5.   Select the attendees from the list.

6.   Add names to **Required→**, **Optional→** or **Resource→** fields by clicking on the appropriate button.

7.   Click on the **OK** button (x2) when finished. The *Meeting Request* window appears.

8.   Select **File**, **Send** from the menu bar in the *Meeting Request* window OR click on the **Send** button on the toolbar.

To Receive and Respond to a Meeting Request Within Schedule+:

Messages sent from Schedule+ are received within the MS Exchange Inbox and Schedule+. If the *Display a notification message* option is selected in the *When new mail arrives* field of the *General* tab of the *Options* dialogue box option within MS Exchange, MS Exchange displays a dialogue box (providing you are logged onto MS Exchange). Click on the **Yes** button in the *Microsoft Exchange* dialogue box if you wish to read your mail now.

1.   Clicking on the **Yes** button will open a *Meeting Request* window.

2.   The recipient has the option to **Accept, Decline, Tentatively Accept** or **View Schedule**.

3.   Click on the **Accept** button in the *Meeting Request* window. The *Meeting Request* window appears. Insert a response as necessary.

4.   Select **File, Send** from the menu bar in the *Meeting Request* window OR click on the **Send** button in the toolbar and a message will be returned to the sender.

The meeting has been added to your appointment book and a 15 minute reminder will be sent prior to the meeting.

> **Exercise**   Invite a colleague to a meeting and respond to his request.

Contacts List

Schedule+ can be used to keep a list of associates and acquaintances.

To Add Contacts:

1.   Select the **Contacts** tab in the *Microsoft Schedule+* window.