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

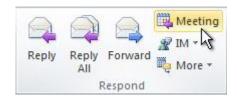
Applies to: Microsoft Outlook 2010

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.

