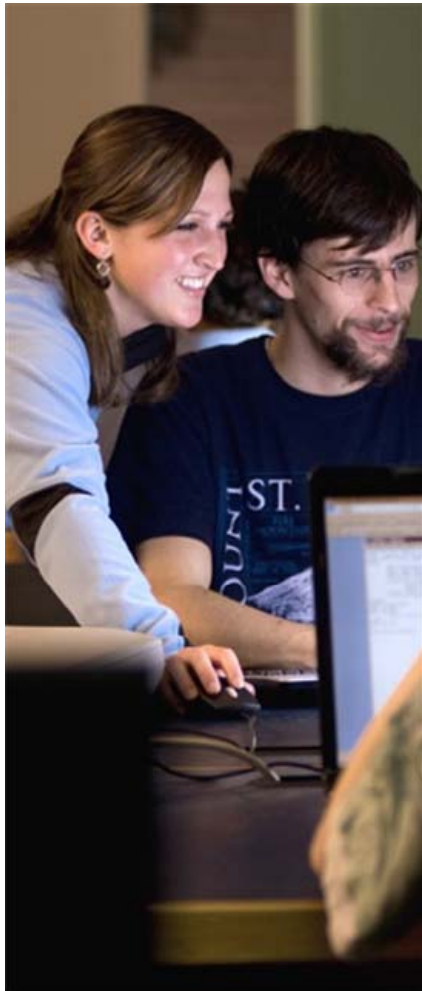




**Outlook 2007**

*Using UVic's Exchange Service*



# How to Respond to 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](mailto:ecstrain@uvic.ca).

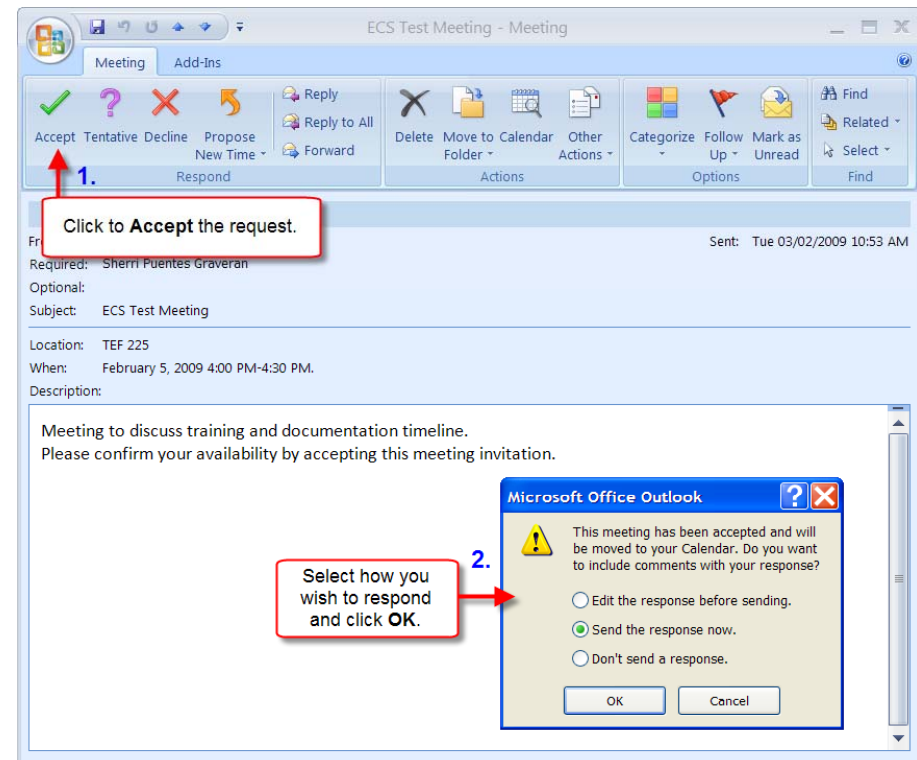


When invited to a meeting using Outlook Exchange there are four actions you can take: **Accept**, **Decline**, **Tentative**, and **Propose New Time**. Until you act on the on a meeting invitation, Outlook Exchange automatically sets your reply as Tentative and the date/time in your calendar is also marked as tentative. Therefore, it is very important that you act on a meeting request as soon as you receive one. In this tutorial we will cover all four actions.

## Accept a Meeting Request

1. Open the meeting request and click on **Accept**. An Outlook dialog window will open asking if you would like to send a response to the meeting organizer.
2. Select **Send a response now** if you wish to respond, or select **Don't send a response** and then click **OK**.

You may wish to select **Edit the response before sending** to include a comment such as you will be arriving late.



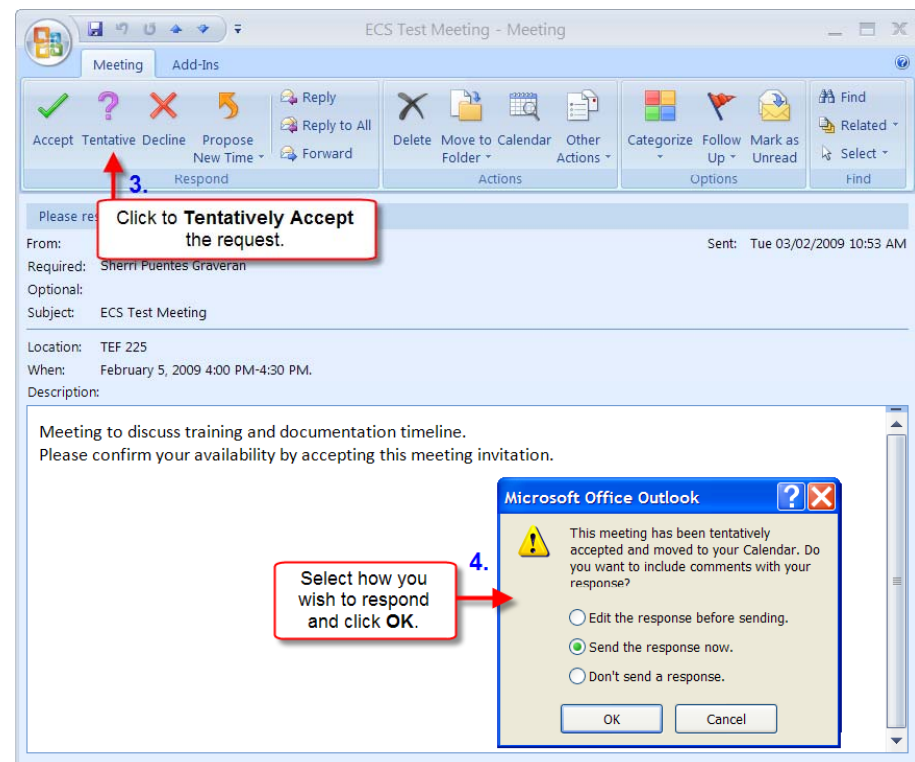
3. Open the meeting request and click on **Tentatively Accept**. An Outlook dialog window will open asking if you would like to send a response to the meeting organizer.
4. Select **Send a response now** if you wish to respond, or select **Don't send a response** and then click **OK**.

You may wish to select **Edit the response before sending** to include a comment such as why you may be unable to attend.

**Note:**

If your Out of Office Assistant has been activated, the meeting organizer will receive an Out of Office reply indicating **Tentative** as the default status.

## Tentatively Accept a Meeting Request



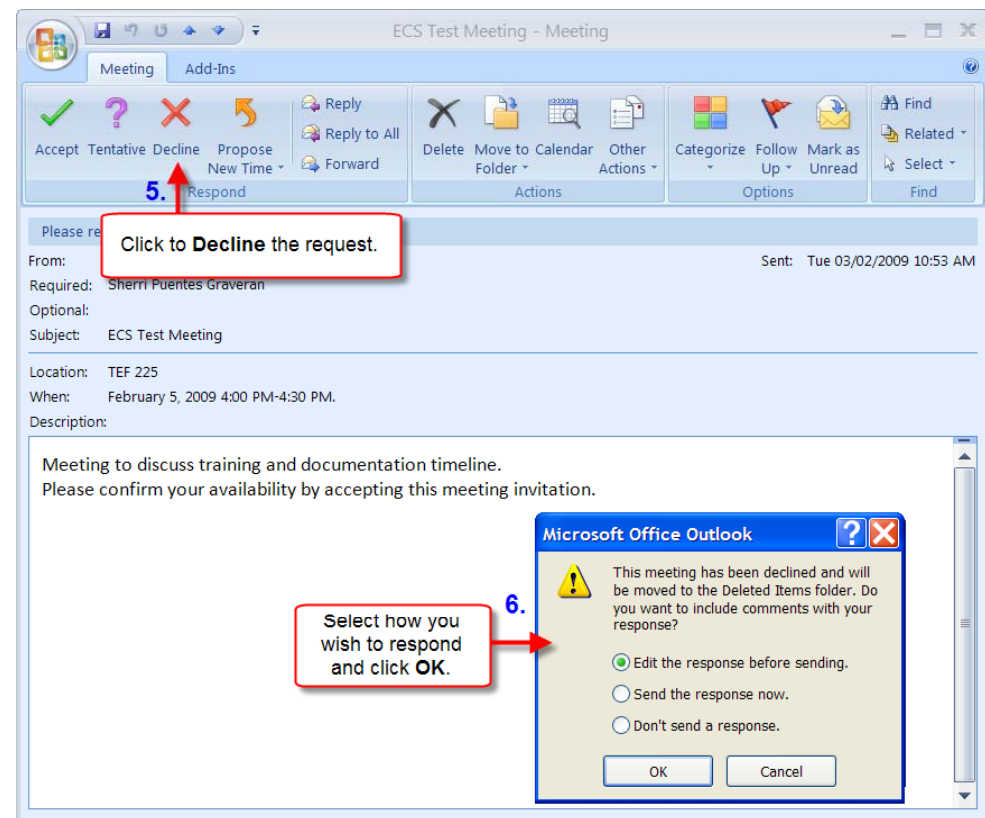
5. Open the meeting request and click on **Decline**. An Outlook dialog window will open asking if you would like to send a response to the meeting organizer.
6. Select **Send a response now** if you wish to respond, or select **Don't send a response** and then click **OK**.

You may wish to select **Edit the response before sending** to include a comment such as why you are unable to attend.

**Note:**

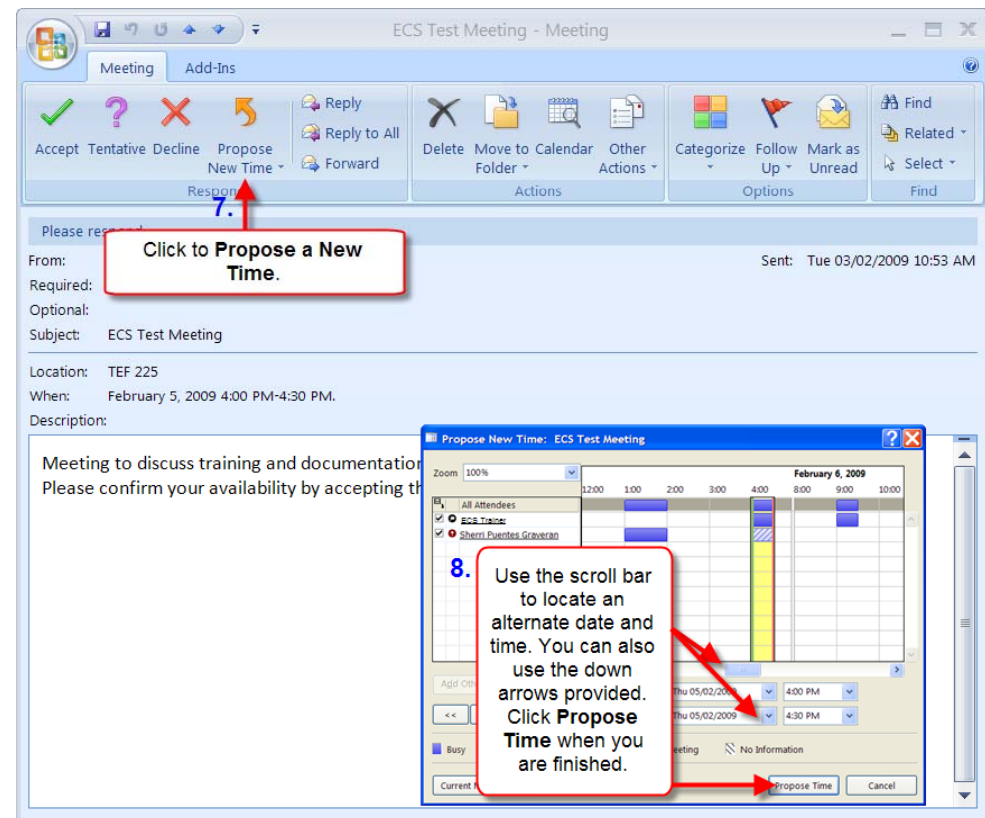
If you decline a meeting request it will be moved from your In Box to your Deleted Items folder. If circumstances change later and you are able to attend, you can always undelete the meeting request and Accept it.

## Decline a Meeting Request



## Propose a New Time

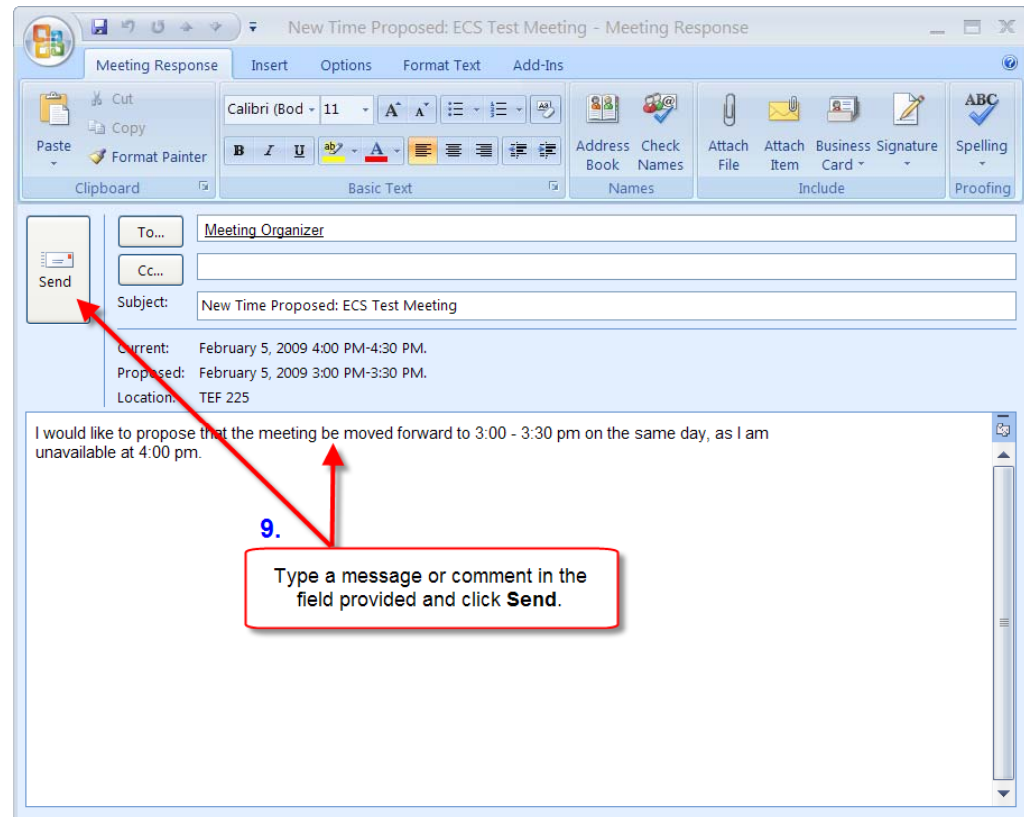
7. Open the meeting request and click on **Propose New Time**.
8. A dialog window will open allowing you to select an alternate date and time. Use the scroll bar or down arrows to make your selection. When you are finished, click on **Propose Time**.



## Propose a New Time

A message window addressed to the meeting organizer will automatically open, and you will also see the current meeting time and time you are proposing for the meeting.

9. Type a message or comment in the field provided and click **Send**.



To view other related tutorials on Outlook Exchange 2007,  
please visit [helpdesk.uvic.ca/ecs](http://helpdesk.uvic.ca/ecs).

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