Outlook 2013: Meeting Request Details for Allow New Time Propose

When setting up a **Meeting Request**, in the **Meeting** tab, the **Attendees** grouping, click on drop down arrow by **Response Options** to find the **Allow New Times Proposals**. Put a check if you want to allow or click to take off this option if you do not want anyone to propose a new time.

Meeting	Insert F	ormat Text	Review	Developer	
Calendar	20000	<u> </u>	-33333	🔛 Address Book	BI
Forward 🔻	Anneintment	Colored uliner		🌄 Check Names	
] OneNote	Appointment	Assistant	Invitation	🚑 Response Options 🔻	🏽 🎘 3 hou
ions	Show			Reques <u>t</u> Response	s
Allow New Time Proposals					

Allowing Propose New Time

Email in Inbox View:

🗸 Accept	? Tentative	🗙 Decline	5 Propose New Time	🕎 Calendar
Allow Time Change				
Gribble, Jeanette				

Email Op	pened	View
----------	-------	------



Not Allowing to Propose New Time

Email in Inbox View:



Email Opened View:

Customize the Default Settings

The default settings are found under the **File** tab, **Options**, under **Calendar**.

Put a check in **Allow attendees to propose new times for meetings.** Decide if you want the default for your meetings to allow or not, this will affect the option found on first screen shot.

Outlook Options	
General Mail	Change the settings for calendars, meetings, and time zones.
Calendar	Work time
Contacts	Work hours:
Tasks	End time: 5:00 PM
Notes and Journal	Work week: Sun V Mon V Tue V Wed V Thu V Fri Sat
Search	First <u>d</u> ay of week: Sunday
Mobile	First week of year: Starts on Jan 1
Language	Calendar options
Advanced	Default reminders: 3 hours
Customize Ribbon	Allow attendees to propose new times for meetings
Quick Access Toolbar	Use this response when proposing a new meeting time: ? Tentative -
Add-Ins	Add holidays to the Calendar: Add Holidays

Click OK.