



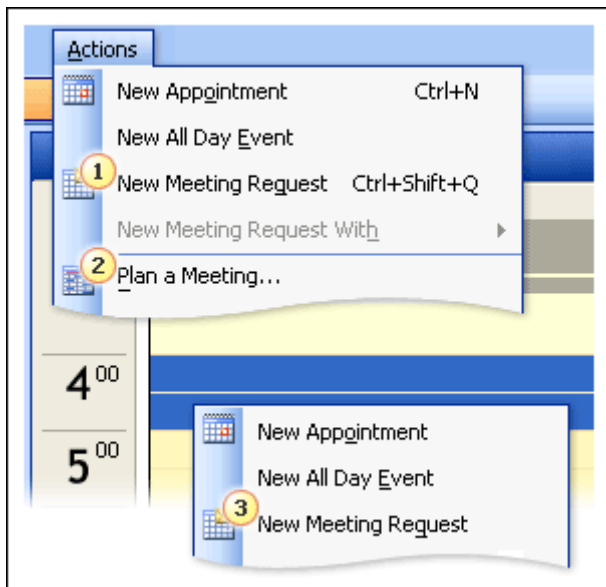
Quick Reference Card - Organize meetings with Outlook

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Who's who and what's what

- **Meeting organizer** Whoever sets up a meeting becomes the meeting organizer. The organizer is the only person who can change the meeting details once it has been set up. Also, keep in mind that you can never assign a *new* organizer to an existing meeting. Once you're the organizer, you're always the organizer.
- **Attendee** Anyone who is invited to the meeting is considered an attendee. There are two categories of attendee: required and optional. Once an attendee is added to the attendee list, that person will always be considered an attendee for the meeting: even if an attendee declines a meeting, he or she is still considered an attendee.
- **Location/Resource** The place where the meeting will occur is the location, sometimes referred to as resource. How you specify a location (or resource) for the meeting will depend on how things are set up at your organization.

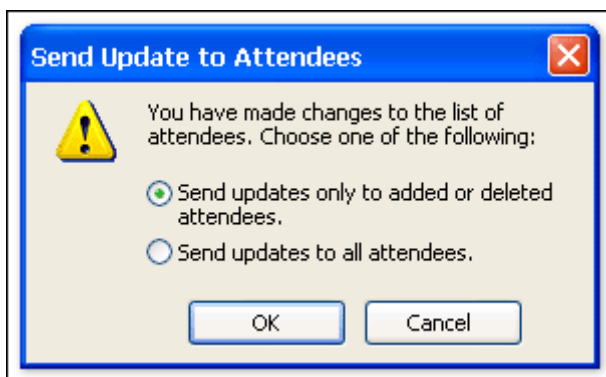
When you are the meeting organizer



Start a meeting request

You'll always create a meeting request from the Calendar. Here are three different ways to start your meeting request.

- 1 Click the **New Meeting Request** command on the **Actions** menu. This method gives you a blank slate for the meeting and starts you off in the **To** box of the meeting request. When you use this method, you'll need to fill in all of the meeting details yourself.
- 2 Click **Plan a Meeting** on the **Actions** menu of the Calendar. This command starts you off on the **Scheduling** tab. Use this method when the time of your meeting can adapt to the schedules of the people who are coming.
- 3 Right-click a selected time in your calendar and click, **New Meeting Request**. You can use this method when you want to book the meeting at a specific time. Because you select the time *first*, that part of the request will be filled in when it opens.



If you add or remove attendees, you can choose whether to send an update to everyone or only to those attendees who will be affected by the change.

Make changes to a meeting and send an update

Make changes to your own copy of the meeting first, and then click **Send Update** to let everyone else know of the changes.

1. In the Calendar, double-click the meeting to open it.
2. Make the desired changes:
 - Click the **Appointment** tab to change details such as the date or time of the meeting.
 - Click the **Scheduling** tab to change details about the attendees or the resource.

Note If you and the people listed on the **Scheduling** tab are using Microsoft Exchange Server for your e-mail, free/busy time will be displayed using colored horizontal bars (similar to the ones in the picture below) in accordance with the key at the bottom of the dialog box.

	All Attendees	
	Amy Rusko	
	Chris Gray	

Check free/busy time and use the **AutoPick Next** button to avoid scheduling conflicts.

3. Click **Send Update** on the **Standard** toolbar of the meeting.
4. Select either **Send updates only to added or deleted attendees** or **Send updates to all attendees**, and click **OK**.

Control responses


The following options give you some control over your meeting request:


- **Allow new time proposals** As the one in charge of the meeting, you get to decide whether you allow attendees to suggest new times for your meeting. An attendee who has a schedule conflict may propose a new meeting time in order to make it. For a large meeting, however, this may not be practical.
- **Request Responses** With the **Request Responses** command, you can choose whether to track the attendees' responses. If, for example, you're setting up a meeting for a very large group, you may not want to see all of the responses individually (if this were the case, you would select the command to remove the check mark).


When you receive a meeting request


How to respond: Part 1

To respond to a meeting request, all you need to do is click one of the buttons in the request. When you do this, a **meeting response** is created and sent to the meeting organizer. These are your main choices for responses:

 **Accept** Accept a meeting that you know you'll be able to attend. When you accept a meeting, the meeting is scheduled in your Calendar and you receive updates if the meeting organizer changes the details of the meeting. If others view your free/busy time, the time appears as Busy by default.

 **Decline** Decline a meeting if you can't go. Declining a meeting deletes the item from your Calendar (freeing that block of time), but it does not sever your ties with the meeting: You'll still get updates if the meeting organizer makes them and you'll have the opportunity to respond to the update. (If you truly want to opt out of a meeting, you may want to ask the organizer to remove your name from the attendee list.)

 **Tentative** Use this option if you're interested in the meeting, but aren't sure whether you'll be able to make it. The meeting is scheduled in your Calendar and that block of time is displayed to others as tentatively unavailable.

 **Propose New Time** When you do choose this and propose a new time, the meeting organizer receives your request... but as with all things about the meeting, the organizer gets to make the final decision about the new meeting time.

How to respond: Part 2

After you click one of the buttons to respond to a meeting request, you are given three options for your response:

Edit the response before sending Use this option if you want to include a message with your response. Do you need to let the meeting organizer know that you might be late? Maybe you need to verify if lunch will be provided at a lunchtime meeting or whether you need to bring anything to a client presentation. When you respond to a message, you can send a personal note to the organizer.

Send the response now The meeting response is sent back to the organizer's Inbox and the meeting entry is updated in the Calendar.

Don't send a response The meeting is added to your Calendar, but the meeting organizer won't know your plans.

Useful Links

Here are some useful links about Outlook meetings.

- [Outlook meeting requests: Essential do's and don'ts](#)
- [Print a list of attendees from a meeting request](#)
- [Set up a resource so that it can be scheduled](#)
- [Automatically process requests and responses](#)
- [Publish your free and busy times for others to see](#)
- [Automatically keep meeting requests in the Inbox after responding](#)