Responding to Meeting Invitations in Outlook Desktop 2010

1. Meeting invitations are delivered to your Inbox.
2. Meeting details such as: date, time, location and other meeting information will be visible at the bottom of the invite.
3. There are multiple responses you can send to inform the person arranging the meeting on whether or not you will be attending or if you would like to propose a new time.
Responding to Meeting Invitations in Outlook Desktop 2010 (Cont.)

1. Clicking on “Accept”, “Tentative” or “Decline” will give you three choices:
   - “Edit the response before sending” will send the chosen response but also allow you to add a personal message along with it.
   - “Send the response now” will notify the meeting creator of which choice you selected. If you select “Accept” or “Tentative”, it will be added to your calendar.
   - “Don’t send the response” will add the item to your calendar, but will not notify the meeting creator of whether or not you will be attending

2. Clicking on “Propose New Time” will give two choices:
   - “Tentative and propose new time” will add the event to your calendar
   - “Decline and propose new time” will not add the event to your calendar

3. Both options will open the scheduling assistant and allow you to select a different time to propose for the meeting. After choosing the proposed time, click “Propose Time” to send the response.