

# Respond to an e-mail message with a meeting request

Applies to: Microsoft Outlook 2010

Respond to an e-mail message with a meeting request in one click.

When you receive an e-mail message or a task request, you can create a meeting request as a response with one click.

The meeting request invites everyone who is on the **To** line in the original message as **Required Attendees**, and everyone on the **Cc** line as **Optional Attendees**.

1. Do one of the following:
  - In the message list, click the message, and then on the **Home** tab, in the **Respond** group, click **Meeting**.
  - In an open message, on the **Message** tab, in the **Respond** group, click **Meeting**.



2. Enter the location and start and end times as you do in any meeting request. You can also add or remove attendees, use **Scheduling Assistant** to find the best meeting time, or add attachments.

The header and body of the original message are included in the body of the meeting request.

## Conversations and Reply with Meeting

If your message list is arranged by conversation, the meeting request created with **Meeting** is associated with the same conversation as the original message. The meeting request appears in the expanded conversation.

When you click **Meeting** on a conversation that is not expanded and contains multiple branches, the meeting request applies to the most recent message in the selected branch.

The **Meeting** command is not available when you click a conversation header.