

# Meeting Management in Outlook 2003

Information in this handout copied from Microsoft's web site.  
Microsoft's online, interactive, self-paced tutorial, approx 45 minutes  
<http://office.microsoft.com/training/training.aspx?AssetID=RC011659751033>

## Topics in this handout

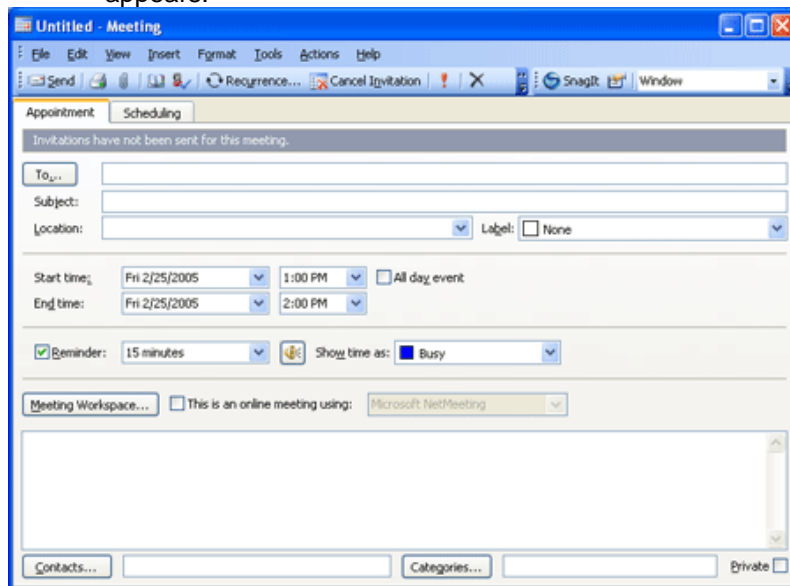
- Schedule a meeting
- Receive a meeting request
- Respond to a meeting request
- Track meeting status
- Reschedule a meeting
- Cancel a meeting
- Meeting management made easy

## SCHEDULE A MEETING

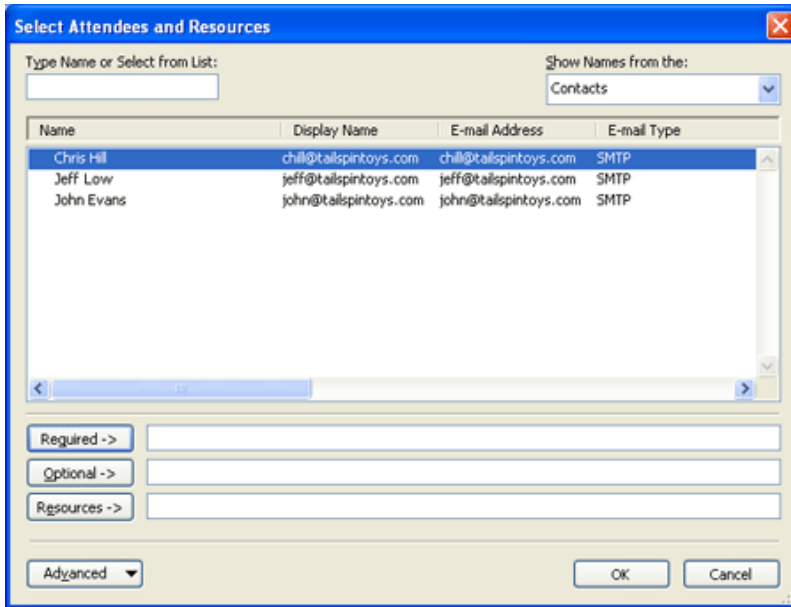
---

When you create a meeting in Outlook 2003, you actually create a meeting request. The request is sent out by e-mail to the prospective meeting participants, who respond by accepting or declining the meeting request or by proposing a new time. Follow these steps to create a meeting request:

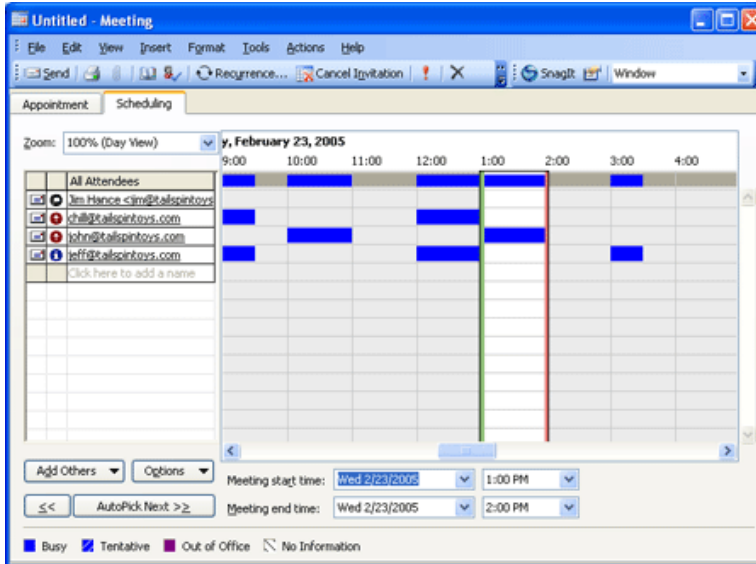
1. In Outlook 2003, open the **Calendar** view.
2. On the **File** menu, point to **New**, and click **Meeting Request**. The **Meeting** dialog box appears.



3. Click **To**. The **Select Attendees and Resources** dialog box appears.



4. Select the people who must attend the meeting, and click **Required**.
5. Select the people who can optionally attend the meeting, and click **Optional**.
6. If you need a resource for the meeting such as a meeting room or piece of equipment, select the resource and click **Resources**.  
**Note** You must be set up before resources are scheduled. In Outlook, a resource is treated similarly to a person and has its own calendar. The resource's free/busy status information must be published to make it available to others for scheduling. Often, a person serves as the coordinator for each resource and responds to meeting requests on behalf of the resource.
7. Click **OK**.
8. Enter a subject in the **Subject** field.
9. Click the **Scheduling** tab.

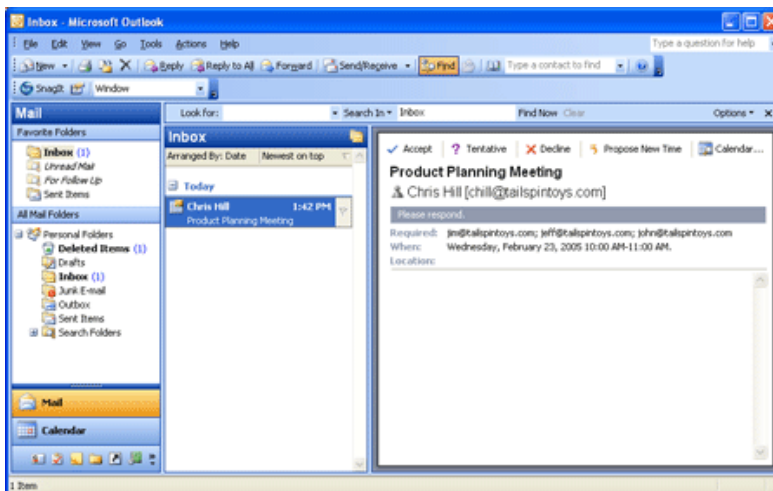


10. If you've set up the free/busy status settings, you can view your meeting participants' free/busy information on the **Scheduling** tab. Click a time when all invitees are available. (You can use **AutoPick Next** to find the next available free time for all invitees.)
11. Select a free block of time for the meeting.
12. Click **Send**, and then click **Yes**. Outlook sends the meeting request to the specified recipients.

## RECEIVE A MEETING REQUEST/ INVITE

---

If someone has invited you to a meeting, the meeting request message shows up in your Inbox.

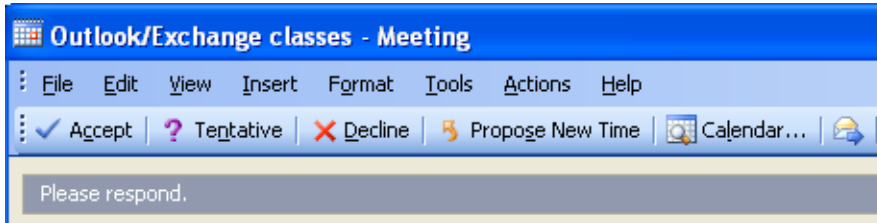


Likewise, your meeting request invitations appear in the Inbox of each of the people you've invited.

## RESPOND TO A MEETING REQUEST

---

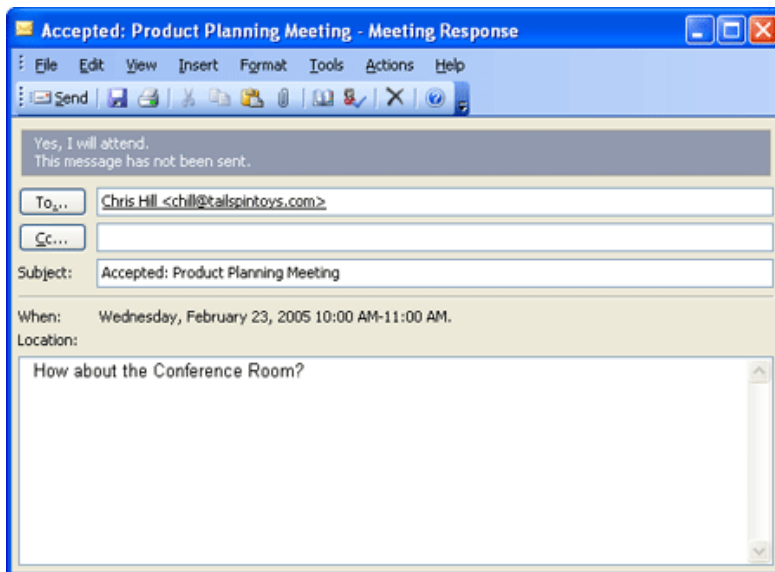
A meeting request message includes response buttons at the top.



- Click **Accept** to accept the meeting.
- Click **Tentative** to accept the meeting subject to change.
- Click **Decline** to decline the meeting.
- Click **Propose New Time** to suggest a new time for the meeting.

In each case, Outlook 2003 prompts you to modify your response, send your response immediately, or send no response.

Click **Edit the response before sending**, and then click **OK** if you want to add some notes or other information.



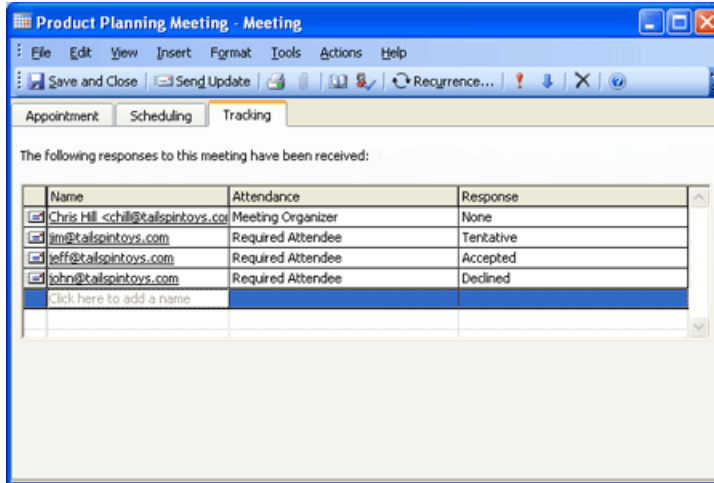
- Click **Send the response now** and then click **OK** to send the response.
- Click **Do not send a response** and then click **OK** if you do not want to send a response.

**Note** If the meeting scheduler has submitted an update to the meeting request, Outlook 2003 informs you that you have an updated request. Click **No** to respond to the request, and then look in your Inbox for a more recent meeting request.

## TRACK MEETING STATUS

---

1. Open your Calendar view, and double-click the meeting on your schedule.
2. Click the Tracking tab. You'll see all of the attendees and their responses. You can make changes to the meeting on the Tracking tab.



3. To change an attendee's status, click the entry in the **Attendance** column next to the attendee's name and select **Required Attendee**, **Optional Attendee**, or **Resource**.
4. To specify whether you'd like to send further meeting requests to an attendee, click the envelope icon in the column to the left of the attendee's name and choose either **Send meeting to this attendee** or **Don't send meeting to this attendee**.
5. When you're finished working with the meeting form, click Save and Close.
6. If you have made changes to the meeting, you are asked whether you want to send the updated meeting request to the attendees. Click Yes to send the update or No if you want to make other changes and send the updated request later.

## RESCHEDULE A MEETING

---

If you have a complex schedule, you'll occasionally need to reschedule meetings. You might also need to reschedule a meeting if one or more team members can't attend during the scheduled time.

Rescheduling a meeting is easy in Outlook 2003:

1. In Outlook 2003, open the **Calendar** view.
2. Locate the meeting on your calendar, and then double-click it.
3. Click the **Scheduling** tab.
4. Select a new block of time for the meeting, and click **Save and Close**. You are notified that you have changed the meeting and asked whether you want to send the updated meeting to the attendees now.
5. Click **Yes** to send the update. The meeting request arrives in the each of the attendees' Inbox with **Update:** prefixed to the message subject line. The attendees can accept, tentatively accept, decline, or propose a new time, just as they were able to in the original meeting request.

## CANCEL A MEETING

---

1. In **Calendar** view, open the meeting.
2. On the **Actions** menu, click **Cancel Meeting**.  
**Important** If **Cancel Meeting** is not on the **Actions** menu, you are not the meeting organizer, and you can't cancel the meeting.
3. Click **Send cancellation and delete meeting**.

## MEETING MANAGEMENT MADE EASY

---

If arranging and monitoring meetings is a big part of your job, you need to make your meeting management as efficient as possible. By using Outlook 2003, you can simplify your meeting scheduling, processing, rescheduling, and tracking. Outlook 2003 provides you with the tools that you need to manage meetings successfully.

For a list of 18 effective ways (do's and don'ts) to use Outlook for meeting scheduling:

<http://office.microsoft.com/en-us/assistance/HA011276781033.aspx>