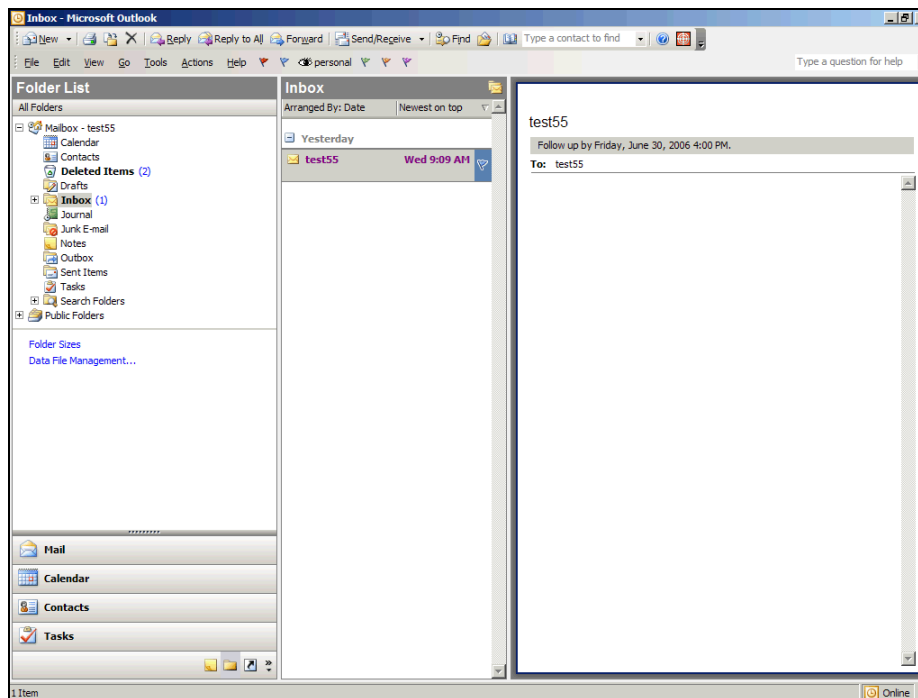


## Calendar

## Meeting Invitations

## Procedure

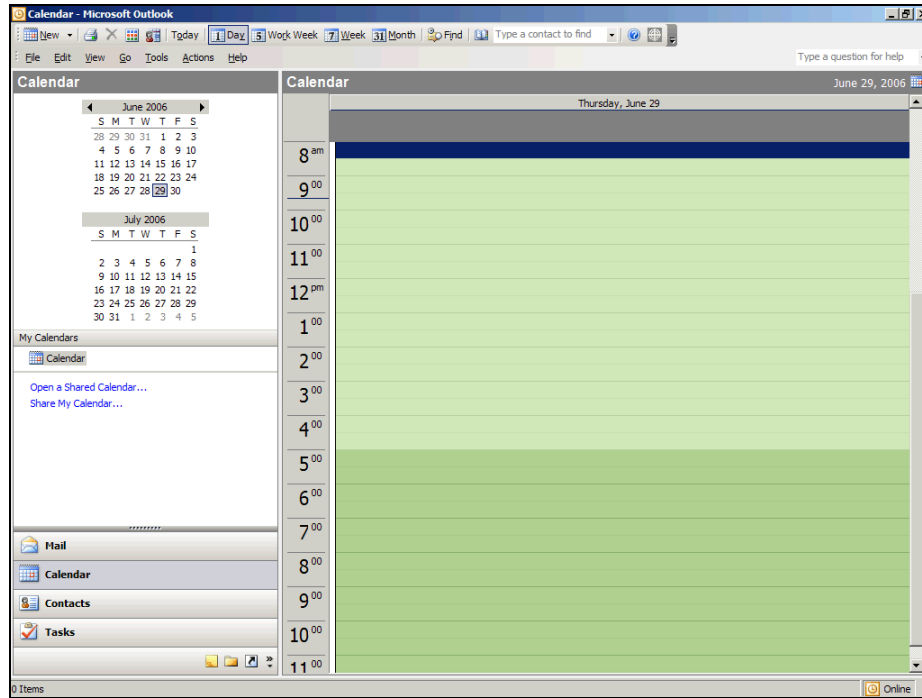
Outlook users can create meeting invitations. This is a good way to schedule meetings and to keep a running count of who is going to be present at the meetings.



| Step | Action |
|------|--------|
|------|--------|

1. To begin, click the **Calendar** shortcut.

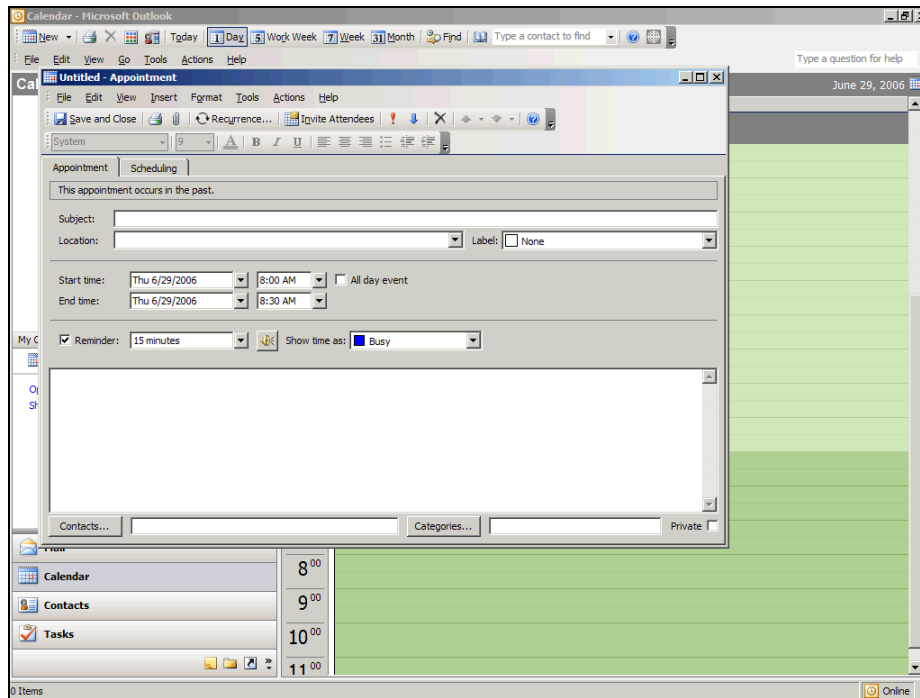




| Step | Action |
|------|--------|
|------|--------|

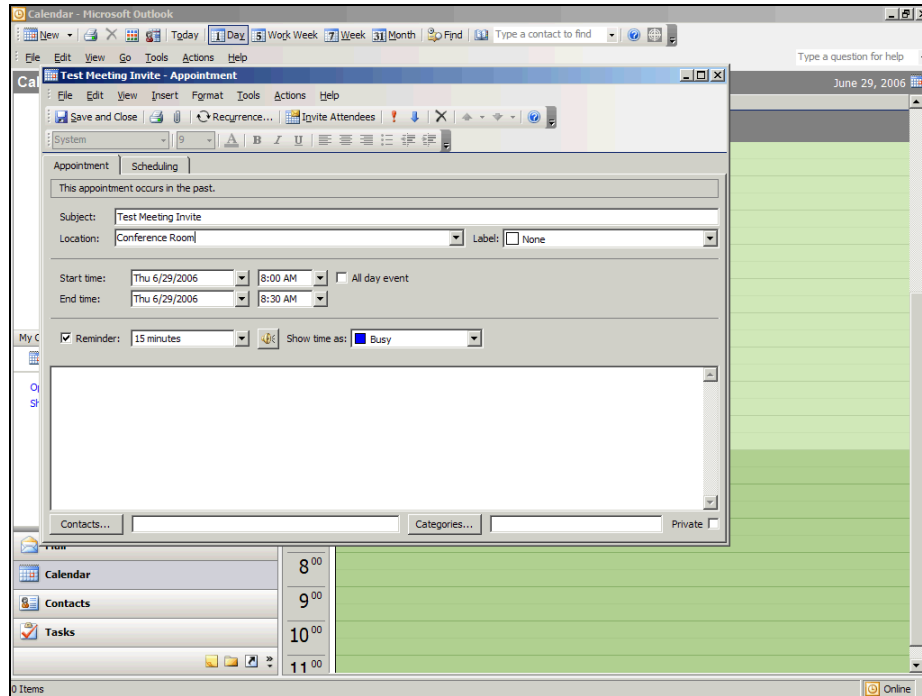
2. Click the **New** button to schedule a new meeting.





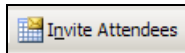
| Step | Action |
|------|--------|
|------|--------|

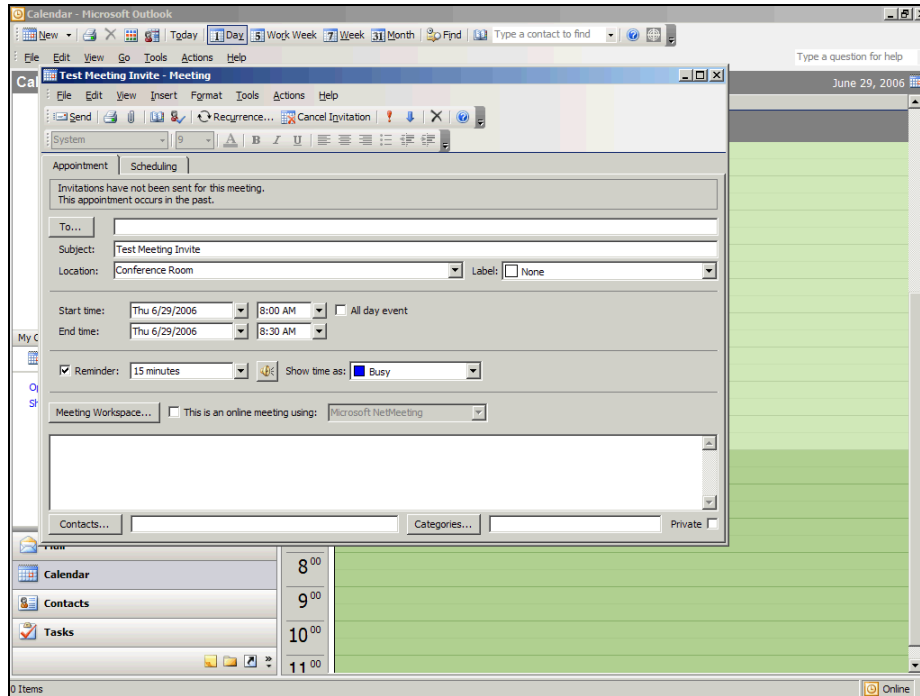
- |    |  |
|----|--|
| 3. | Enter the desired information into the <b>Subject</b> field. Enter " <b>Test Meeting Invite</b> ". |
| 4. | Press <b>[Tab]</b> .   |
| 5. | Enter the desired information into the <b>Location</b> field. Enter " <b>Conference Room</b> ".    |



| Step | Action |
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6. Click the **Invite Attendees** button.

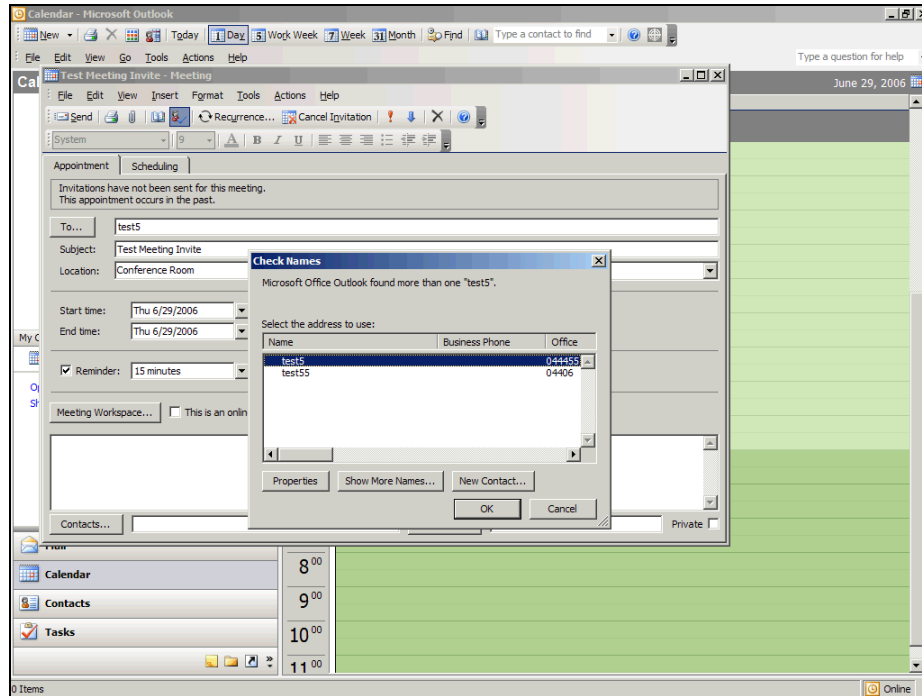




| Step | Action |
|------|--------|
|------|--------|

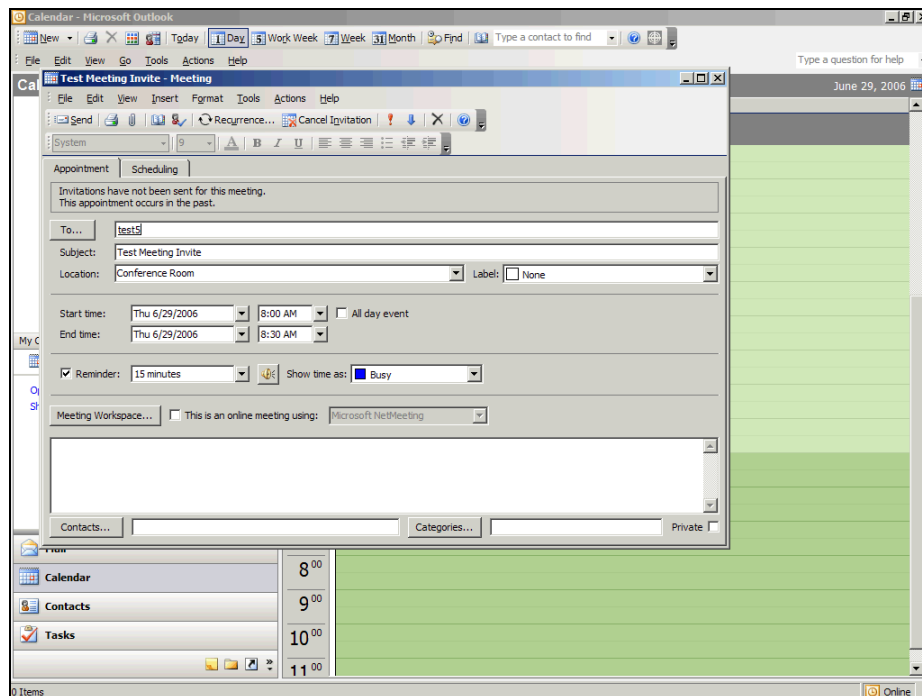
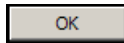
- The meeting invitation is now in the form of an email to be sent out to invitees. Enter the desired information into the **To** field. Enter "**test5**".
- Click the **Check Name** button to find the name of the Outlook user(s) you want to send the meeting invite to.






### Step Action

- With the selected user highlighted, click the **OK** button.



| Step | Action  |
|------|---|
| 10.  | Click the <b>Send</b> button to send the email to invitees. Once the invitees get the meeting invitation they will have the option to <b>Accept, Decline</b> , or Mark the meeting as <b>Tentative</b> .<br> |
| 11.  | Congratulations, you have successfully completed the topic on Meeting Invitations.<br><b>End of Procedure.</b>  |