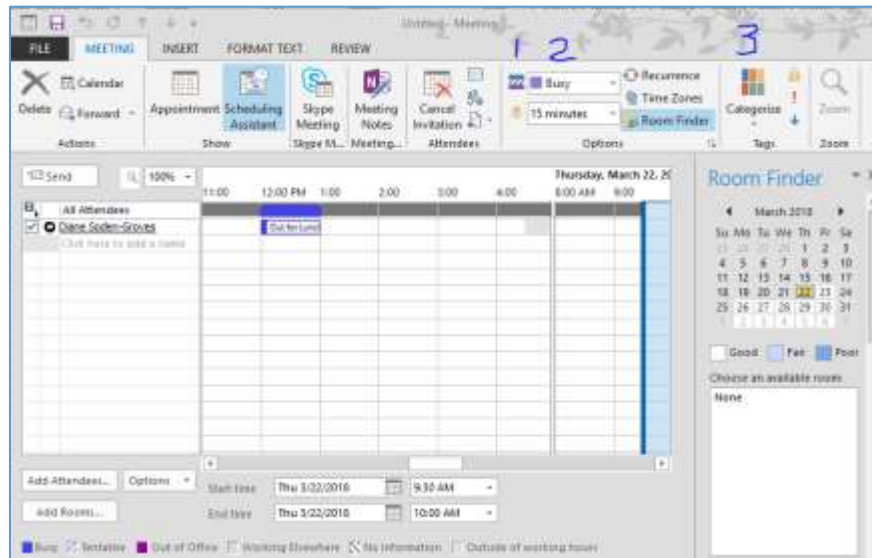




## More Calendar Tips

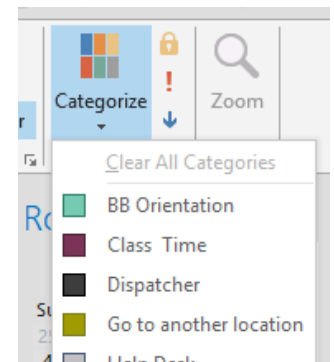
Here are some features you may have for setting up meetings. The features vary with the version of Microsoft Office. My apologies with the numbers. I am left handed trying to write with the mouse using my right hand.



- 1. Response Options.** You can select which options you want to include in a meeting request. When receiving a request click on one of the responses and you will get the choice of sending the response back with the ability to add to the response or not send a response or send with no additions. If you do reply back the meeting organizer will have the information and it will be automatically added to your calendar and the request will be moved from your inbox to your deleted items folder. Your responders can also suggest a new time.



- 2. Notice: the invite is sent with Busy for time and with a 15 minute reminder to the recipient**
- 3.** I have created colored categories to make it more visually interesting for me. I am a visual processor so when things are color coded I get the information quicker.



More next week...