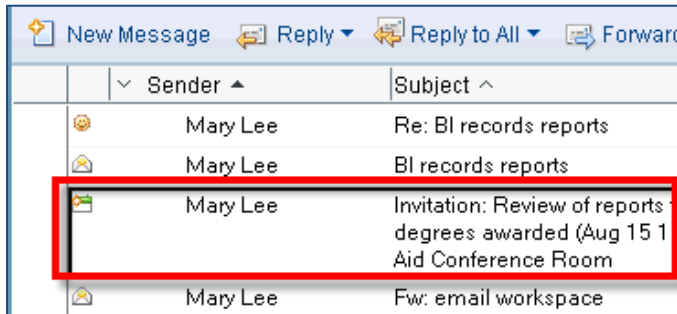


## Respond to Meetings That You Are Invited To

When you are invited to a meeting, the Meeting invitation is received in your *Inbox* and can be identified by the invitation icon. The meeting does not appear on your Calendar until you **ACCEPT** it.



Double click the meeting invitation in your *Inbox* to open it

Accept Decline Respond Request Information... Check Calendar...

**Invitation: Review of reports for degree candidates/ degrees awarded**  
Fri 08/15/2008 10:00 AM - 11:00 AM

Mary L...  
Financial...@SUNYSB

meeting...  
znik/Dol...  
DolT@S...

SB, Kim Berlin/DolT@SUNYSB, Lalit

Click **Accept** to let the Chair know that you will be attending the meeting. The entry will automatically be placed on your Calendar.

Click **Decline** if you are unable to attend the meeting.

Click **Respond** to choose other options.

Click **Request Information** to send a message to the meeting Chair without accepting or declining.

Click **Check Calendar** to see what's on your Calendar at the specified date and time of the meeting.

## Change Your Response

You can change your response at any time by opening the meeting invitation in your *Inbox* and choosing a different response.

Or, if you originally accepted the meeting and it is displayed on your Calendar, you can click **Participant Actions**.

