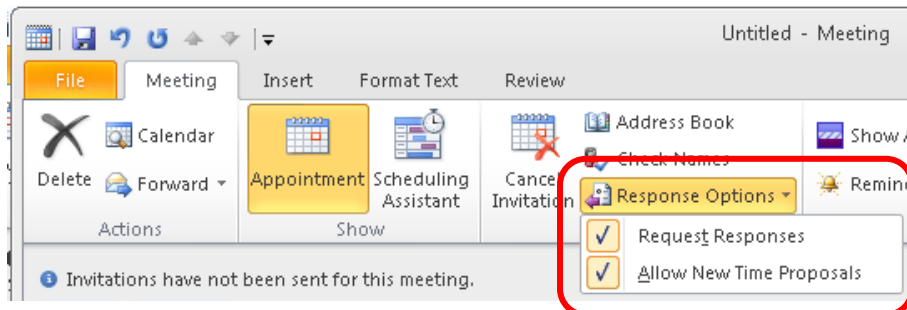


Turn Off Meeting Request Replies in Outlook 2010

You can send a meeting request and not track the attendees' responses. Not tracking the responses can be useful when you send a meeting request to a large number of attendees but do not want to know who can and cannot attend.



Turn off meeting request responses

1. In a new meeting request, do the following:
2. On the **Meeting** tab, in the **Attendees** group, click **Responses**.



For recurring meetings, the Meeting tab appears as the Recurring Meeting tab.

3. Click **Request Responses** to clear the Request Responses and Allow New Time Proposal check boxes.



If you turn off the Request Responses option, you will not be able to track whether attendees have accepted, tentatively accepted, or declined.

Turn off responses after you send the meeting request

1. Open the meeting.
2. On the **Meeting** tab, in the **Attendees** group, click **Responses**.



For recurring meetings, the Meeting tab appears as the Recurring Meeting tab.

3. Click **Request Responses** to clear the Request Responses and Allow New Time Proposal check boxes.



It is necessary to click **Send Update** so that the meeting request is updated in Outlook for all meeting attendees.