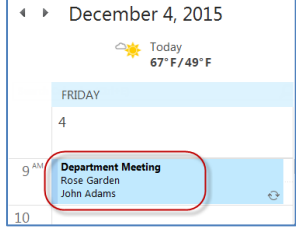
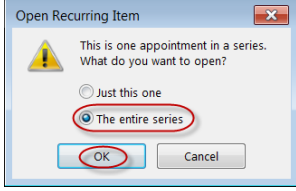
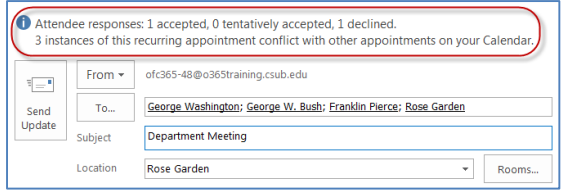
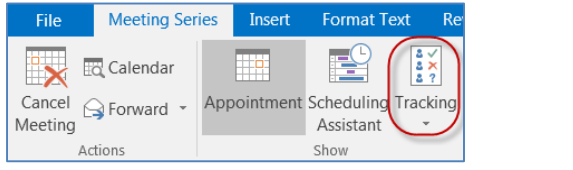
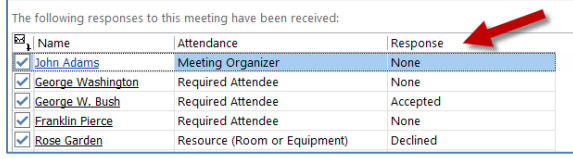
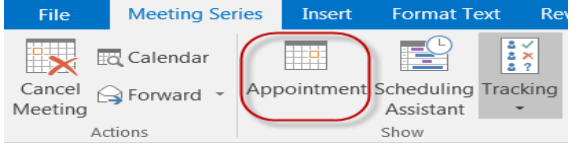


Tracking Meeting Request Responses

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.

<p>1. From the calendar, click the meeting you want to track.</p>																			
<p>2. If you open a recurring meeting,</p> <ul style="list-style-type: none"> • Click The entire series • Click OK 																			
<p>3. When the meeting opens, a summary of the responses appears.</p>																			
<p>4. On the Meeting Series or Meeting Occurrence tab</p> <ul style="list-style-type: none"> • Click the Tracking button 																			
<p>5. The detail shows the response information for the organizers and invitees.</p>	 <table border="1" data-bbox="868 1249 1437 1396"> <thead> <tr> <th>Name</th> <th>Attendance</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>John Adams</td> <td>Meeting Organizer</td> <td>None</td> </tr> <tr> <td>George Washington</td> <td>Required Attendee</td> <td>None</td> </tr> <tr> <td>George W. Bush</td> <td>Required Attendee</td> <td>Accepted</td> </tr> <tr> <td>Franklin Pierce</td> <td>Required Attendee</td> <td>None</td> </tr> <tr> <td>Rose Garden</td> <td>Resource (Room or Equipment)</td> <td>Declined</td> </tr> </tbody> </table>	Name	Attendance	Response	John Adams	Meeting Organizer	None	George Washington	Required Attendee	None	George W. Bush	Required Attendee	Accepted	Franklin Pierce	Required Attendee	None	Rose Garden	Resource (Room or Equipment)	Declined
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Rose Garden	Resource (Room or Equipment)	Declined																	
<p>6. To return back to the appointment or meeting information, click the Appointment button</p>																			
<p>7. The meeting information is displayed.</p>	