

Updating a Meeting with New/Removed Attendees

When updating the details of a meeting, MeetingMaker always sends updates for meetings to *all* attendees, not just those that are impacted. Outlook lets you decide who should receive updates.

Update all attendees when:

- You change a meeting start/end time
- You change a meeting location/resource
- You cancel a meeting

Update only “affected attendees” when

- You remove attendees from a meeting
- You add attendees to a meeting
- ...Unless you want *everyone* to see the updated attendee list!

