Outlook 2010 – Workaround for accepting meeting requests

1. In Outlook, double-click on the meeting invitation to open it. You should see the following window:

2. Click on Accept and select Edit the Response before Sending. Note that you may receive the error message again. If this happens try again and it should work on the second attempt.

3. In the following window, the To: field is blank.
4. Click on To... to open the Global Address List.
5. Find the organizer of the meeting and highlight the name. Then click on To->. The name will appear in the To: field.

6. **VERY IMPORTANT:** A semi-colon will appear before the organizer’s name in the To: field. Remove the semi-colon so that only the organizer appears in the list. Once complete, click on OK.

7. Click on Send. The meeting acceptance notice will be sent back to the organizer.