How to Filter Accepted Meeting Invitation Responses

(With Comments)

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 ecstratn@uvic.ca.
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, as shown in the tutorial “How to Filter Accepted Meeting Invitation Responses”.

In this tutorial we take this method a step further by moving only accepted meeting invitation responses that contain particular comments or words to a specific 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 to 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 then 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 **with specific words in the body** and click on the link labelled **specific words** to open the **Search Text** dialog box.
10. Specify the words or phrases to search for and click Add to add them to the Search List.

11. When you are finished, click OK to return to the Rules Wizard dialog box.
12. Select move it to the specified folder and click on the link labelled specified.
13. Scroll and highlight to select the desired folder and click OK to return to the Rules Wizard dialog box.
14. At this point you can choose any Exceptions you wish to include. Otherwise, click Next to finish the rule set up.
15. Type a **Name** for the new rule or use the default name provided.

16. Make sure the **Turn on this rule** option has been selected and click **Finish** to return to the **Rules and Alerts** dialog box.
17. You will see that the rule has now been created and has been turned on. Click OK to close the Rules and Alerts dialog box and return to your mailbox.
Outlook 2007  How to Filter Accepted Meeting Invitation Responses  (With Comments)

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