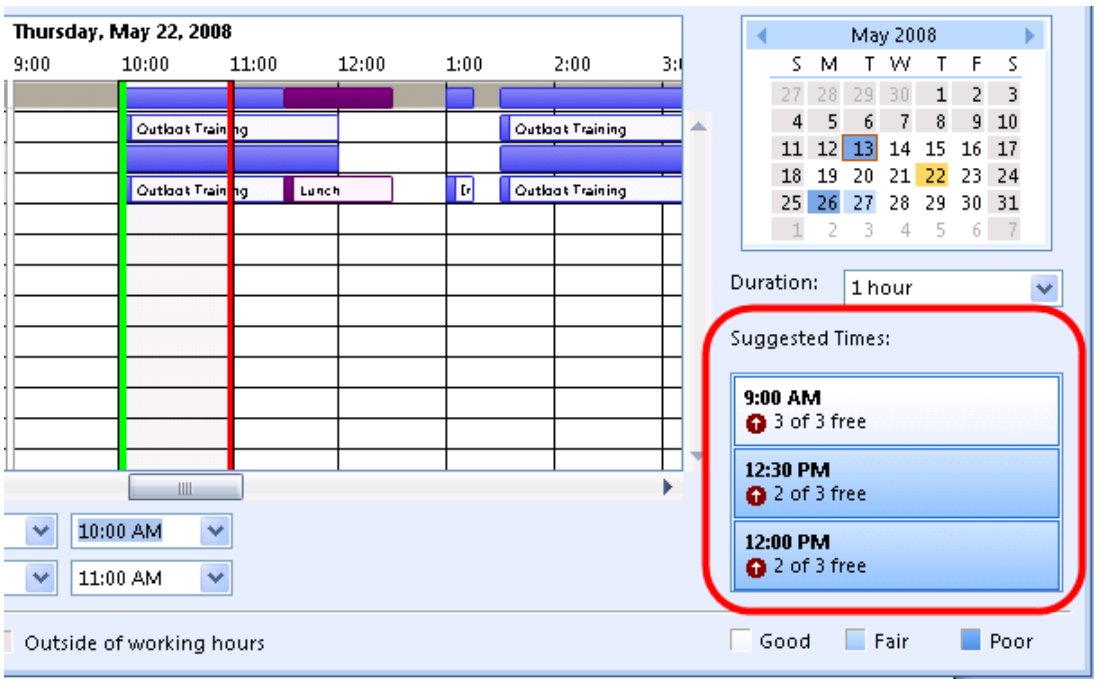
7. Check the availability of all the attendees by viewing their busy times. Look for the green and red bars indicating the purposed meeting date/time.



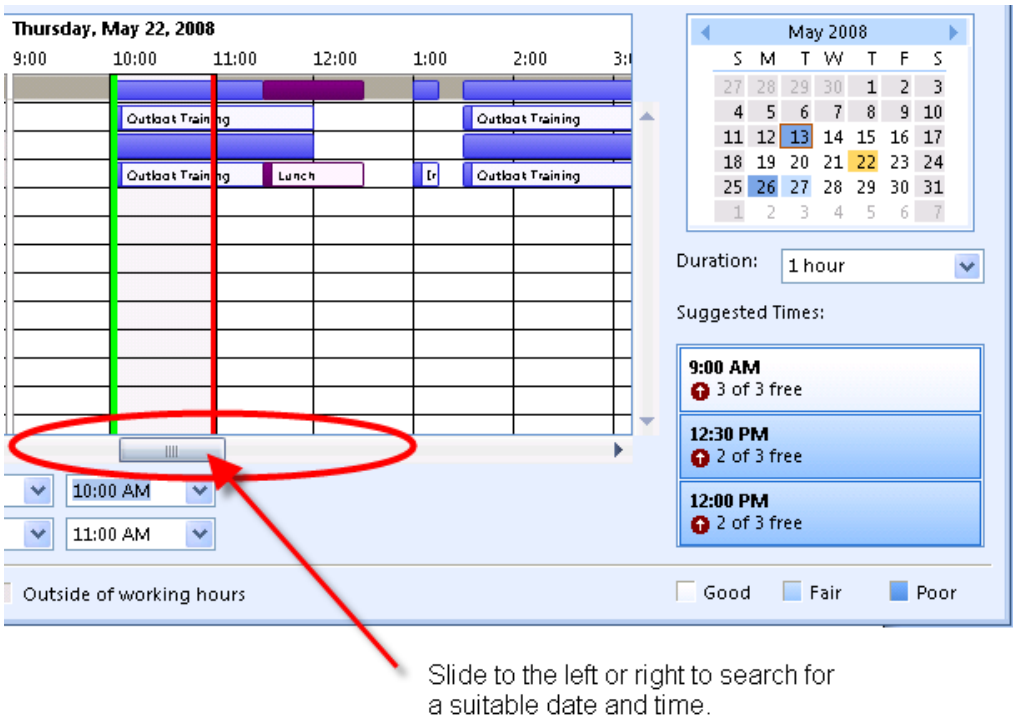
If there are conflicts for the purposed meeting date/time, you can change the meeting date/time to one that is free for all attendee's.

Locating Free Time for Attendee's

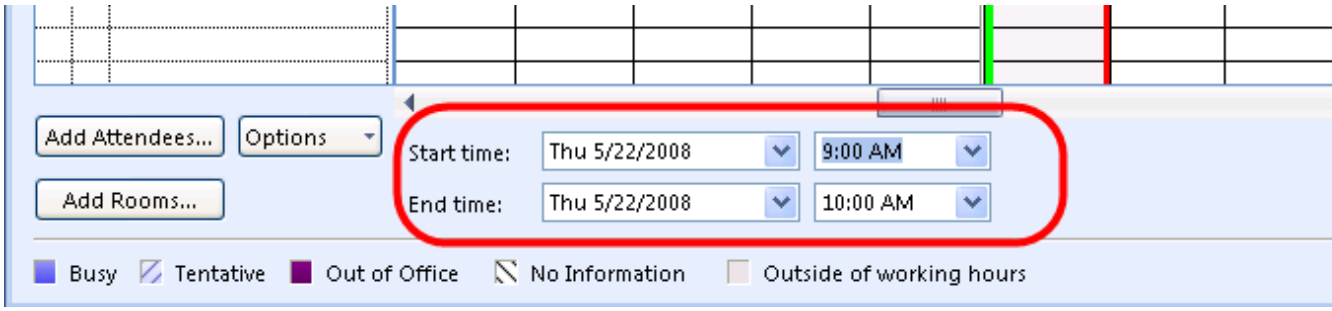
1. Look at the ***Suggested Times:*** to the right of the Busy Time calendar. If one of those times meet your needs you can select it by clicking on the time.



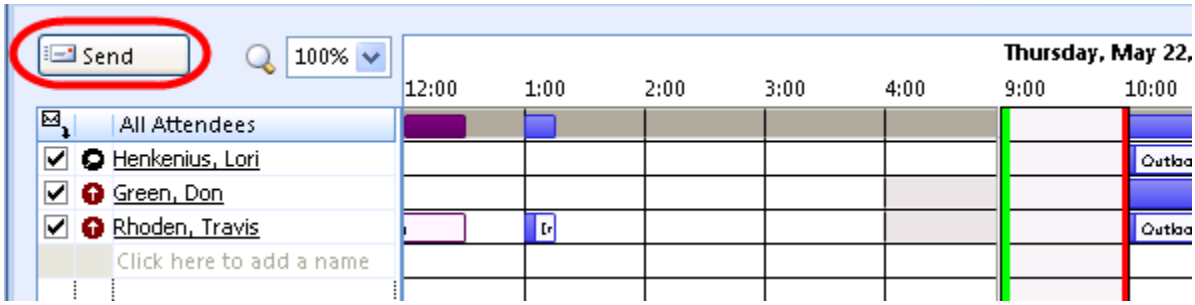
2. If the *Suggested Times:* don't work, you can slide the horizontal selection bar to look for free time on another date.



3. A third way to select a new dat/time is to enter the new date and/or time in the date/time area located below the Busy Time calendar.

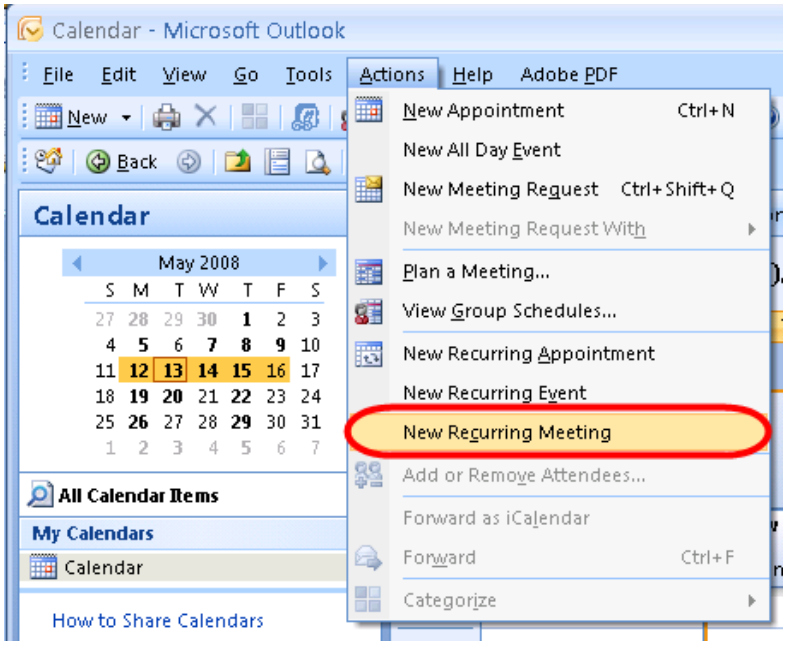


4. Once you are satisfied with all information entered, click on the **Send** button located above the attendees' names.

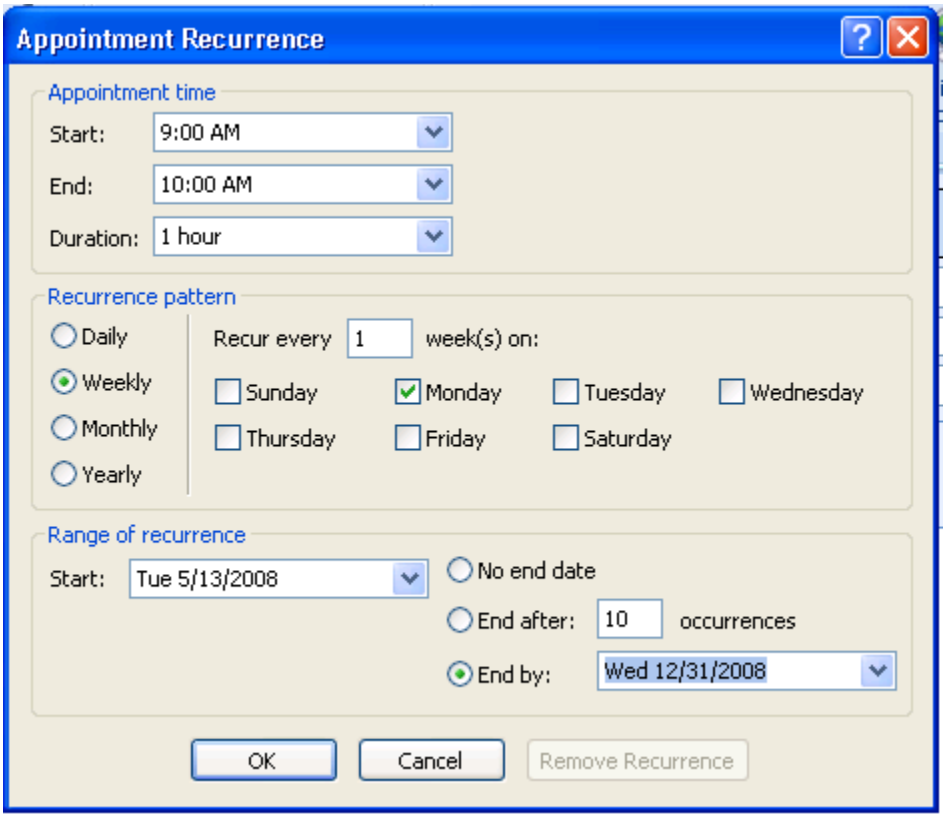


Creating Recurring Meeting

1. Select the **Calendar** button from the Navigation pane.
2. On the Menu bar, click **Actions**, then click on ***New Recurring Meeting*** from the selection list.



3. When the *Appointment Recurrence* dialog box appears, complete all of the fields that apply to your recurring appointment.

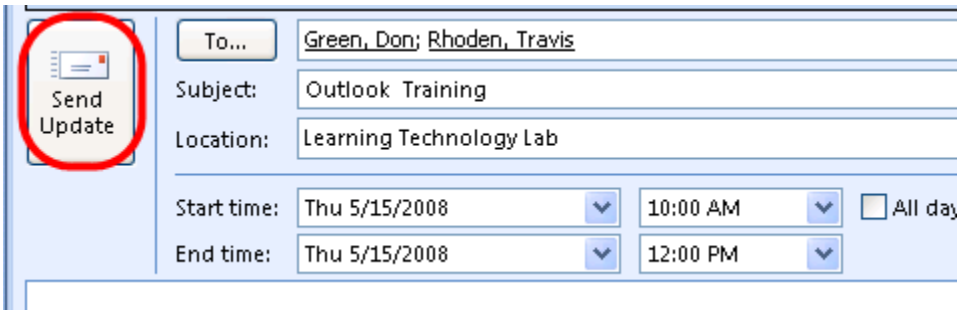


4. When you are finished click the **OK** button.

Modifying a Scheduled Meeting

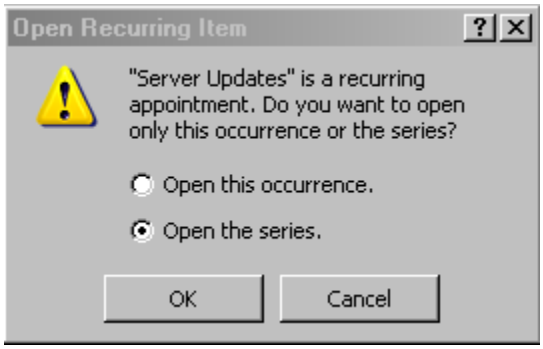
For a one-time meeting

1. Double-click on the meeting to be modified.
2. Make the changes to the attendee's, date, time, and/or location.
3. Click the **Send Update** button.



For recurring meetings

1. Double-click on the recurring meeting to be modified.
2. Choose either Open this occurrence or Open the series.

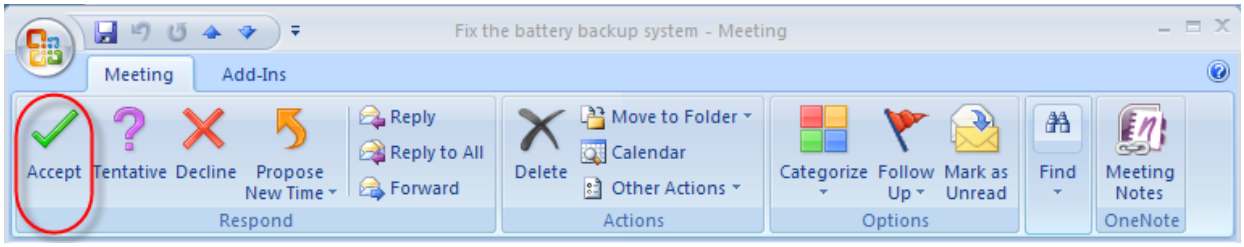


3. Click **OK**.
4. Make the changes to the date, time, and/or location.
5. Click the **Send Update** button

Meeting Responses

Read and accept a meeting request

1. Open the new e-mail message with the meeting request.
2. Click the **Accept** button to accept the meeting.

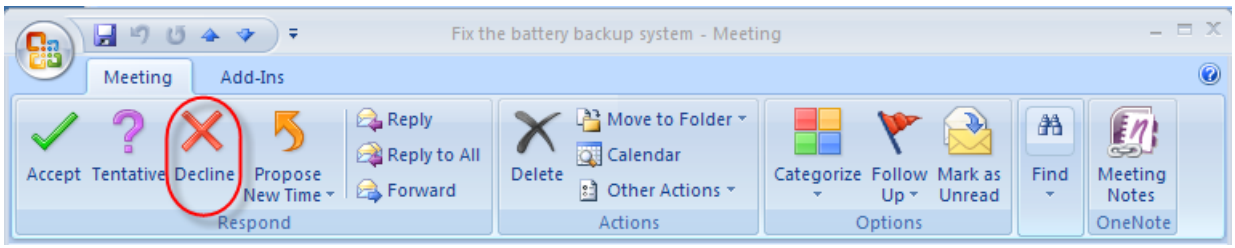


3. After accepting the meeting the following dialog box appears, change the selection if necessary.

4. Then click **OK**.

Read and decline a meeting request

1. Open the new e-mail message with the meeting request.
2. Click the **Decline** button to decline the meeting.



3. After declining the message the following dialog box appears, change the selection to the desired response and follow any dialog boxes that appear afterwards..

4. Click **OK** to finish.