STUDENT GUIDE
Accept Outlook Calendar Invitation

1. Open Outlook Mail. Locate the meeting invitation in your email inbox.
2. Open the invitation email to review the meeting details, including date, time, and locations or meeting link.
3. Click Accept.
4. Choose one of the following options:
    a. Send the response now – lets the organizer know you are attending.
    b. Do not send a response – adds the event to your calendar without notifying the organizer.
5. The meeting will automatically appear on your Calendar.



Image created by Copilot

Tip: You can also accept an invitation directly from your Calendar by opening the event and selecting Accept

Help Desk

The Help Desk can assist students, parents, and staff with resetting account passwords and troubleshooting login issues.

HOURS: Monday - Friday
7:30AM - 5:00 PM

(910) 254-4288