Best Practices for Calendaring

Always process meeting invites that you receive

When you receive a meeting request the meeting will be placed in your calendar as "Tentative". Make sure you process the meeting request by accepting or declining it and make sure to send a response. This informs the meeting organizer of your intent regarding the meeting. Leaving the meeting as tentative will create conflicts and potentially inaccurate information in your calendar.

Accept meeting cancellations

If you receive a message about the cancellation of a meeting, open the message and click the "Remove from Calendar" button. This will remove the meeting from your calendar so you do not have cancelled meetings still appearing on your calendar.

Send notification to attendees if cancelling a meeting

If you must cancel a meeting open the meeting and click "Cancel the Meeting". This will send a cancellation notice to the attendees so it can be properly removed from their calendar.

Don't forward meeting requests

Forwarding a meeting request will not add the new recipient to the "attendee" list. If the meeting is changed or cancelled the new recipient will not be notified of any changes to the meeting. If you would like to invite another person to the meeting, please notify the meeting organizer so the attendee list can be updated.