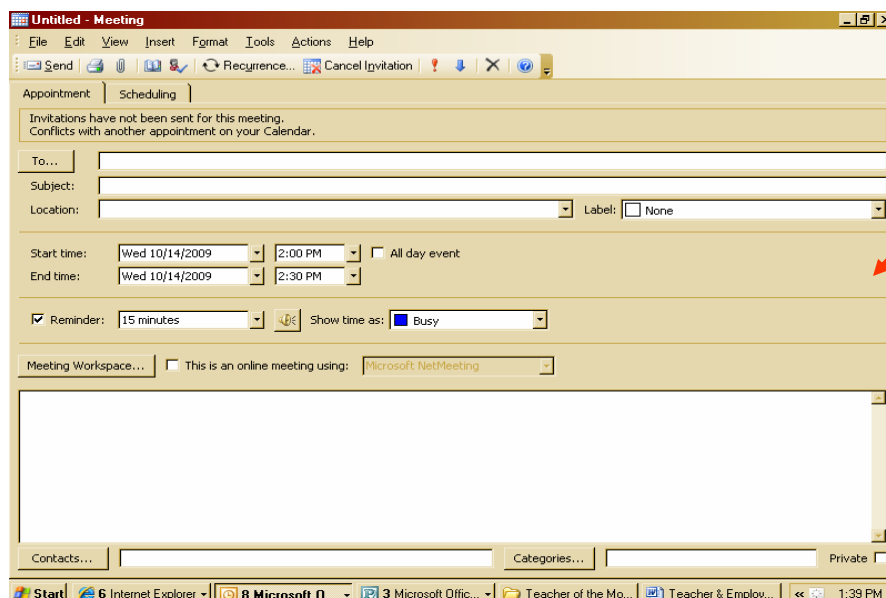
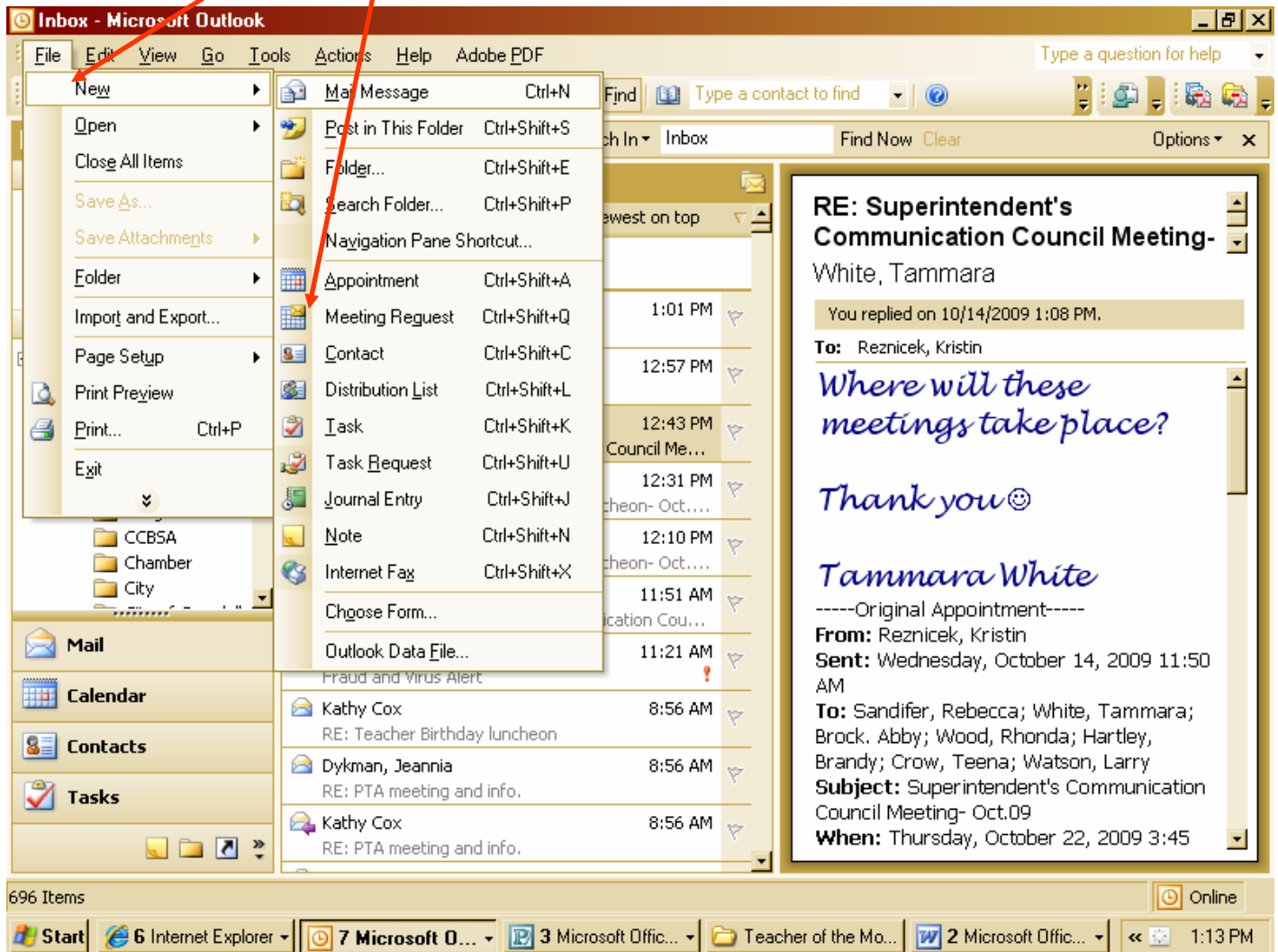


CREATING OUTLOOK MEETING REQUESTS

To Create a **MEETING REQUEST** Go to File **NEW** then select **MEETING REQUEST**



The Meeting Request Screen will look like this.

To select Attendees click **To** and add names

Add a **Subject** letting guests know the nature of the meeting

Be sure to note **Location, Date** and meeting **Time**

After clicking on **To** you can select attendees from the directory. You can designate if they are **Required** or **Optional** for attendance to your meeting.

After you select everyone you wish to include in your meeting click **OK**.

Required -> Reznicek, Kristin; Long, Sharon; Watson, Karla; Crites, Pamela

Use the paper clip to add Attachments for guests. (Agendas, Pictures, Presentations, etc.)

File Edit View Insert Format Tools Actions Help

Send Attach Print Recurrence... Cancel Invitation

Appointment | Scheduling

Invitations have not been sent for this meeting.
Conflicts with another appointment on your Calendar.

To...
Subject:
Location: Label: None

Start time: Wed 10/14/2009 1:30 PM All day event
End time: Wed 10/14/2009 2:00 PM

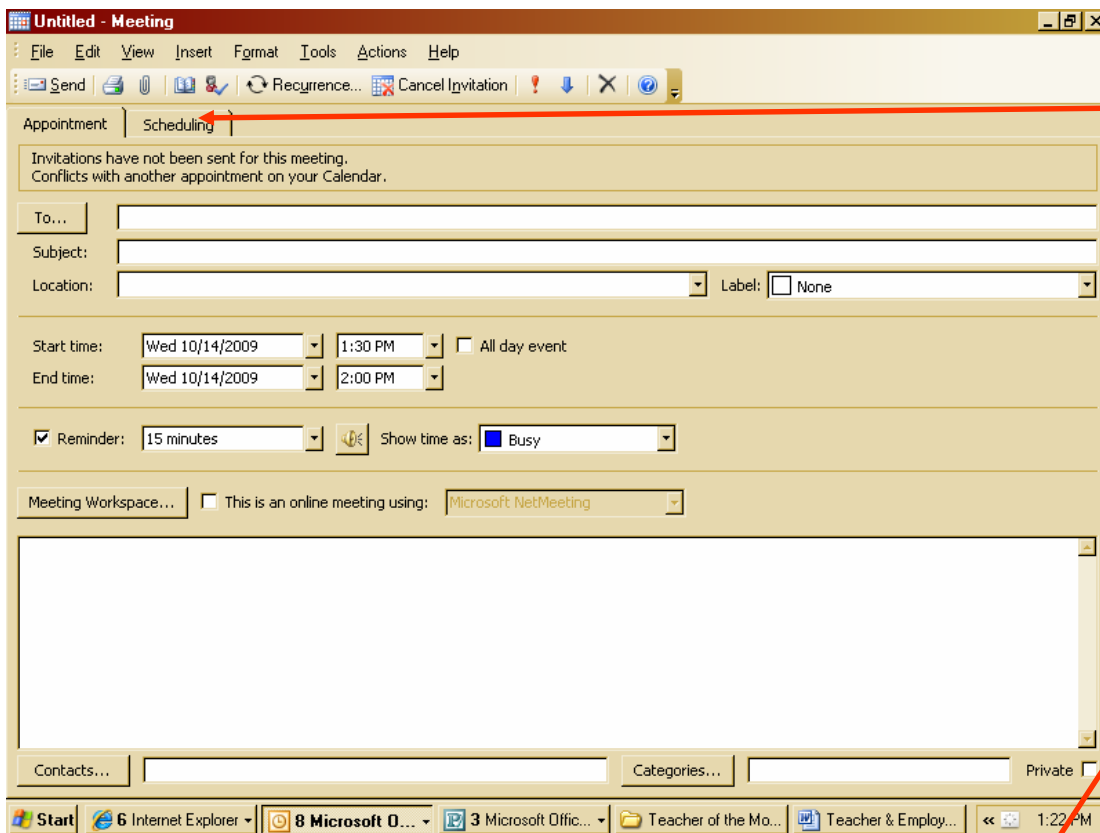
Reminder: 15 minutes Show time as: Busy

Meeting Workspace... This is an online meeting using: Microsoft NetMeeting

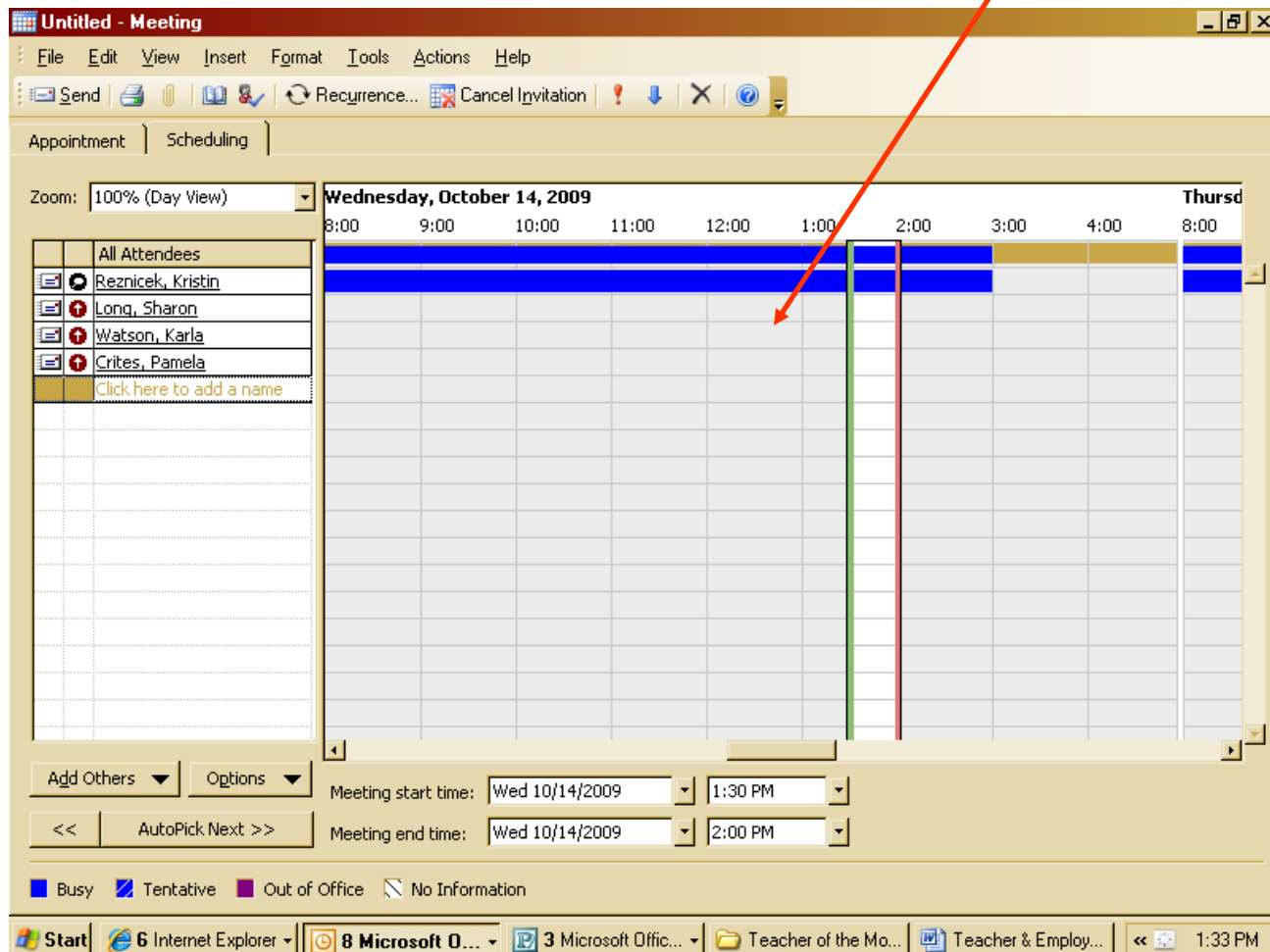
Contacts... Categories... Private

Start 6 Internet Explorer 8 Microsoft Office Word 3 Microsoft Office PowerPoint Teacher of the Mo... Teacher & Employ... 1:22 PM

Click here to add content, type notes, or email attendees letting them know supplies to bring, additional information, agenda, etc.



Use the **Scheduling** Tab to help coordinate convenient meeting times for all guests. This will allow you to compare attendee's schedules.



After adding all the information to your meeting request select **SEND**

2009 Activities - Meeting

File Edit View Insert Format Tools Actions Help

Send Recurrence... Cancel Invitation

Appointment | Scheduling

Invitations have not been sent for this meeting.
Adjacent to another appointment on your Calendar.

To... Long, Sharon; Crites, Pamela; Watson, Larry

Subject: 2009 Activities

Location: Community Center Label: None

Start time: Thu 10/22/2009 2:00 PM All day event

End time: Thu 10/22/2009 3:00 PM

Reminder: 15 minutes Show time as: Busy

Meeting Workspace... This is an online meeting using: Microsoft NetMeeting

Attached, please find a list of activities slated for 2009-10.

Thanks,
Kristin
|

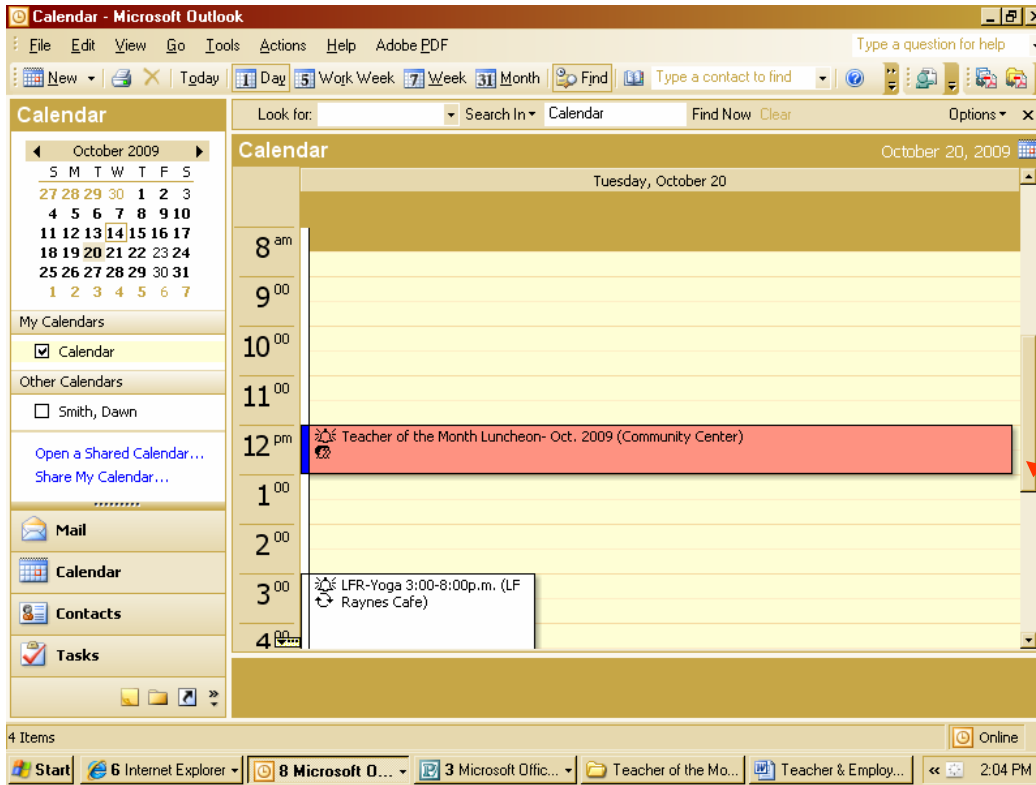
Contacts... Categories... Private

Start 6 Internet Explorer 7 Microsoft Office 3 Microsoft Office Teacher of the Mo... Teacher & Employ... 1:56 PM

Once you **SEND** the **MEETING REQUEST** attendees will receive an email asking them to **ACCEPT, TENTATIVELY ACCEPT, or DECLINE** your meeting. They also have the option to Propose a new meeting time.

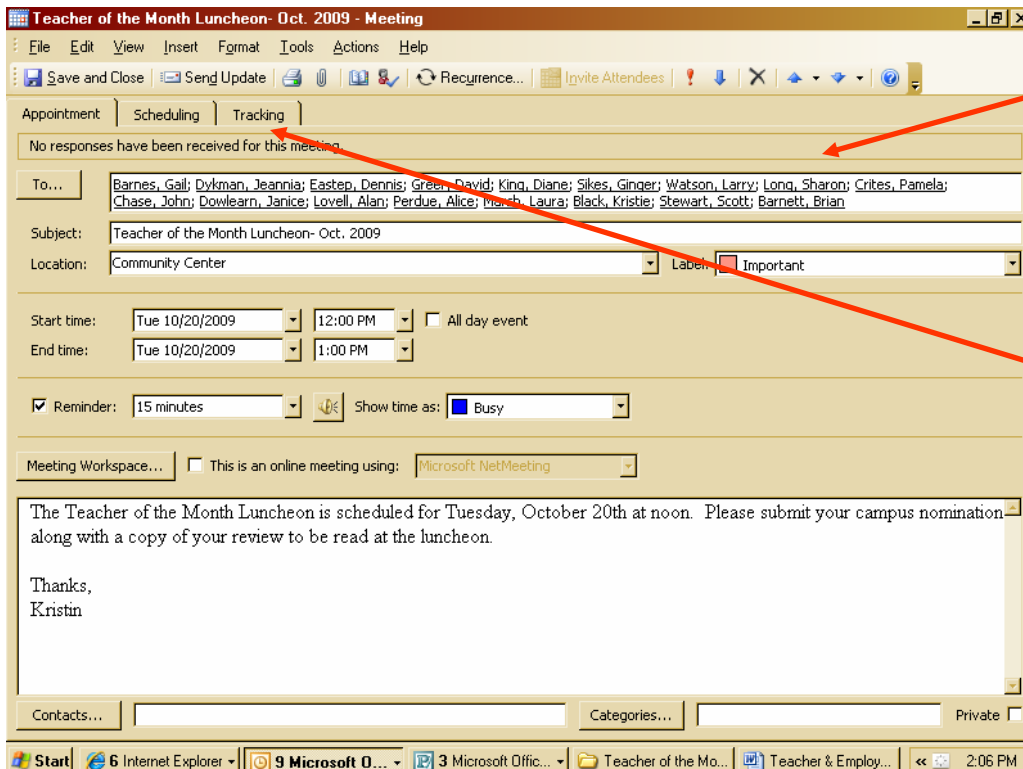
The meeting information will be added to attendee's calendar once they select the **ACCEPT** button. You will receive an email letting you know if they accepted or declined your meeting.

TRACKING MEETING REQUESTS



Find Your Meeting in the Calendar and open it by double clicking on it.

You can see the details of your meeting when you reopen it.



Click on the tab that says **TRACKING** to review the requested attendee's responses

Teacher of the Month Luncheon- Oct. 2009 - Meeting

File Edit View Insert Format Tools Actions Help

Save and Close Send Update Recurrence... Invite Attendees

Appointment | Scheduling | Tracking

The following responses to this meeting have been received:

Name	Attendance	Response
Reznicek, Kristin	Meeting Organizer	None
Barnes, Gail	Required Attendee	None
Dykman, Jeannia	Required Attendee	None
Eastep, Dennis	Required Attendee	None
Greer, David	Required Attendee	None
King, Diane	Required Attendee	None
Sikes, Ginger	Required Attendee	None
Watson, Larry	Required Attendee	Accepted
Long, Sharon	Required Attendee	None
Crites, Pamela	Required Attendee	None
Chase, John	Optional Attendee	None
Dowlearn, Janice	Optional Attendee	None
Lovell, Alan	Optional Attendee	None
Perdue, Alice	Optional Attendee	None
Marsh, Laura	Optional Attendee	None
Black, Kristie	Optional Attendee	None
Stewart, Scott	Optional Attendee	Accepted

Start 6 Internet Explorer 9 Microsoft Office 3 Microsoft Office Teacher of the Mo... Teacher & Employ... 2:10 PM

Tracking will allow you to view the attendee's response or **SEND UPDATE** to attendees.

Make sure to **Save and Close** any changes