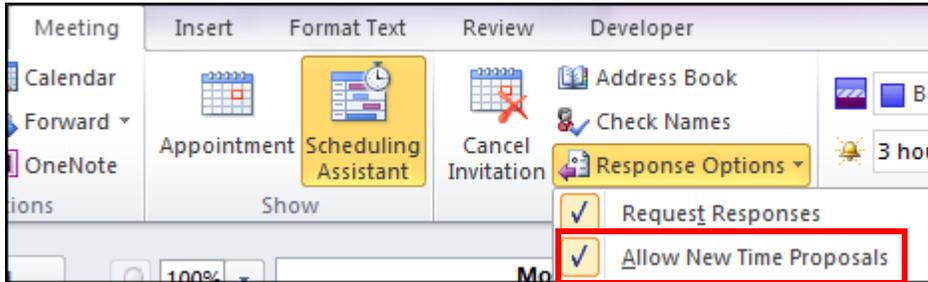


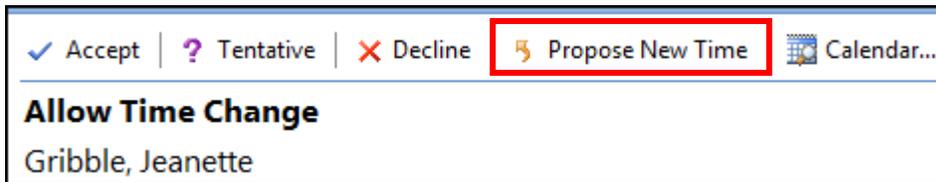
Outlook 2013: Meeting Request Details for Allow New Time Propose

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.

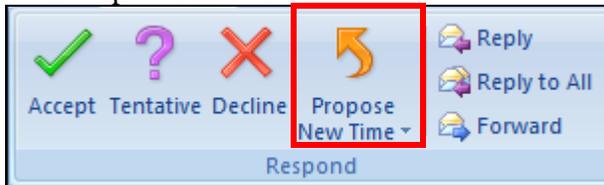


Allowing Propose New Time

Email in Inbox View:

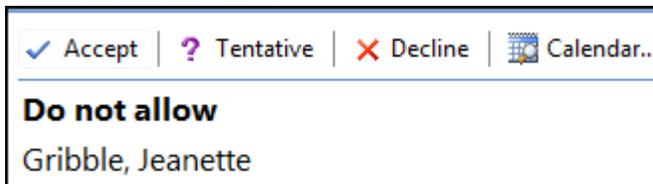


Email Opened View:

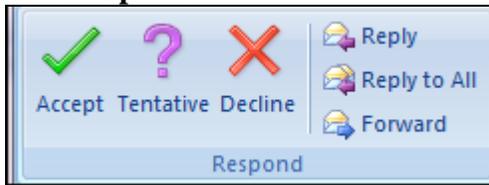


Not Allowing to Propose New Time

Email in Inbox View:



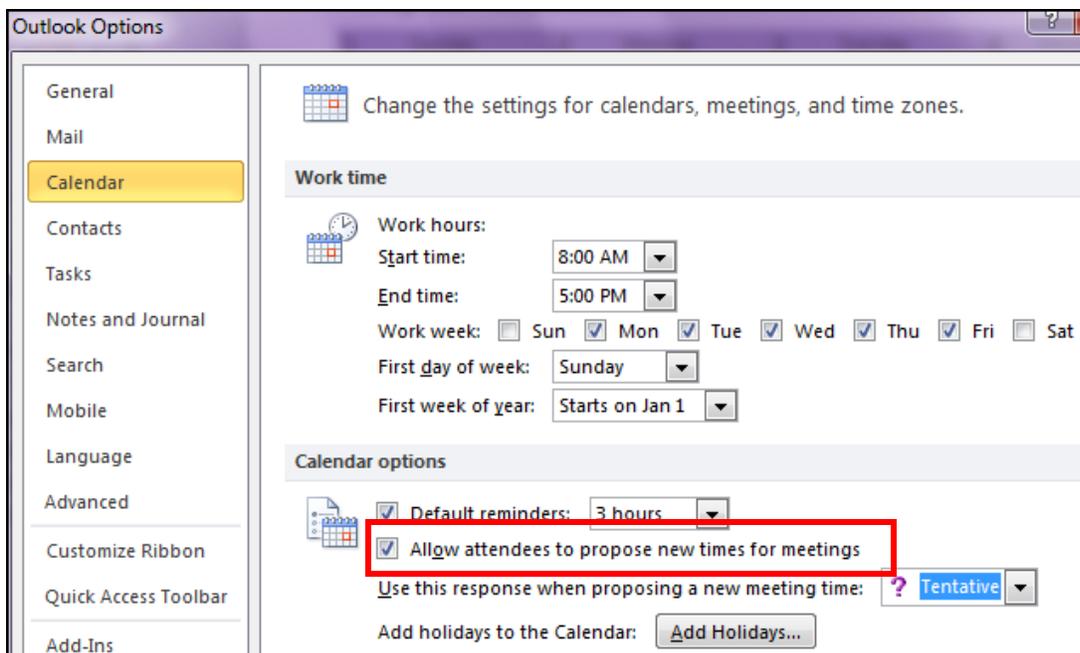
Email Opened View:



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.



Click **OK**.