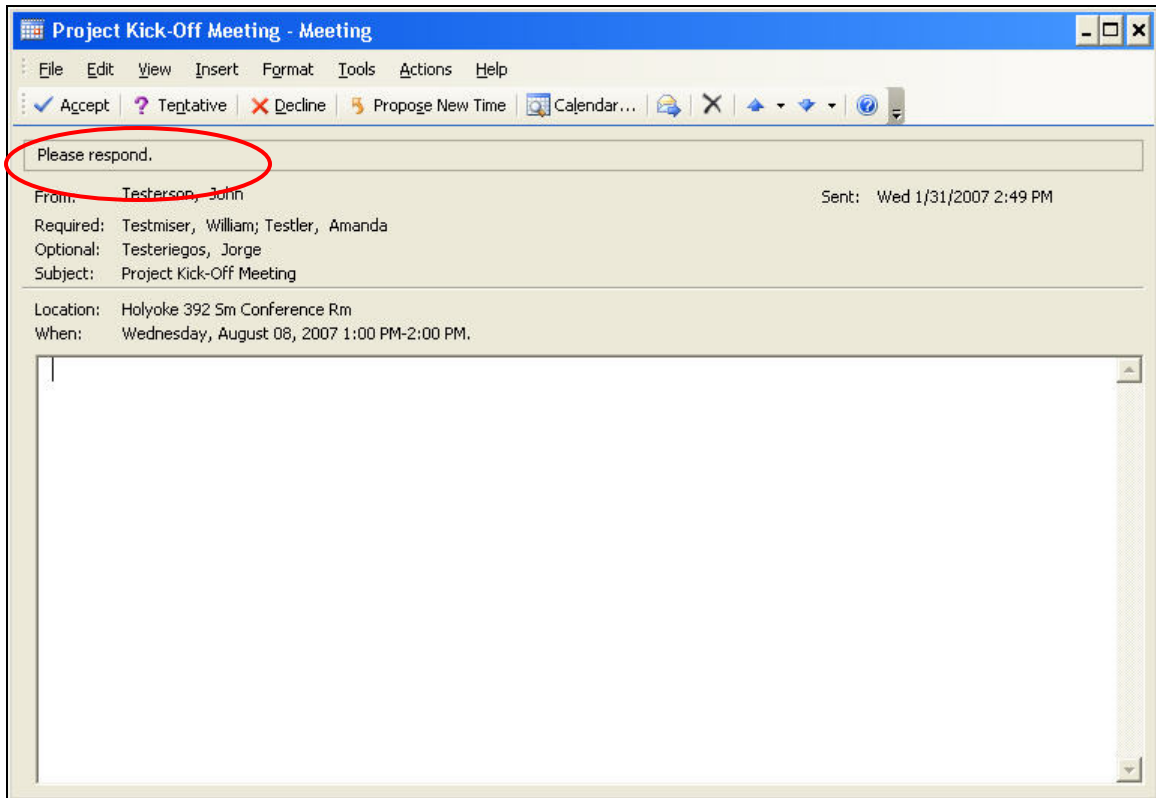


Replying to a Meeting Request

Everyone who is invited to a meeting will receive an email message that looks like the following.



If the proposed meeting conflicts with another event that is already on your Calendar, the following text will also display near the top of the Message window. This part of the Message window is called the **Outlook InfoBar**.

Conflicts with another appointment on your Calendar.

The Outlook InfoBar is visible in email messages, but is *critical* when working with meeting requests within Outlook. Here are some examples of the specialized calendar messages that you may see in the InfoBar:

- Please respond.
- [Name] has accepted
- [Name] has tentatively accepted.
- This request is out-of-date.
- Conflicts with another appointment in your Calendar.
- Invitations have not been sent for this meeting.