Accepting Meeting Requests

In Outlook Web App (OWA) when someone sends you a meeting request, it will be delivered to your Inbox.

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1. Log in to OWA: [https://email.prairiestate.edu/owa](https://email.prairiestate.edu/owa)
2. Select the meeting request in your Inbox.
3. Select the appropriate button for your response:

   - **Accept**: Accept the meeting as scheduled.
   - **Tentative**: Lets you tentatively accept the meeting.
   - **Decline**: Reject the meeting altogether.
   - **Propose New Time**: Lets you propose a different time for the meeting.
   - **Calendar**: Opens your Calendar in a new window.

4. A window displays that allows you three options for sending a response:

   - Edit the response before sending.
   - Send the response now.
   - Don’t send a response.

5. Depending on your response, the appointment will be added to your Calendar or moved to your Deleted Items folder.