How to Change a Meeting Request

You may pause this tutorial by clicking the pause and resume buttons. You may also click the track buttons to advance forward and backward.

For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.
As a meeting organizer, it is often necessary to make changes to a meeting that has already been scheduled in people’s calendars. The only item that cannot be changed is your attendance because, as the organizer, the meeting cannot exist without you.

1. Double-click on the meeting in your Calendar to open the Meeting dialog window.

**Note:**
If you are making a change to a recurring meeting, you will be given the option of opening one occurrence or the entire series.
2. In the main Meeting dialog window you can make simple changes to the Subject or add additional details if necessary.
3. If your changes are more substantial, such as adding another attendee or changing the room, you must click on Scheduling Assistant, and then click on Add Attendees to access the Global Address List.

4. If you just need to find an alternate meeting time, use the scroll bar or Suggested Times.
5. Once you have added your additional attendee, click on **Appointment** to return to the main Meeting window.
6. Now that your changes are complete, click on **Send Update**.

7. A dialog window will open. Select **Send updates only to added or deleted attendees**, and then click **OK**.
To view other related tutorials on Outlook Exchange 2007, please visit helpdesk.uvic.ca/ecs.