Making Meeting Requests – Internet Explorer

Outlook Webmail Calendar lets you schedule meetings, email meeting requests, and even check the availability of potential meeting attendees. This document shows you how to make meeting requests from the Outlook Webmail Calendar.

Creating a New Meeting Request

By scheduling a meeting with Webmail Calendar, you can add invitees using the global Webmail Address Book and establish a time that accommodates all invitee schedules. Once you determine invitees and a meeting time, you can send a request to all invitees which includes full meeting details, and which gives invitees the ability to accept, tentatively accept, or decline the invitation. If an invitee accepts the invitation, the meeting is then automatically added to his or her calendar.

1. On the Outlook Navigation pane, click CALENDAR
2. On the toolbar, click the next to NEW » select Meeting Request
   The Untitled Meeting dialog box appears.
3. In the Required and/or Optional text boxes, type the email addresses of people you would like to attend your meeting
   HINTS:
   Email addresses in the Required text box indicate participants whose presence is mandatory.
   Email addresses in the Optional text box indicate participants whose attendance is voluntary.

   OR

   To select recipients using the Webmail's address search
   a. Click REQUIRED, OPTIONAL, or RESOURCES
      The Address Book screen opens.
   b. From the Address Book screen, search for the people you want added to the meeting request
   c. From your search results, select the appropriate name
   d. To add the selected entry to the Required text box, under Meeting Recipients, click REQUIRED
      To add the selected entry to the Optional text box, under Meeting Recipients, click OPTIONAL
      To add the selected entry to the Resources text box, under Meeting Recipients, click RESOURCES

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e. Click OK
4. In the Subject text box, type the subject for the meeting
5. In the Location text box, type the location of the meeting
6. If it is an all day event, select the appropriate date and All day event
7. To set a specific starting and ending time
   a. From the Start time pull-down list(s), select the desired start date and time
   b. From the End time pull-down list(s), select the desired end date and time
8. From the Reminder pull-down list, set the amount of time before the event that attendees will receive a reminder message
   OR
   To turn off the reminder service, deselect Reminder
9. Using the Show time as pull-down menu, select the appropriate option
   NOTE: Options include Free, Tentative, Busy, and Out of Office; this setting determines how Calendar will display your availability for the meeting time.
10. Select the Scheduling Assistant tab
    The Scheduling Assistant appears, showing a graph with invitee availabilities.

11. OPTIONAL: To add new invitees and view their availability, click SELECT ATTENDEES » add invitees
    NOTE: The Select Attendees feature brings up the Outlook Address Book, from which you can search for and add invitees. For more information on the Address Book, refer to Using the Address Book Feature.
    OR
    a. Click ADD A NAME
    b. Type the username of the new invitee
    c. Press [Enter]
       The invitee is added to the list.
       Their availability is displayed on the grid
12. To adjust the meeting's starting time, in the Start pull-down list, select the appropriate time
    NOTE: The Start pull-down list uses a 24-hour clock (e.g., 2:00 pm is shown as 14:00)
13. To adjust the meeting's ending time, in the End text box, select the appropriate time
    NOTE: The End pull-down list uses a 24-hour clock (e.g., 2:00 pm is shown as 14:00)
14. When finished entering all options, click SEND
15. Add any additional options
16. To send the meeting request, click SEND
    The Untitled Meeting dialog box closes and the meeting appears on your calendar. Invitees will receive an email with the information about the meeting. If they are using Outlook, they will be able to accept, tentatively accept, or decline the meeting request. You will receive notification once an invitee accepts or declines a meeting request.

Additional Meeting Options

Additional options for managing your meetings including checking names to ensure that they are correct and setting up recurring meetings.

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Check Names

Outlook does not allow you to send a meeting request with an invalid username (i.e., a username not in Webmail's global address list). The Check Names feature lets you verify usernames in your meeting request before sending the request. Additionally, if a username has more than one possible email address, Check Names will show all matches and let you choose the correct email address.

Recurring Meetings

Outlook lets you set up meetings that recur daily, weekly, monthly, or yearly, so that you have to enter the meeting details only once. For more information, refer to Scheduling Appointments: Scheduling a Recurring Appointment.

Rescheduling a Meeting

Outlook makes rescheduling a meeting easy. You can check the availability, and Outlook will send notification to the attendees of the change of time.

1. On the Outlook Navigation pane, click CALENDAR
2. Double click on the meeting that needs to be rescheduled
   NOTE: If it is a recurring appointment, a screen appears asking if you would like to open only the selected occurrence or the entire series. Select the appropriate choice and click OK.
3. From the Start time pull-down menu, change the meeting start time and date as necessary
4. From the End time pull-down menu, change the meeting end time and date as necessary
5. To send the updated information to the attendees, click SEND UPDATE
   The window closes and updates are sent to all attendees.

Canceling a Meeting

When canceling a meeting, Outlook Webmail can send cancellation notification to all of the attendees. This quickens the notification of the attendees and deletes the event from their Outlook Calendar.

1. On the Outlook Navigation pane, click CALENDAR
2. Double click the meeting that is to be cancelled
   NOTE: If it is a recurring appointment, a screen appears asking if you would like to open only the selected occurrence or the entire series. Select the appropriate choice and click OK.
3. Click CANCEL MEETING
   A message appears under the taskbar stating that the meeting will be cancelled and asking you if a cancellation should be sent to meeting attendees.
4. To send a cancellation notice to meeting attendees, click SEND
   The dialog box and Appointment window close and the meeting is deleted from your calendar.