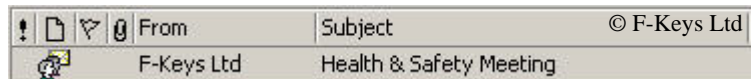
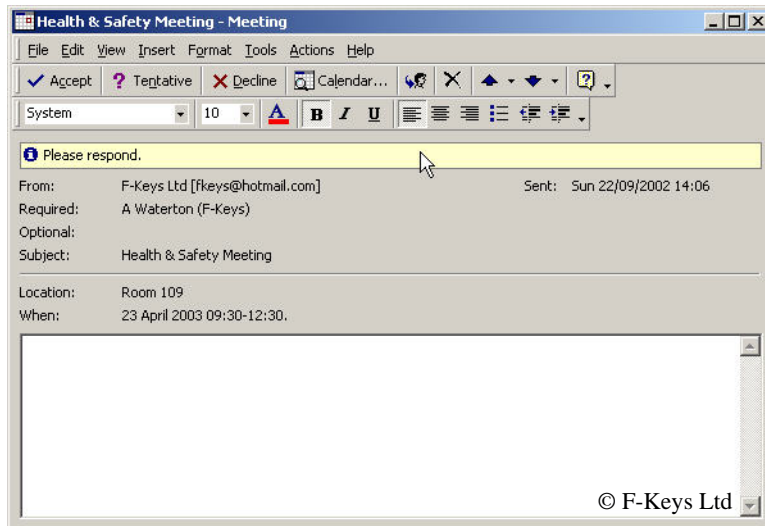


Responding to a Meeting Request

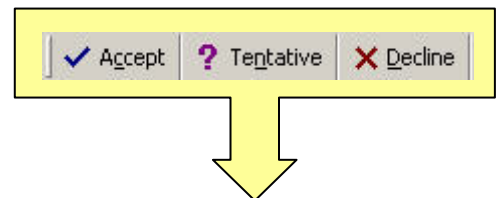
Meeting requests are received in the form of an e-mail message to the requested attendee.



On opening the e-mail message the user is presented with a dialog box supplying the user with all the relevant information, and requesting the user to **Please Respond** by using the **Accept**, **Tentative** or **Decline** buttons on the standard toolbar.



Clicking on the **Calendar...** icon takes the user to the specified date/time of the meeting



Depending on your choice the meeting request will be entered into your **Calendar** or **Deleted Items** folder.

The dialog boxes also provide the user with three available options to respond to the e-mail request.

Selecting the **Edit Response before sending** option presents the user with a e-mail message dialog box where additional information can be added in reply to the sender.

Clicking the **Send** button on the standard toolbar will then complete the response action.

