CHANGE HOW MEETING REQUESTS ARE PROCESSED

OVERVIEW

When you create a meeting, it often isn’t necessary to see “blank responses,” emails where no comments were entered in their reply. You can change how these meeting requests are processed in your Inbox and Calendar so that when an invitee replies with no comment, the response is automatically tracked in your meeting and the email is put into your Deleted Items folder and (These procedures also apply to polls, read and delivery receipts.)

Note: If you sent out several different meeting requests to the same invitee and that invitee enters a comment in their reply, that message will be put into your Inbox. Until you close and restart your Outlook, any future responses from that sender, including blank responses will come into your Inbox.

 Changning the Meeting Tracking Options

1. On the Tools menu, click **Options**.

2. On the Preferences tab, click Email **Options**.

   ![Options](image)

3. In the E-mail Options window click Tracking **Options**.

   ![E-mail Options](image)
4. Choose the processing options that you want by doing one or more of the following:
   - By default, the first two options are already checked. To review the responses in your Inbox before they are recorded, clear the Process requests and responses on arrival check box.
   - Check “After Processing, move receipts to” and Browse if you request receipt of meeting requests and want the receipts to go into a particular folder.
   - Check “Delete blank notifications about delivered and read messages.” “blank” means that the sender did not write comments in their reply. The response, accepted or declined, will be marked on your calendar and the email response will go into your Deleted Items.

5. Click “OK” three times to get out of Email Options.

TRACKING RESPONSES

You can see the responses by totals by looking at the header of the meeting in your Calendar and see responses by invitees by clicking on “Tracking.”

HELP

Additional Guides can be found at: http://www.csueastbay.edu/training
Submit a ticket for assistance at: http://www.csueastbay.edu/servicedesk