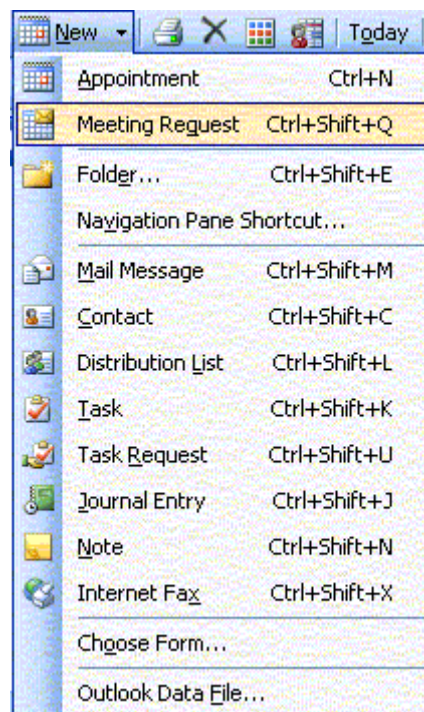


How do I create and send an invitation to a scheduled event?

Use a meeting invitation to invite others to a meeting. Attendees can accept, tentatively accept, or reject an invitation. An acceptance or tentative acceptance automatically adds the meeting to the attendees' calendars. Meetings set by this method can be cancelled, and a message is sent to the invitees notifying them of the cancellation.

Starting an Invitation

- Click **File > New > Meeting Request**.
- Click the **New down arrow**. Click **Meeting Request**.



- Start a **new appointment**. Click the **Invite Attendees** icon.

Sending an Invitation

A meeting invitation is very similar to an appointment. The main difference is the invitation is sent to the attendees.

1. Add the **invitees' e-mail addresses**. They can be typed directly in the **To:** field, or click the **To:** button to add them from the address book.
2. Type the **purpose** of the meeting in the *Subject* field.
3. Type the **meeting location** in the *Location* field.
4. Add a **label**, if desired.
5. Add the **start date** and **time**.
6. Add the **end date** and **time**.
7. Change the **reminder time**, if needed.
8. Set the **Show time**.
9. Add a **memo** describing the meeting's purpose in more detail.
10. Click the **Scheduling** tab to review each person's schedule.
Adjustments can be made as needed.

Note: Scheduling is available only for users on the Exchange server.

11. Click **Send**.

Note: Meeting invitations can be sent using recurrence