

Tracking Meeting Request Responses

When you send a Meeting Request, the recipients can choose to send or to not send a response to you. You can track their responses using the Tracking Options. These instructions will guide you in this process. 1. From the calendar, click the meeting you want to December 4, 2015 track. Today 67°F/49°F FRIDAY 4 Department Meeting John Ada 2. If you open a recurring meeting, Open Recurring Item × Click The entire series This is one appointment in a series. What do you want to open? • Click OK O Just this one • The entire series OK Cancel 3. When the meeting opens, a summary of the Attendee responses: 1 accepted, 0 tentatively accepted, 1 declined. 3 instances of this recurring appointment conflict with other appointments on your Calendar responses appears. From ofc365-48@o365training.csub.edu George Washington; George W. Bush; Franklin Pierce; Rose Garden То... Send Updat Department Meeting Subject -Location Rose Garder Rooms. 4. On the Meeting Series or Meeting Occurrence tab Meeting Series Insert Format Text Re Click the Tracking button • Calendar × \$? Appointment Scheduling Tracking Cancel → Forward ▼ Meeting Assistant Actions Show 5. The detail shows the response information for the The following responses to this meeting have been received: ⊠₁ Name Attendance Response organizers and invitees. John Adams Meeting Organizer None George Washington Required Attendee None Required Attendee Accepted George W. Bush Required Attendee None Franklin Pierce Rose Garden Resource (Room or Equipment) Declined 6. To return back to the appointment or meeting **Meeting Series** Insert Format Text Re File information, click the Appointment button a × a × a ? Calendar × Scheduling Tracking Cancel Appointment Sorward Meeting Assistant Actions Show 7. The meeting information is displayed. Attendee responses: 1 accepted, 0 tentatively accepted, 1 declined. 3 instances of this recurring appointment conflict with other appointments on your Calendar. From ofc365-48@o365training.csub.edu ۳**–**۱ George Washington; George W. Bush; Franklin Pierce; Rose Garden То... Send Update Department Meeting Subject Rose Garden Rooms.. Location