Invite Others to a Meeting

Open your Calendar

Click the **New** action and select **Meeting**

(Select **Event Announcement** if you want to send this invitation to a large group and they are not required to respond)

Complete the **Calendar Entry Form** and then click **Save and Send Invitations**. The meeting invitation is sent to the invitees’ **Inbox** and the meeting is added to your Calendar identified by the meeting icon.
Manage Your Meetings

Go to your Calendar and select the meeting that you are the “Chair” of Click **Owner Actions** and select an action

The invitees will be notified of the action:

- If the meeting is **rescheduled**, the invitees are required to respond again.

- If the meeting is **canceled**, it will be removed from your Calendar as well as the invitees’ who have accepted your invitation.

- **Confirm** will send an email confirmation addressed to all invitees.

- **View Invitee Status** action displays a list of invitees and their responses.

- **Send a Message** will generate an email to invitees (i.e., you use this to send the meeting agenda).
**Remove Invitees**

You can remove invitees after the invitation was sent.

- Double click the meeting on your Calendar to open it.

Click the **Remove Invitees** link.

Select the name of the **invitee** that you want to remove and click **OK**.

Click **Save and Send Invitations**. The invitee will receive a message that they are no longer required to attend this meeting.
Add Invitees
You can add additional invitees after the meeting invitation has been sent.

- Double click the meeting on your Calendar to open it

Click Add Invitees
To select names from SUNYSB's Address Book click Required, Optional or FYI
Then click Save and Send Invitations