

Outlook Automatic Appointment Request Processing

UCit Email Support has provided this advice for those using Outlook as an external calendar.

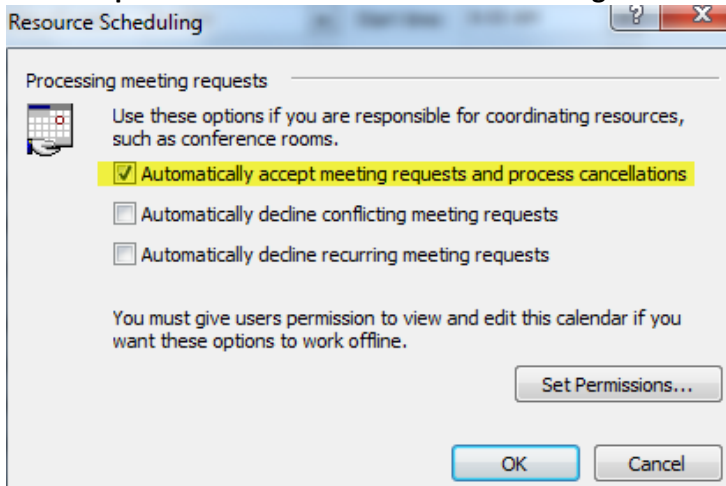
To ensure that your Outlook calendar stays up to date with appointments requested via Starfish, there are two options to check:

- Under Tools-> Options -> Mail -> Tracking, make sure to check “Automatically Process Meeting Requests and Responses...” (the wording might be slightly different depending on your version of Outlook).
- Under Tools->Options -> Calendar -> Resource Scheduling click on the Resource Scheduling button and make sure the first option is checked (“Automatically accept meeting request and remove cancelled meetings”)
- Outlook Web Access users can also configure automatic calendar processing

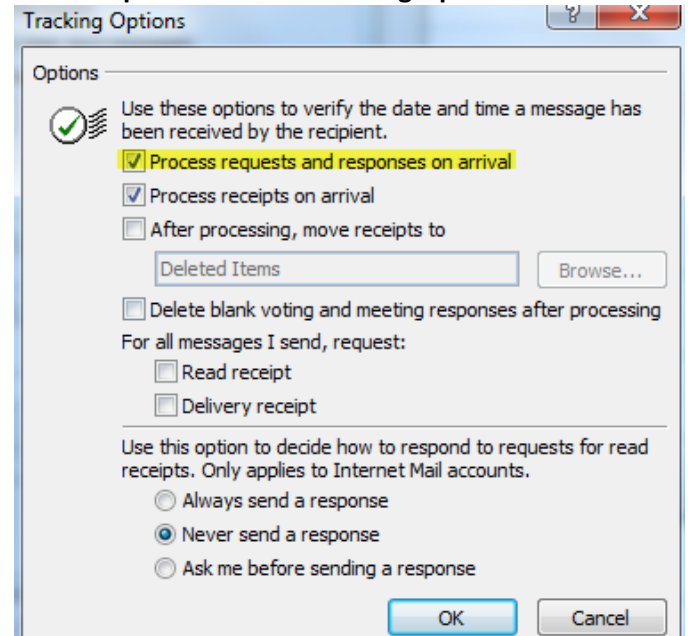
Both options need to be enabled for automatic processing to work. If either one is currently disabled, enable it, then close and re-open Outlook.

Outlook 2007

Tools > Options > Calendar > Resource Scheduling



Tools > Options > Mail > Tracking Options



Outlook Web Access Options > Calendar Options



Automatic Calendar Processing

Control how meetings are updated on your calendar. Existing calendar items are automatically updated and forwarded. Meeting responses are not sent back to meeting organizers.

- ☒ Automatically place new meeting requests on my calendar, marked Tentative
- ☒ Move out-of-date meeting requests and responses to the Deleted Items folder
- ☒ Automatically process requests and responses from external senders
- ☐ Move notifications about forwarded meetings to the Deleted Items folder