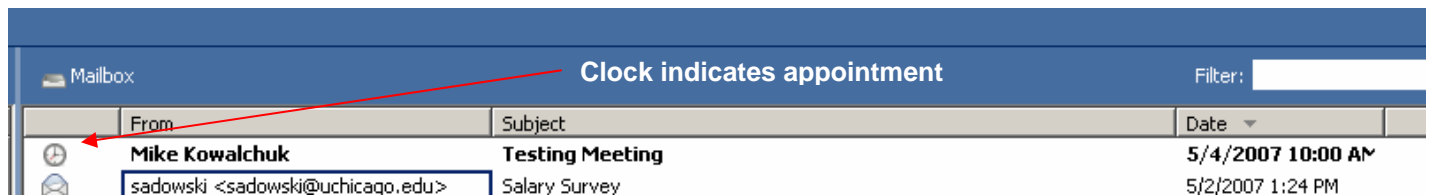


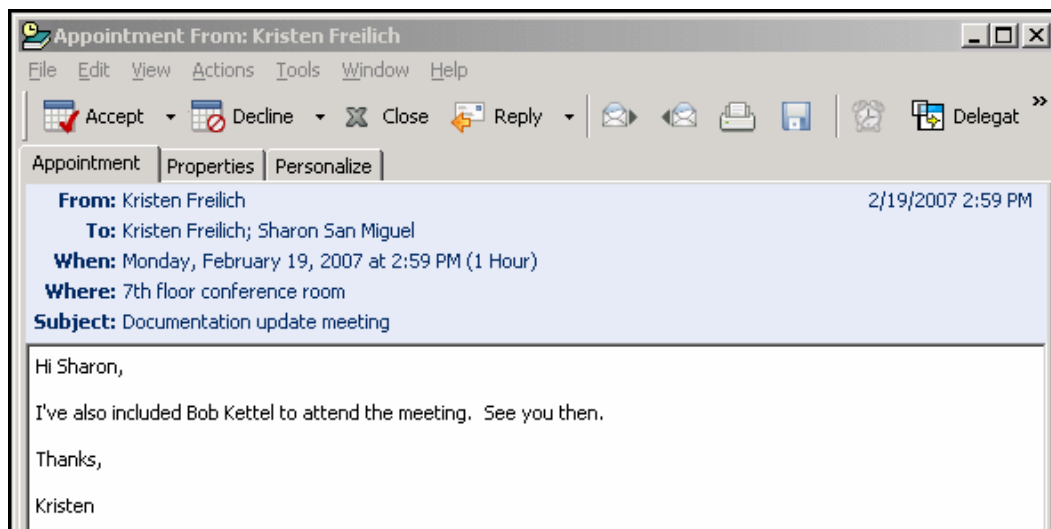




## How do I view and accept an appointment?

1. Appointments are received just as emails are. New appointments that you have not yet viewed will appear in your Mailbox.



2. Double-click on the subject line to open the appointment you want to view and accept.



3. Click the  or  button on the toolbar. If you selected Accept or Decline with Options, you can type a comment (optional).
4. The sender can view your comment by viewing the item properties in the Sent Items folder.