



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI
INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials based on N.C.E.R.T.)

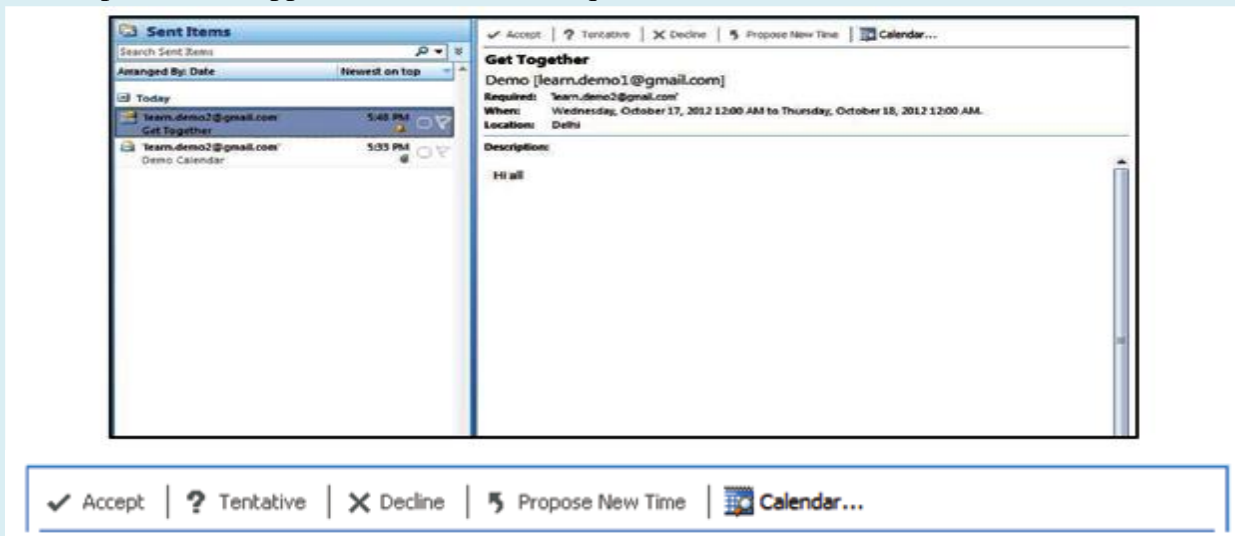
RAUSHAN DEEP DATE:-15.07.20XX (WEDNESDAY)

UNIT 6: EMAIL MESSAGING (Intermediate)

SESSION 7: RESPOND TO A MEETING REQUEST

Calendar software allows a user to respond to other users meeting requests. In this chapter you will learn to respond to a meeting request.

- ❖ Open a email application to view the request.



- ❖ To respond, select **Accept**, **Tentative**, **Decline** or **Propose New time options** (See this figure)
- ❖ As a meeting attendance, you can propose an alternative meeting time. However, the meeting organizer must accept the new time.
- ❖ Meeting organizers can send meeting requests that restrict the ability to propose alternate meeting times.
- ❖ If the meeting organizer has restricted meeting proposals, the **Propose new time** command is not available.
- ❖ When you purpose a new time, you tentatively accept the meeting the meeting.
- ❖ If you click the next **Propose New Time**, You have the additional options to click **Tentative and propose New Time or Decline and propose New Time**.

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15.07.20XX