

# Outlook 2007 Scheduling a Meeting

## Send a Meeting Request

Click on the **Calendar** button in the **Navigation Pane** to view your calendar.

1. Click on the **drop-down arrow** next to the New button on the Standard Toolbar, and choose **Meeting Request** from the menu. This will open up the Meeting window.

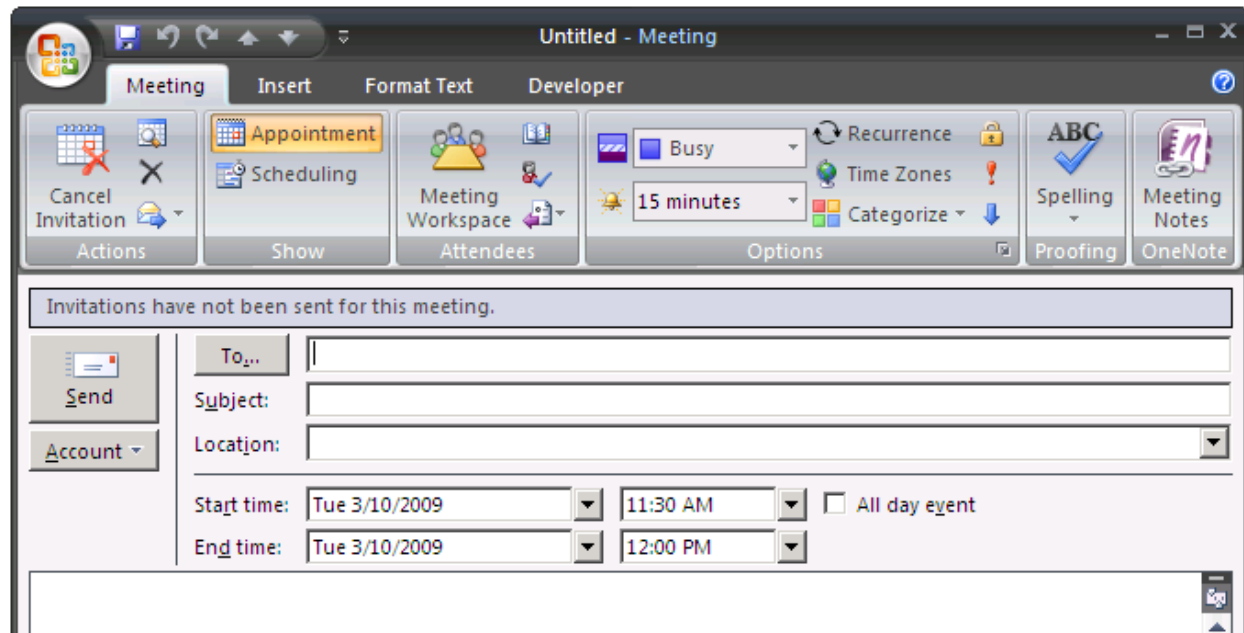


Figure 1 – Entering your Appointment info into the Meeting Window

2. Click the **To...** button to choose the people you wish to invite to the meeting from the Global Address list. You can choose whether to invite individuals as Required or Optional attendees as you choose them from this dialogue box.
3. Fill in the **Subject** of the meeting (this will appear as the subject when the meeting is added to people's calendars and it will appear as the subject line of the email that goes out, inviting them to the meeting).
4. Fill in the **Location** where the meeting will be held.
5. Adjust the **Start time** and **End time** to the dates and time you would like to schedule the meeting for.
6. Fill in additional information about the meeting in the textbox. This will also appear as the body of the email that goes out to those you are inviting to the meeting.
7. Click on the **Scheduling** button, located in the **Show** group of the **Meeting** tab. This shows you the free and busy schedule (see figure 2 on the next page) for everyone you are inviting to attend the meeting.
8. Adjust the Start and End times, if necessary, to fit your meeting into a time when Attendees show free time on their schedules.
  - Clicking the **Autopick Next** button automatically tries to find the next available time slot for your meeting when all attendees are showing free time on their calendars.

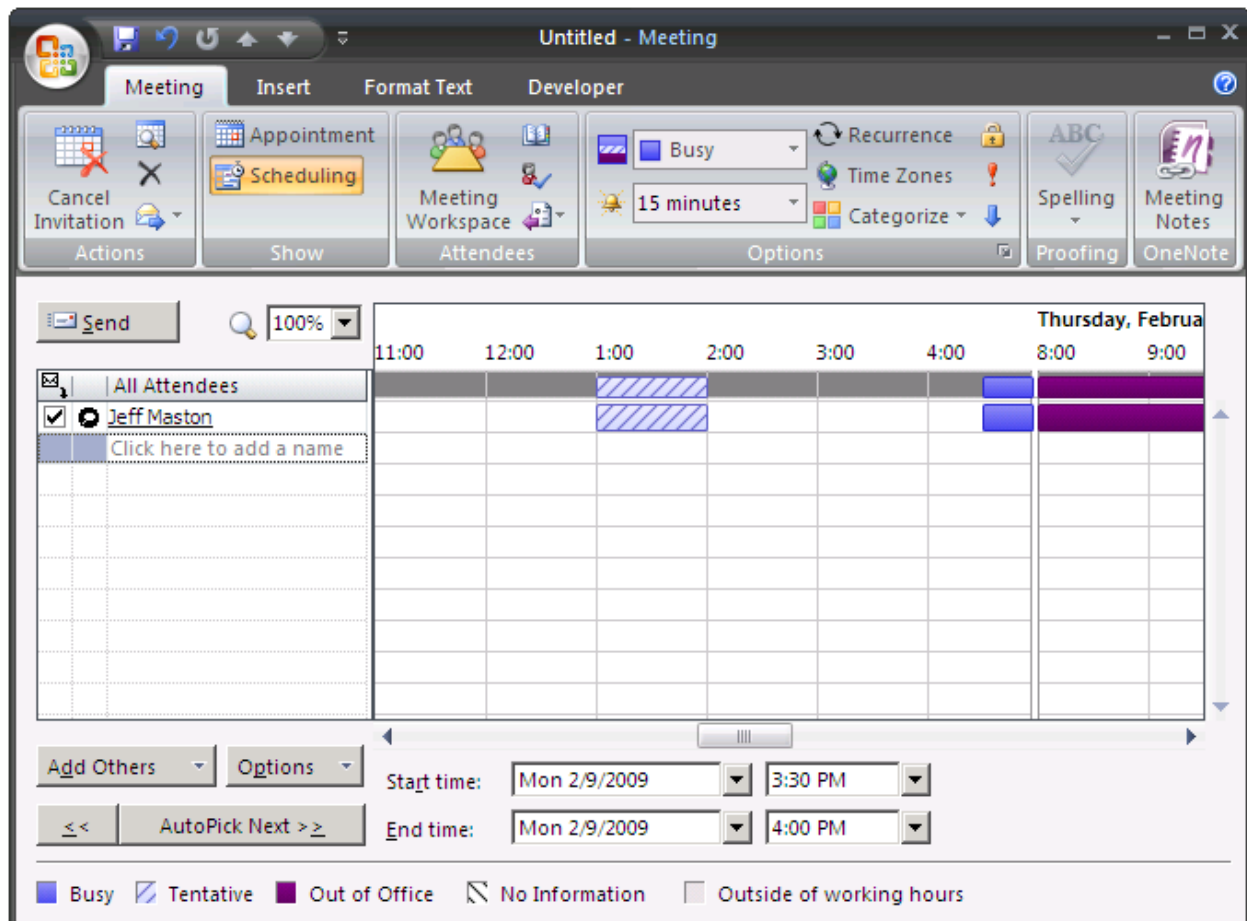


Figure 2 – Scheduling a Meeting Request

9. From this screen, you can click the **Add Others** button to add additional people to the meeting.
10. When you have finished adjusting the schedule, click the **Appointment** button in the **Show** group of the **Meeting** tab to switch back to the appointment information screen.
11. Review the information to make sure it is all correctly entered, and click the **Send** button.

Each person who you added to the Meeting Request will receive a meeting request as an item in their email inbox.

## Responding to a Meeting Request

Meeting requests come to you as special email items in your inbox. You can read them as you would an email, but they have a few extra buttons that allow you to respond to the person who is organizing the meeting to let them know if you are going to be able to attend. Click on the **Mail** button in the **Navigation** Pane to view your email inbox.

1. You will see meeting requests in your email inbox. A calendar icon will appear to the left of the item, rather than an unopened envelope icon.
2. Double click on the meeting request item in your inbox to open it.
3. After reading about the meeting description, click on one of the buttons from the **Respond** group of the **Meeting** tab to indicate to the meeting's organizer whether or not you wish to attend. Choose **Accept** to accept the meeting request. Choose **Tentative** to tentatively accept, Choose **Decline** to indicate you will not be attending. Choose **Propose a New Time** to suggest a

new time for the meeting to the meeting's organizer (note: if you choose this option, you will be shown as tentatively accepting the meeting, whether or not the meeting organizer accepts your proposed time change).

4. A dialogue box will appear that gives you the opportunity to edit your response before sending. (Rather than just sending back the basic Accepted or Declined, you can write a message along with the response).
5. If you choose "Send the Response Now" your response is emailed to the meeting organizer and if you accepted or tentatively accepted the meeting, the item is added to your calendar (the item will also disappear from your email inbox after you have responded to it).

**Note:** Click on a meeting request item in the View Pane to select it. If you have the preview pane turned on, you should be able to see a preview of the item. Notice that there are buttons for responding to the meeting request listed across the top of the preview pane. You can use these buttons to respond to the request without opening the item in a separate window.

## Receiving Responses from a Meeting Request

As those who are invited to attend a meeting respond to the meeting requests, the meeting's organizer receives those responses as items in their email inbox. When you preview the response in the email reading pane or open the response by double clicking on it, that person's response is recorded as a part of the calendar item for the meeting.

## Modifying the Details of an Existing Meeting on Your Calendar

If you want to make a change to the details of a meeting that you scheduled through Outlook, you will have to send out a new round of meeting requests in order for the updated information to make it the calendars of everyone who is invited to the meeting. So if you change the time of the meeting, change the location of the meeting, add a longer description of the meeting, etc. Outlook will prompt you to send out the update everyone who is invited to the meeting. Everyone invited to the meeting will receive a message in their inbox saying that the meeting has been updated, and they will need to respond again whether they accept or decline the meeting invitation.

1. To update the details of a meeting, double click on the meeting on your Outlook calendar. This opens the window for editing the meeting details.
2. Make the desired changes to the meeting (change the time, location, add details to the meeting description, invite additional people to the meeting, etc.)
3. Click the **Send Update** button. This saves the changes you made to the item on your calendar, and sends out an updated meeting request to all those invited to attend the meeting.

If you try to close the calendar item without clicking the Send Update button, you will be asked to choose whether you want to save the changes and send the update, save the changes (only on your calendar) and don't send the update, or don't save the changes.

## Schedule a recurring meeting

Outlook allows you to schedule recurring meetings. If you have a committee meeting every Tuesday at 3:00, you don't have to send out a meeting request every week. As you are setting up your meeting request, click the **Recurrence** button, in the **Options** group on the **Meeting** tab, and set up the recurrence information in the dialogue box that appears.