

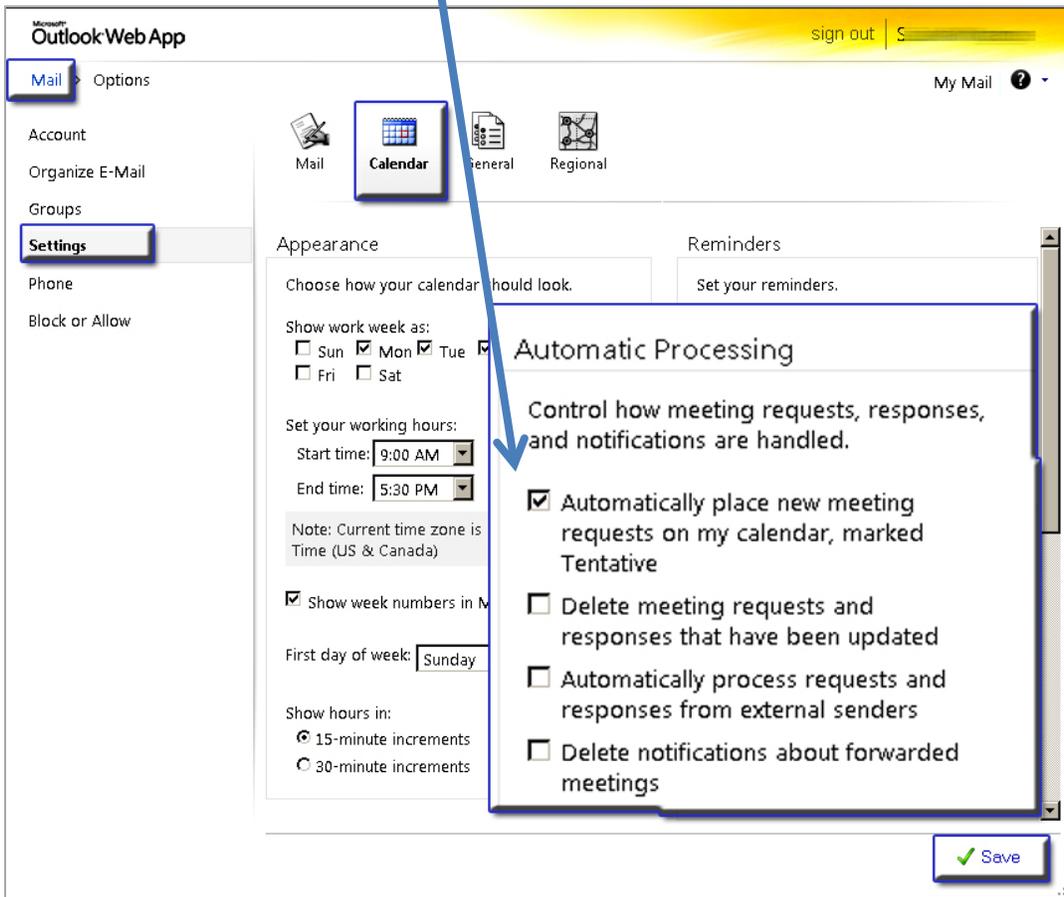
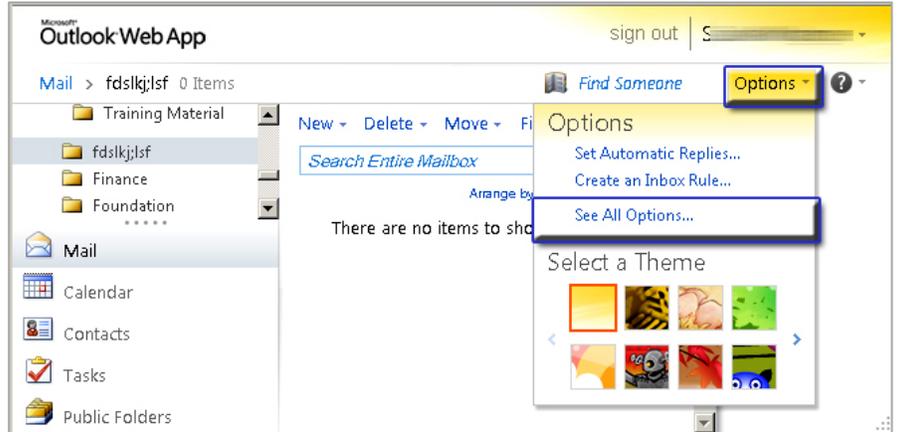
Calendar Settings for Managers

This pertains to Managers with an administrative assistant who they want to:

- Have Read/Write access to the manager's calendar
- Accept or reject meetings on the manager's behalf.
- Be able to see a tentative meeting on the manager's calendar.
- Open the meeting and either accept or reject the meeting on the manager's behalf.

The manager needs to change a setting on his/her Outlook calendar as described below.

1. Go to **Options** in the upper right of the Outlook Web App (OWA) window and **select "See All Options..."**
2. In the next window **select Settings** on the left and **Calendar** at the top.
3. On the right side of the screen in the sections titled Automatic Processing, **click** on the **box** next to: **"Automatically place new meeting requests on my calendar, marked Tentative."** A check mark **✓** will appear.



4. Then click on **Save** at the bottom right of the screen.

5. Now click on **Mail** at the top left of the screen to return to the main screen.