

Outlook Calendar: Meeting Request Procedure

Contents

This publication contains the following topics:

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Creating a Meeting Request (by Meeting owner)	New Request Auto Response
Meeting Request Change (by Meeting attendee)	Request Change proposal Owner Response



Applicable usage

- Outlook 2003 Client
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Outlook Calendar: Meeting Request Procedure, Continued

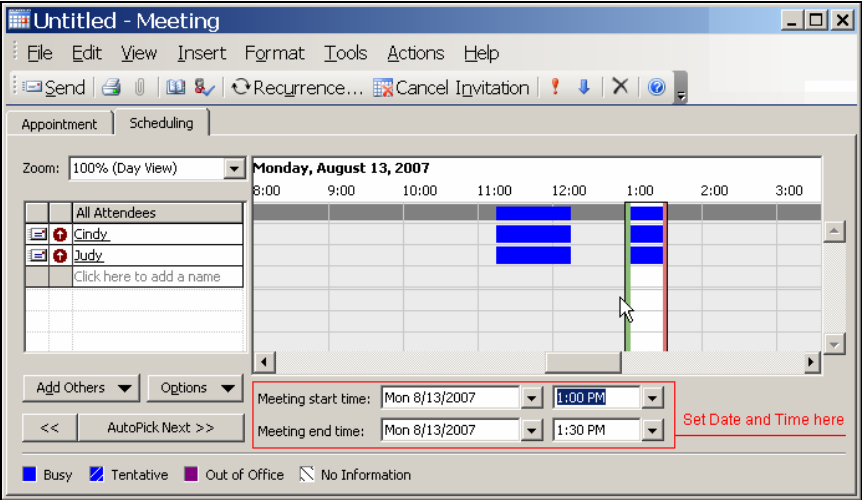
Meeting Request Procedure

Step	Action								
1	Open the Outlook client.								
2	Click on the Calendar section.								
3	On the Calendar toolbar, click New >> Meeting Request <i>Result:</i> Untitled – Meeting screen appears.								
4	On the Appointment tab: <table border="1" data-bbox="548 709 1416 1066"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>In the To:... box: <ul style="list-style-type: none"> • Enter or select all attendees using the addressing functions • Find and select the desired Conference Room or location, if needed </td> </tr> <tr> <td>2</td> <td>Fill in the Subject, Date & Time, and Notes fields.</td> </tr> <tr> <td>3</td> <td>Do NOT enter anything in the Location field.</td> </tr> </tbody> </table>	Step	Action	1	In the To:... box: <ul style="list-style-type: none"> • Enter or select all attendees using the addressing functions • Find and select the desired Conference Room or location, if needed 	2	Fill in the Subject, Date & Time, and Notes fields.	3	Do NOT enter anything in the Location field.
Step	Action								
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2	Fill in the Subject, Date & Time, and Notes fields.								
3	Do NOT enter anything in the Location field.								
5	Click the Scheduling tab. <i>Note:</i> The blue bars to the right of each attendee show dates and times that are already booked. See the legend at the bottom of the Scheduling tab for the meaning of the other colors and patterns.								
6	If you selected a Conference Room: <ol style="list-style-type: none"> 1. Click the  to the left of the Conference Room. 2. Select Resource (Room or Equipment). <i>Result:</i> The Conference Room attendee should look like this. 								

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Outlook Calendar: Meeting Request Procedure, Continued

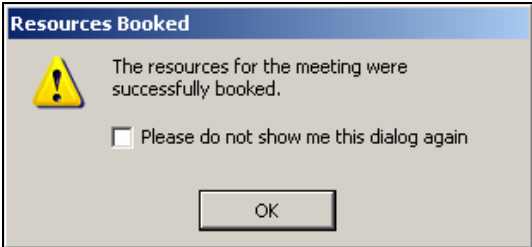
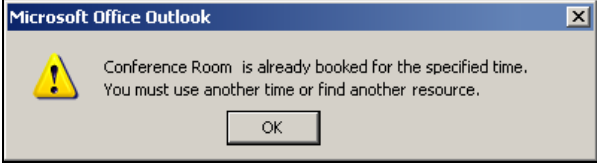
Meeting Request Procedure (continued)

Step	Action	
7	<p>If necessary, adjust the time and/or date by using the fields available at the bottom of the screen.</p> 	
8	On the Calendar Toolbar, click Send .	
9	<p><i>If...</i></p> <p>The Conference Room <i>IS NOT</i> set up for automatic response.</p>	<p><i>Then...</i></p> <ul style="list-style-type: none"> • The e-mail will be sent. • The Outlook calendar will appear with the appointment inserted. • The conference room coordinator will manually accept or deny your resource request.
	<p>The Conference Room <i>IS</i> set up for automatic response.</p>	<p>Go to Automatic Response Procedure</p>

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Outlook Calendar: Meeting Request Procedure, Continued

Automatic Response Procedure

<i>If...</i>	<i>Then the following automatic message will appear...</i>
The selected date & time <i>IS NOT</i> already taken	<div data-bbox="724 422 1252 667">A dialog box titled "Resources Booked" with a yellow warning icon. The text reads: "The resources for the meeting were successfully booked." Below the text is a checkbox labeled "Please do not show me this dialog again" which is unchecked. At the bottom is an "OK" button.</div> <ol style="list-style-type: none">1. Do NOT check the box titled "Please do not show me this dialog again".2. Click OK button.
The selected date & time <i>IS</i> already taken	<div data-bbox="724 884 1317 1045">A dialog box titled "Microsoft Office Outlook" with a yellow warning icon. The text reads: "Conference Room is already booked for the specified time. You must use another time or find another resource." Below the text is an "OK" button.</div> <ol style="list-style-type: none">1. Click OK button.2. Go back to Step 7 to change Date & Time.

Outlook Calendar: Meeting Request Change Procedure

Summary

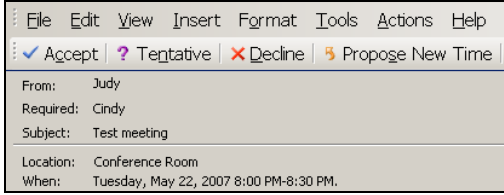
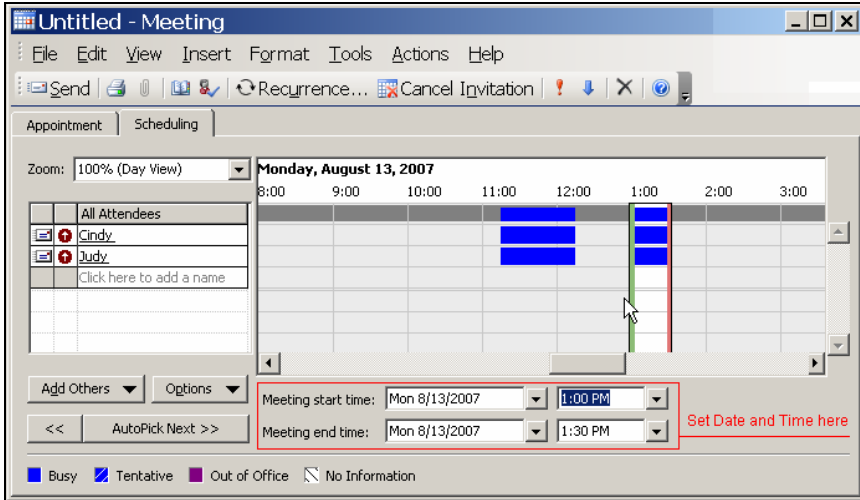
Used by:

- Meeting attendee or meeting resource coordinator

When used:

- Upon receipt of a meeting attendance request by Attendee
- Attendee needs to propose a change to the meeting details such as time or day

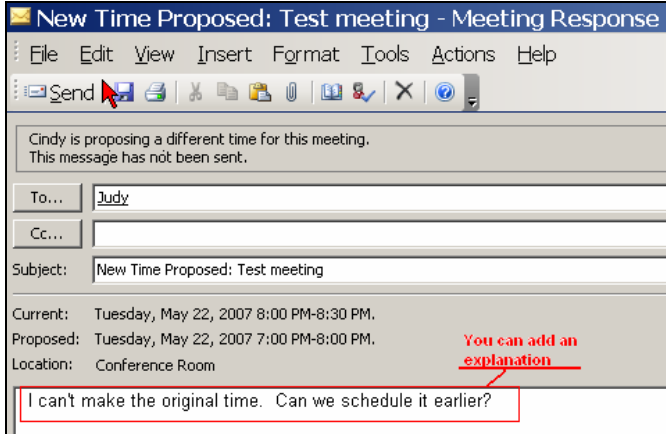
Meeting change procedure

Step	Action
1	Open the meeting request e-mail. Do NOT Accept the meeting request. 
2	On the Meeting Toolbar, click Propose New Time button.
3	Select proposed time and/or date by using the fields available at the bottom of the screen. 

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Outlook Calendar: Meeting Request Procedure, Continued

Meeting change procedure (continued)

Step	Action
4	<p>Click Propose Time button.</p> <p><i>Result:</i> The New Time Proposed screen will appear.</p> 
5	Complete form. An explanation may be entered at this time.
6	Click Send .

Meeting owner response to change proposal from an Attendee

Step	Action
1	Meeting owner opens and accepts or rejects proposed changes.
2	Meeting attendees receive automatic response to Accept or Reject.
3	Once attendee accepts, meeting proposal changes from Tentative to Accepted.