GSD. Outlook – How to Add Additional Attendees to an Existing Meeting Invite in Outlook

General Information:

Possible symptoms/errors:

User want to know How to Add Additional Attendees to an Existing Meeting Invite in Outlook

Alternative names of the system:

Outlook 2016

IMPORTANT NOTICE:

n/a

Solution:

If user have scheduled a meeting in Outlook that everyone has already accepted and they would now like to add additional attendees, or user are not the organizer but want to include more people to the meeting, please follow the steps below.

Add participant if you are the meeting ownerAdd participant if you are an attendee (not the meeting owner)

A. Add participant if user are the meeting owner

If they are the meeting organizer, the easiest way to invite someone else to a meeting is to open the meeting from their calendar and add them as an attendee.

1. In Outlook, ask user to click the Calendar view.

2. Advise user to double-click to open the meeting where they want to add participants.

3. In the Required or Optional field, ask user to enter the name of the additional recipient/s.

4. Advise user to click Send Update.

5. Inform user to select one of the following then click OK.

Send updates only to added or deleted attendees.Send updates to all attendees.

B. Add participant if you are an attendee (not the meeting owner)

If user want to invite someone to a meeting they have not organized, user can forward the meeting to them. When the recipient receives the meeting request, it appears to come from the meeting organizer

and the meeting organizer receives notification that user forwarded the meeting.

1. In Outlook, ask user to click the Calendar view.

2. Advise user to Double-click to open the meeting where you want to add participants.

3. Ask user to click Forward > Forward.

4. Inform user to Enter the name of the person they want to add in the To field then click Send button

NOTE: The meeting owner will receive notification that you have forwarded the meeting request to another person.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A