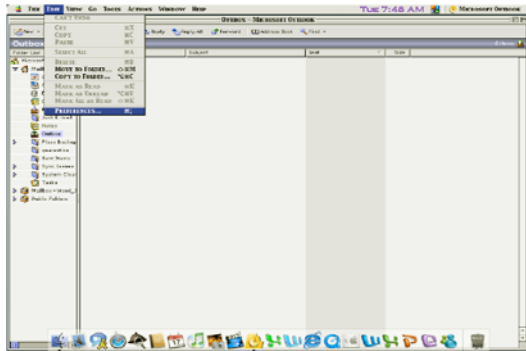


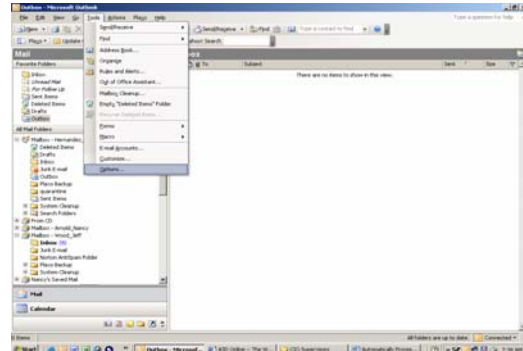
# Automatically Process Meeting Requests and Responses

1. Mac Users - Click **Edit** on the menu bar and select **Preferences**.

PC Users - Click **Tools** on the menu bar and select **Options**.



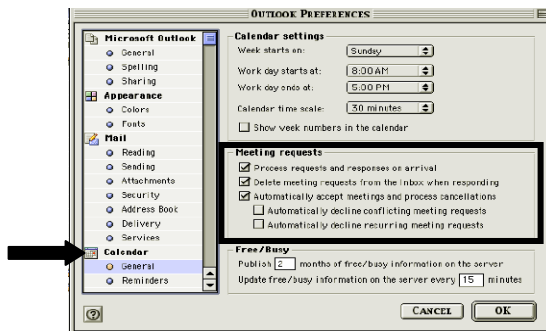
Mac User



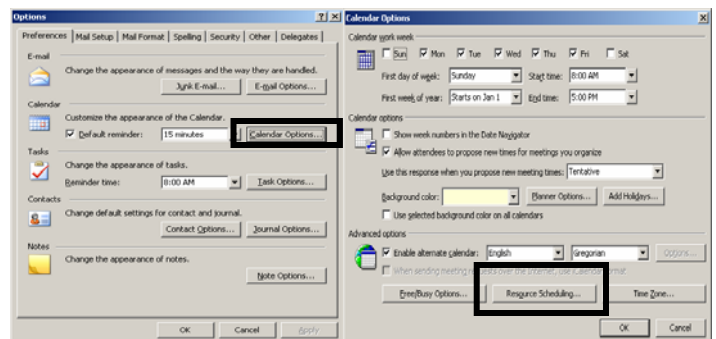
PC User

2. Mac Users – Under the **Calendar** section, select **General**.

PC Users – In the **Preferences** tab, click the **Calendar Options** button then the **Resource Scheduling** button.



Mac User



PC User

3. Mac Users - In the **Meeting Requests** section, select one of the following:

- **Process requests and responses on arrival**

Places meetings on your **Calendar** with a free/busy time of **Tentative**, without returning an automatic acceptance message to the send, and automatically tabulates meeting responses as they arrive in your **Inbox**.

- **Automatically accept meetings and process cancellations**  
Places meeting requests sent to you on your **Calendar** and returns an acceptance message to the sender. Selecting this option also automatically removes cancelled meetings from your **Calendar**, and then deletes the meeting cancellation message from your **Inbox**.

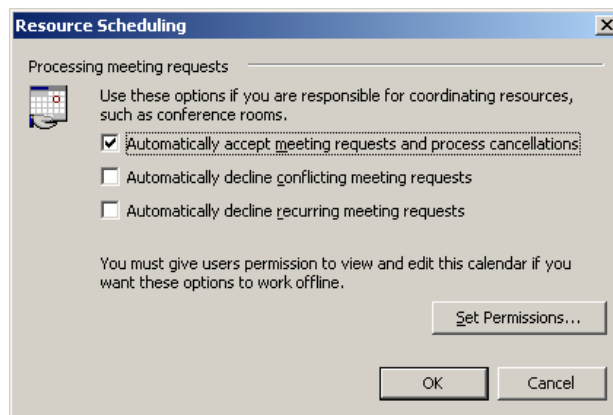
You can further refine this option by selecting one or both of the following:

- **Automatically decline conflicting meeting requests**  
Declines meeting requests if the time overlaps with an existing meeting.
- **Automatically decline recurring meeting requests**  
Declines all recurring meeting requests.

PC Users – Select the **Automatically accept meeting requests and process cancellations** check box.

You can further refine this option by selecting one or both of the following:

- **Automatically decline conflicting meeting requests**  
Declines meeting requests if the time overlaps with an existing meeting.
- **Automatically decline recurring meeting requests**  
Declines all recurring meeting requests.



4. Click the **OK** button to apply the changes.