



Creating a Meeting Using Drag and Drop: Turning a Message or Contact into a Meeting Request

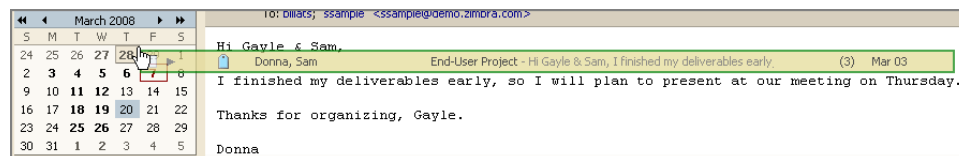
You can quickly create a meeting request by simply dragging and dropping a message, conversation, or contact to a date on the mini-calendar. When you drag and drop a message or conversation, the information in the message is used to populate many of the fields on the Appointment page.

- The Subject of the appointment is the subject of the message.
- The attendees are the email addresses in the **To** and **Cc** fields of the message or for conversations, the most recent message in a conversation. When you drag a contact from your Contacts list to the mini-calendar, the contact's first email address is added to the attendee field.
- The text of a message or the text of all messages in a conversation thread becomes the text of the invitation. Message attachments are not attached to the appointment request.

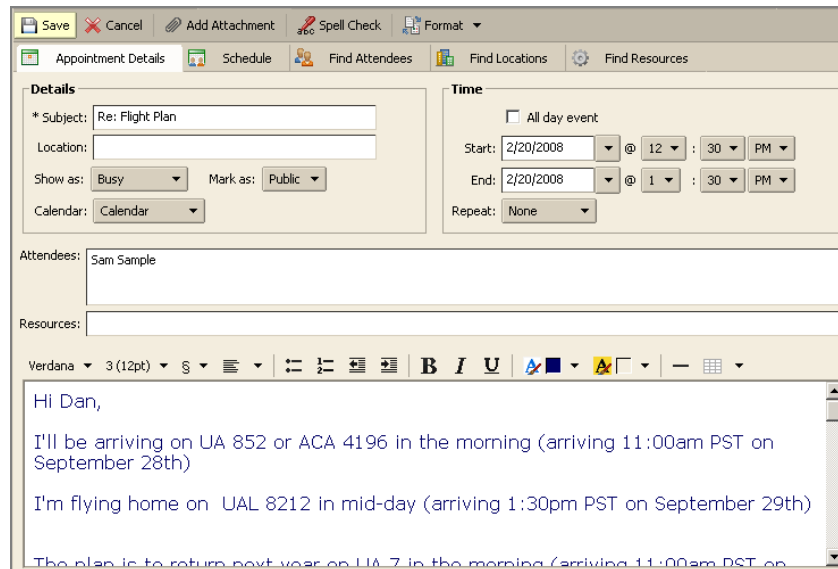
Turning a Message or Conversation into a Meeting Request

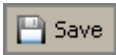
To turn a message or conversation into a meeting request:

1. Click on a message or conversation and drag it to a date on the mini-calendar.



The Appointment Details tab appears.

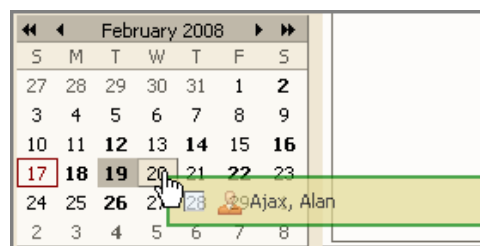


2. Review the meeting request details and make any necessary changes.
3. Click . A meeting invitation is sent to all attendees.

Turning a Contact into a Meeting Request

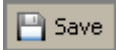
To turn a contact into a meeting request:

1. Click on a name from your Address Book list and drag the name to a date on the mini-calendar.



The appointment page opens with the contact name in the Attendees field.



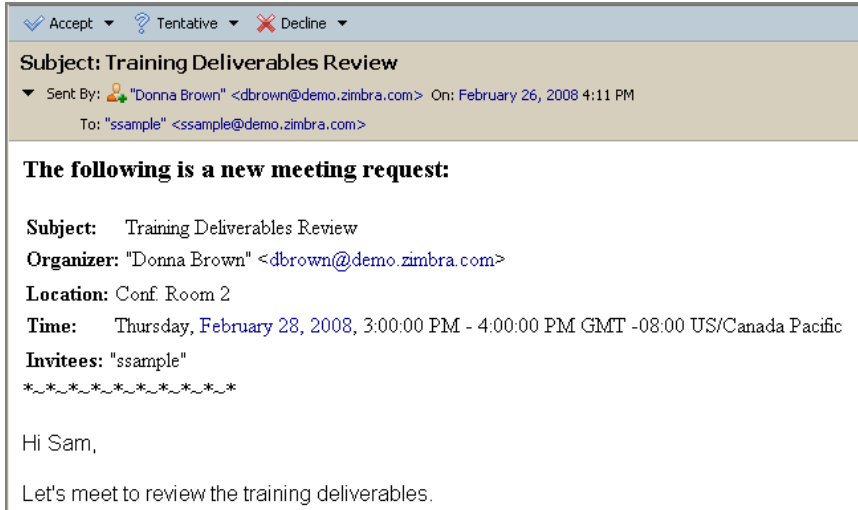
2. Finish the meeting request details: add a subject, select a time, add more attendees, etc.
3. Click . A meeting invitation is sent to the contacts.

Responding to a Meeting Invitation




When you receive an email notification for a meeting, the meeting is added to your calendar and marked **New**. You can quickly respond to the invitation either from the email **Inbox** or from the **Calendar List** pane.

To respond to a meeting invitation:

1. Open the message that contains the meeting request by either:
2. Clicking on the invitation email in the **Inbox**.
3. Right-clicking the appointment in the **Calendar List** pane and select **New**. The meeting invitation appears.

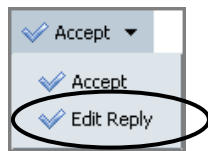


4. Select an action. There are three actions:

-  Accept Accepts the meeting.
-  Tentative Shows the meeting in orange in your calendar.
-  Decline Removes the meeting from your calendar.

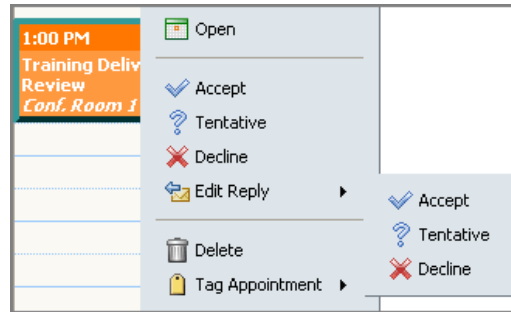
5. Click any of these actions to automatically send a reply to the meeting organizer indicating your response, either I will attend; I might attend, or No, I won't attend.

6. Click the arrow on the action and select **Edit Reply** to add comments to the reply email. This is optional.



If the meeting is a recurring meeting, you have the option to reply for an **Instance** or the **Series**.

To add comments when responding to a meeting invitation in Calendar List pane, right-click the appointment and select **Edit Reply**.



After you make your choice, the invitation is moved to the Trash, and **New** is removed from the calendar notice. Declined appointments display on your calendar in a faded view, as a reminder of the meeting you declined. You can delete declined message any time.



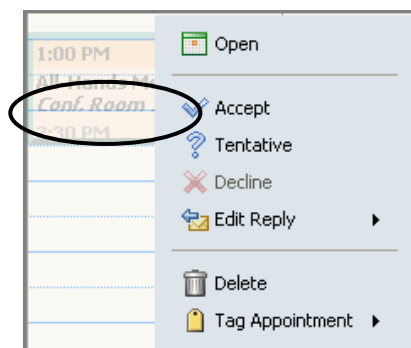
If you would prefer to have the invitation email remain in your Inbox, change this preference on the **Preference > Calendar** tab.

To read the message or to see any attachments that may have been sent, click the meeting notice.

Changing Your Response to a Meeting Invitation

If you decide to change your response to a meeting invitation, for example, if you want to accept a previously declined meeting:

1. Right-click the meeting in your calendar.
2. Select **Accept** from the menu.



An automatic response is sent to the meeting organizer to indicate that you have accepted the meeting.