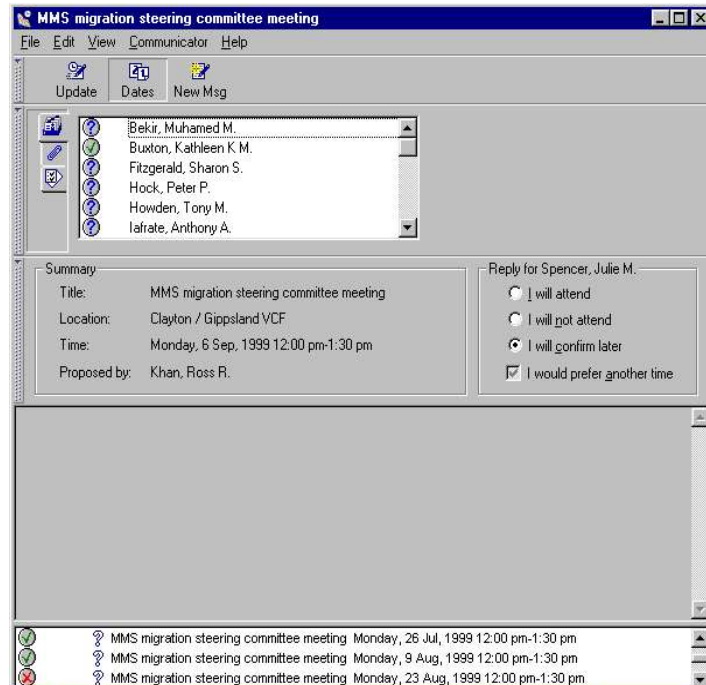


Reply Options

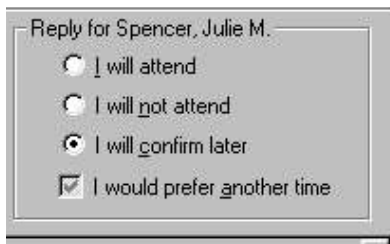
The reply options are those visible in the Reply options tab for a particular agenda entry:



The Summary section is purely informational and provides easy access to the parameters of the entry, so that they may be referred to when deciding whether to attend, not attend or defer the decision to attend.

Specifying attendance

To provide an indication of intention to attend an event, Calendar provides the ability to set this within the agenda entry. To confirm, refuse attendance or defer the decision, select the appropriate option:



The entries are displayed in the agenda in different colours (this depends on the preference settings). These preference settings can be checked by Selecting Options from the Menu bar then Meeting Colors.

Requesting alternative event times

If the nominated time for an event is inconvenient, the **I would prefer another time** option may be selected:



When this option is selected, the appearance of the agenda entry itself does not change. When opening the entry at a later time, attendees requesting another time are distinguished by the icon adjacent to their names.

