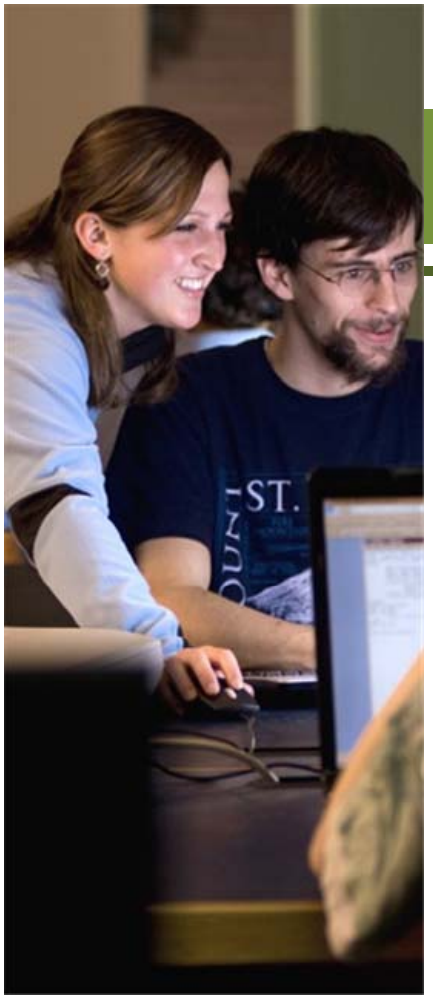
ECS

Enterprise Collaboration Services



Outlook 2007

Using UVic's Exchange Service

How to Filter Accepted Meeting Invitation Responses

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

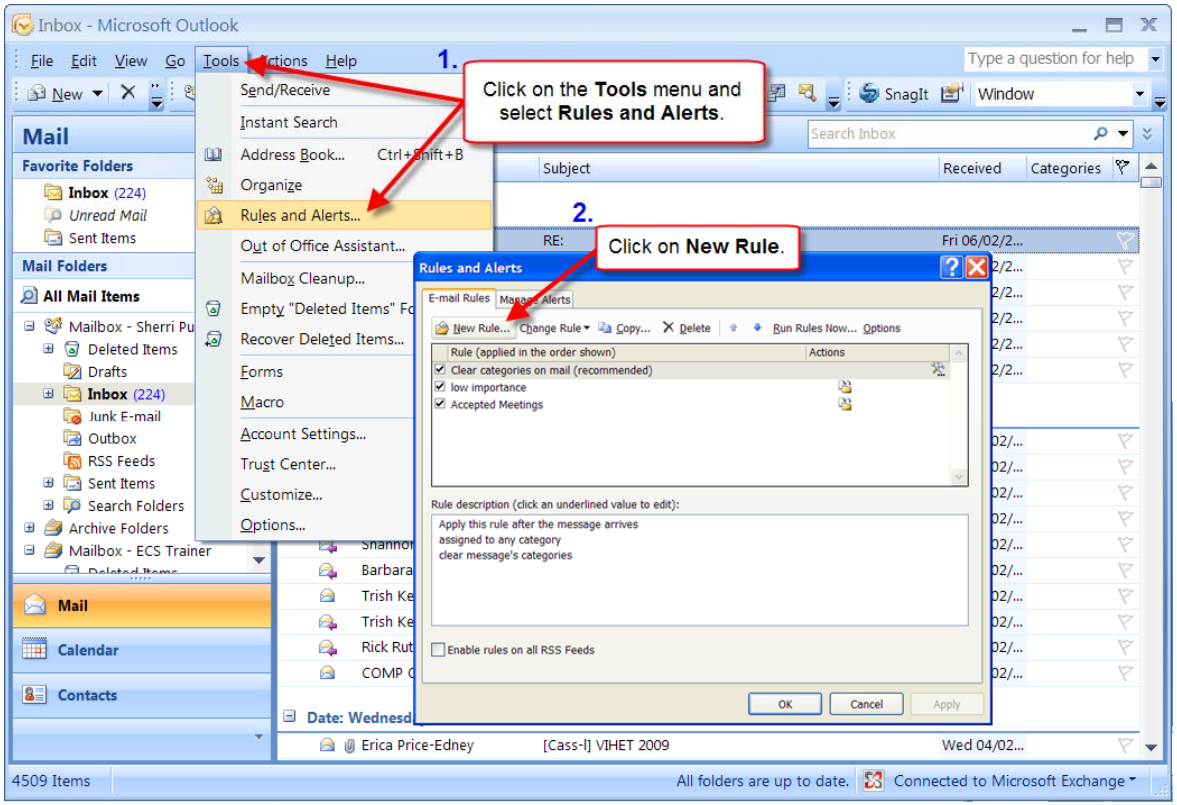
For more information about the ECS project and to provide your feedback, please contact ecstrain@uvic.ca.

University of Victoria | Systems

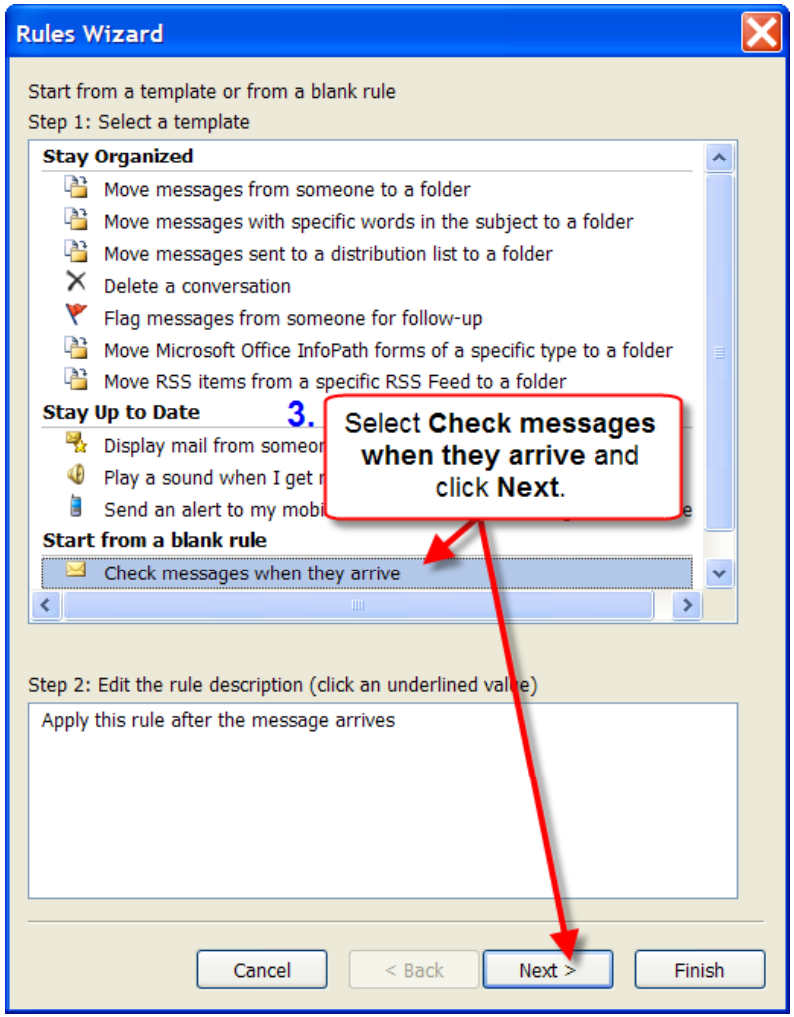
If you initiate meeting requests in Outlook 2007, you are no doubt familiar with receiving numerous accepted meeting invitation responses that can clutter your mailbox. To filter these incoming responses you can apply a simple **Rule** that will automatically move them to a specified folder.

1. Click on the **Tools** menu and select **Rules and Alerts** to open the *Rules and Alerts* dialog box.

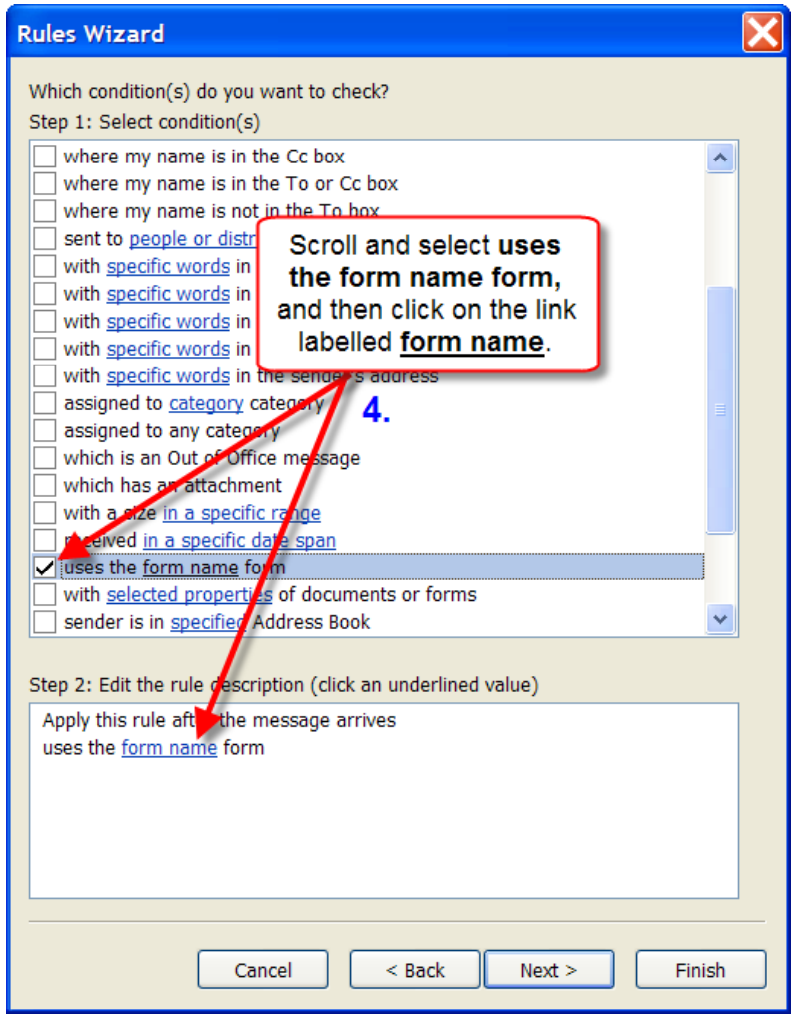
2. Click on **New Rule**. This will open the *Rule Wizard* dialog box.



3. Select **Check messages when they arrive** and click **Next**.



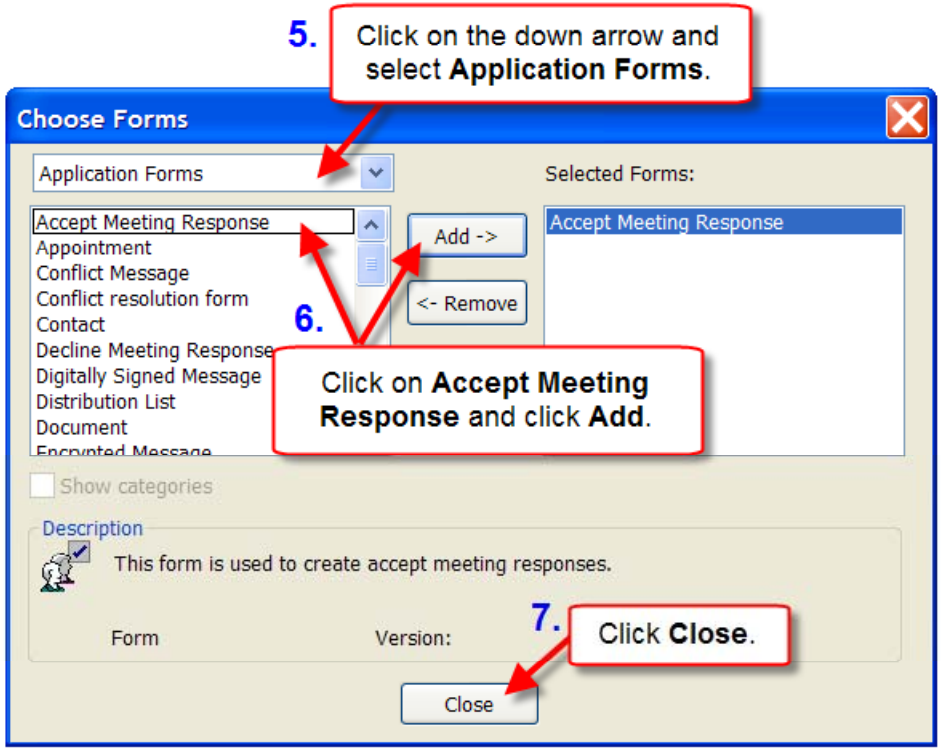
4. Scroll through the list of conditions and click on **uses the form name form**, and then click on the link labelled **form name** in the rule description box to open the *Choose Forms* dialog box.



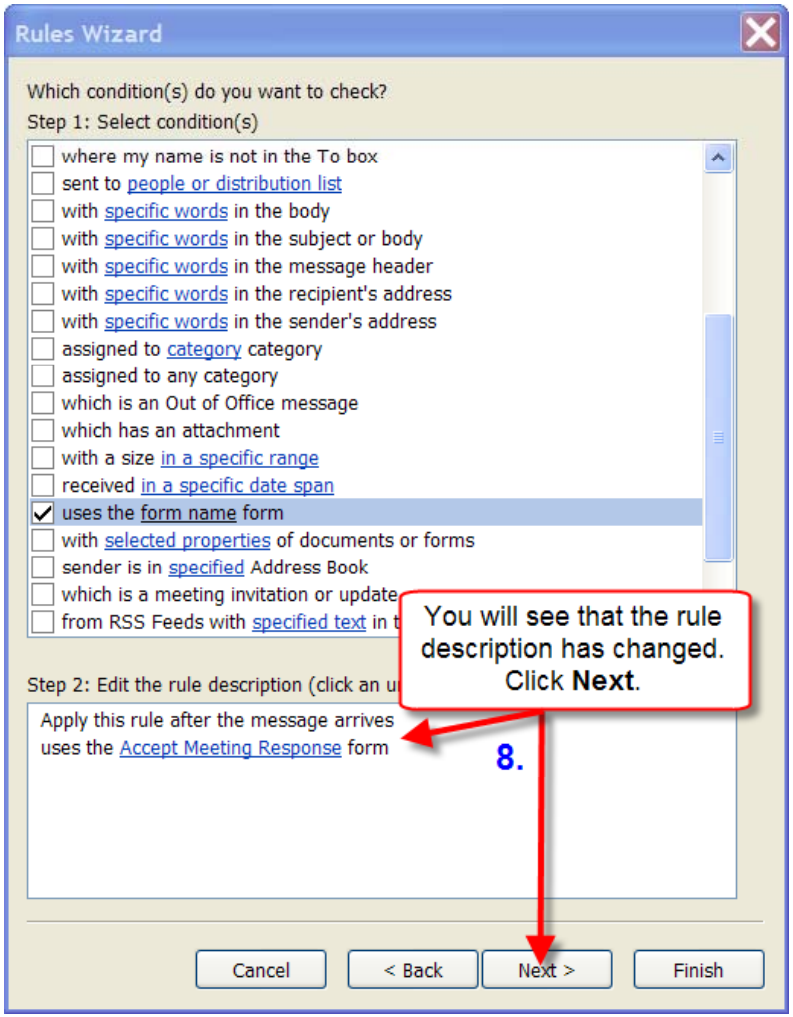
5. Click on the down arrow and select **Application Forms**.

6. Next, click on **Accept Meeting Response** and click **Add** to add this form to the **Selected Forms** area.

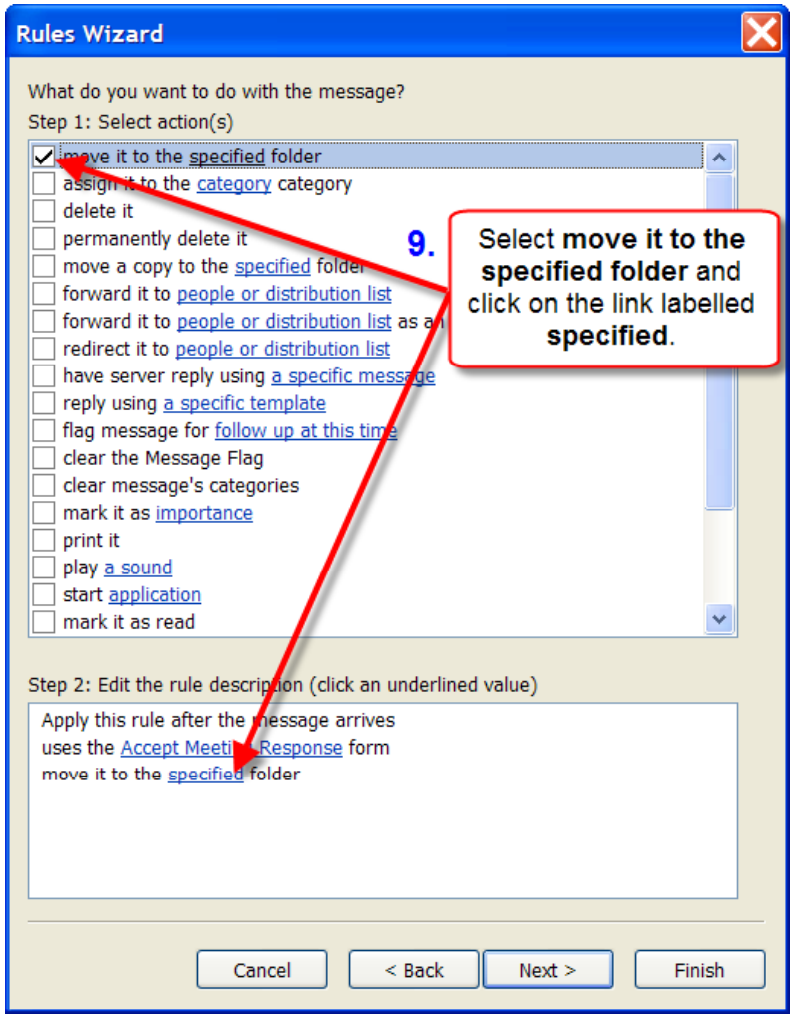
7. When you are finished, click **Close** to return to the *Rules Wizard* dialog box.



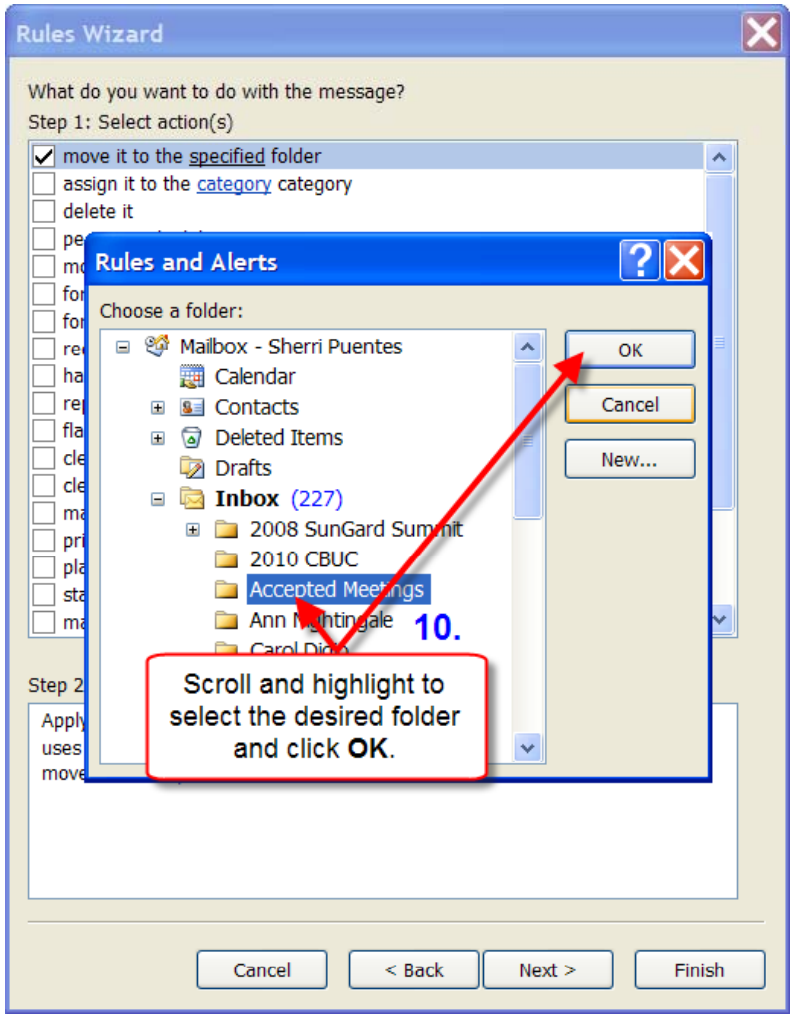
8. You will see that the rule description has changed. Click **Next**.



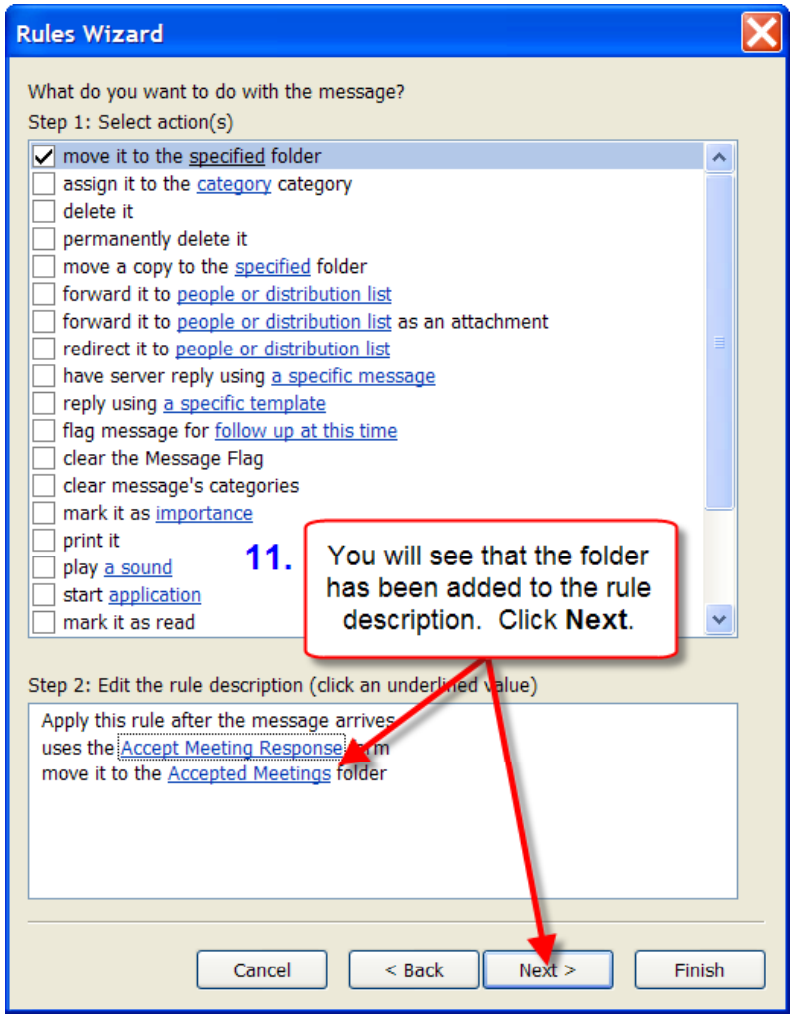
9. Select **move it to the specified folder** and click on the link labelled **specified** to open the *Rules and Alerts* dialog box.



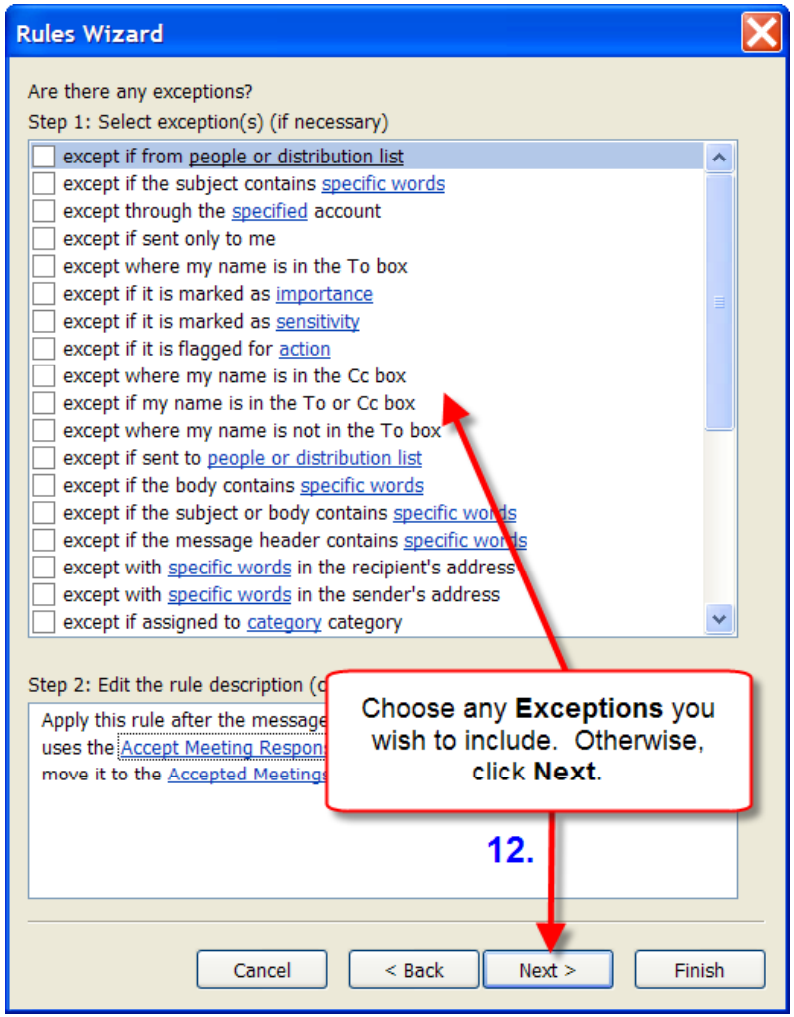
10. Scroll and highlight to select the desired folder and click **OK** to return to the *Rules Wizard* dialog box.



11. You will see that the folder has been added to the rule description. Click **Next**.

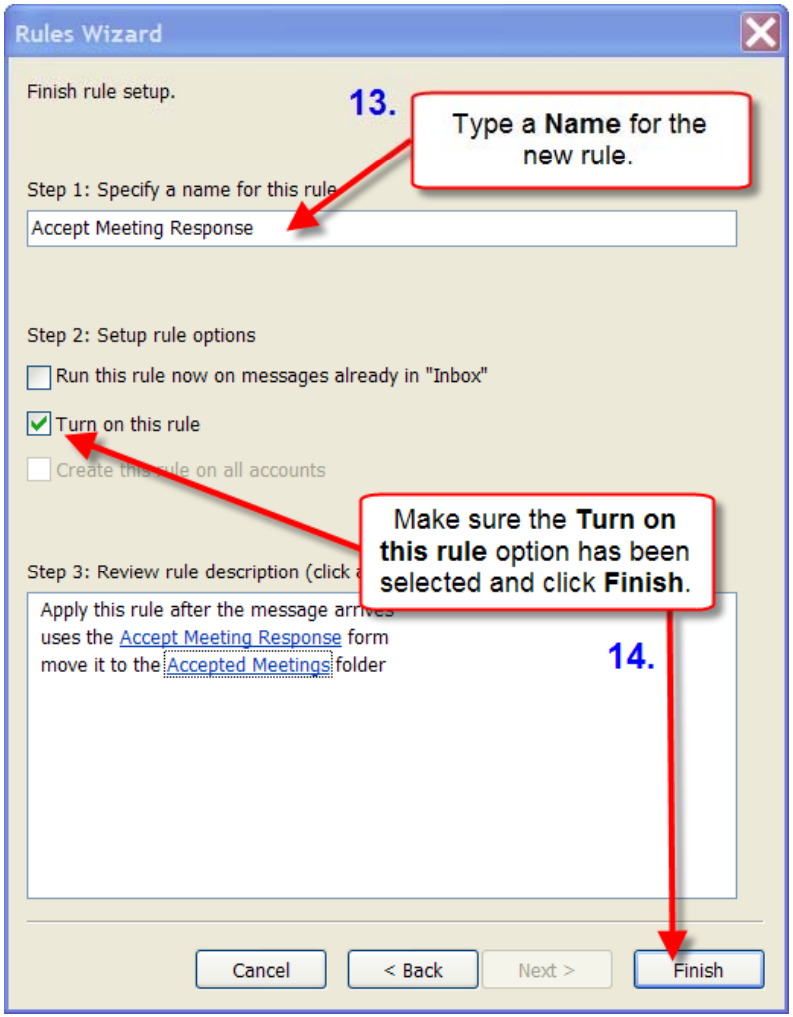


12. At this point you can choose any **Exceptions** you wish to include. Otherwise, click **Next** to finish the rule set-up.

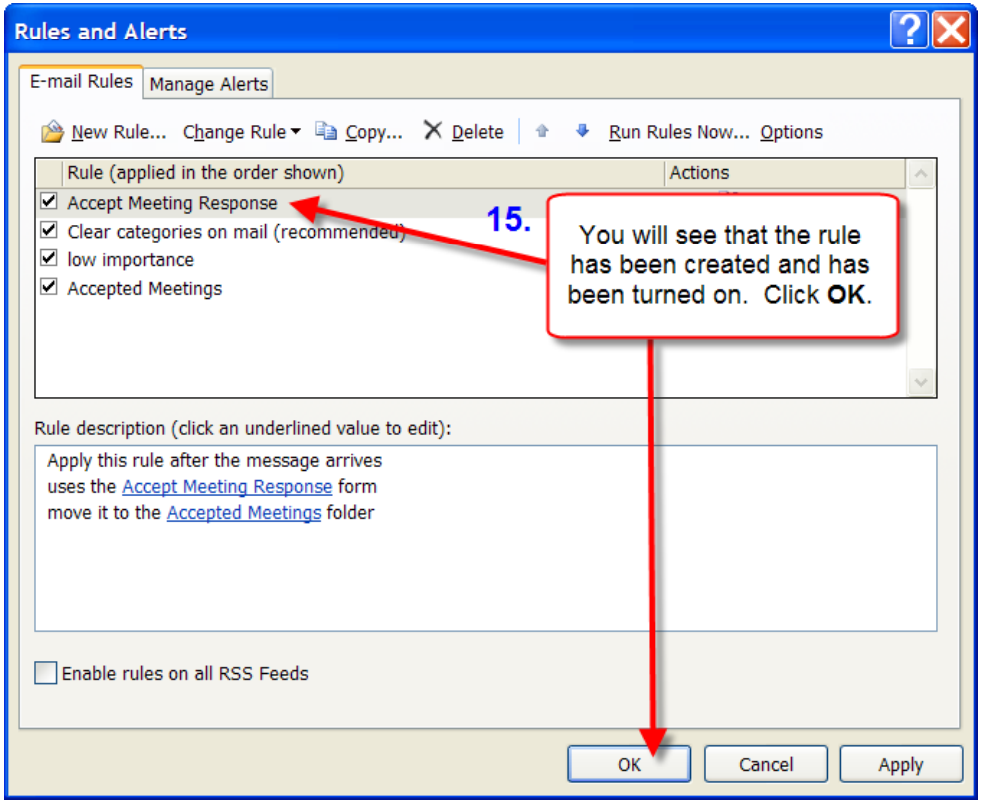


13. Type a **Name** for the new rule or keep the default name provided.

14. Make sure that the **Turn on this rule** option has been selected and then click **Finish** to return to the *Rules and Alerts* dialog box.



15. You will see that the rule has been created and has been turned on. Click **OK** close the *Rules and Alerts* dialog box.



To view other related tutorials on Outlook Exchange 2007, please visit helpdesk.uvic.ca/ecs.