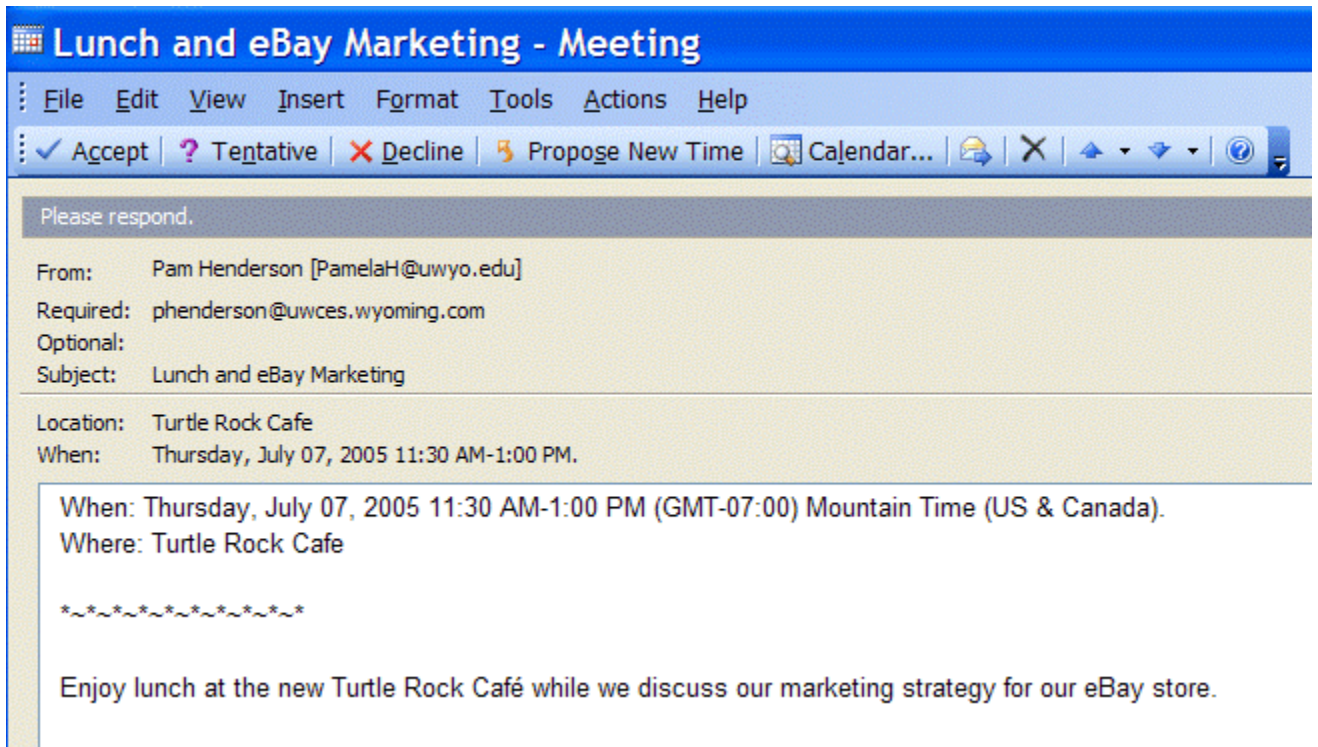


# How do I respond to a meeting invitation? What are my options for responding?

The message received for a meeting invitation allows it to be accepted, tentatively accepted, propose a new time, or declined.



- Meeting buttons are available on the Standard toolbar.
- Buttons are Accept, Tentative, Decline, and Propose New Time.
- Click the icon for the desired action.
- The meeting is added to the Calendar when the invitation is accepted or tentatively accepted.
- A message is sent to the inviter.