

# Re: Auto Accept Not working

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- *From:* "Kevin Longley" <[kwlongley@xxxxxxxxxxxxxxxx](mailto:kwlongley@xxxxxxxxxxxxxxxx)>
  - *Date:* Tue, 14 Mar 2006 17:45:13 -0500
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I never figured that out but didn't spend any time on it.

"Kevin" <[Kevin@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:Kevin@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote in message  
<news:79AAF475-D365-44D5-9223-F5801729955D@xxxxxxxxxxxxxxxx>

Thank you Kevin very much. One more thing. I noticed that when I use the Conference Room as a Resource, and then cancel it later, that the meeting is not deleted from the Conference Room Calendar. Instead the heading is changed to cancel. is there a way to have the meeting deleted from the Resource Calendar??

Kevin

"Kevin Longley" wrote:

Here are my notes on the setup after the resource has been created in exchange and you have logged into outlook as the resource account

2. In Outlook, on the Tools menu, click Options.
3. Click Calendar Options and then click Resource Scheduling.
4. Click to select the first two Meeting Request options and then click Set Permissions. (Do not turn on deny reoccurring meetings)
5. Set permissions for Offline Use – turn on and then go the "permissions" page. Set the "Default" user to Author.
6. OK out of all dialog boxes and quit Outlook.

To Direct-book an Appointment to the Resource

You can book the resource at the same time you create the meeting. The free/busy information of the resource account is viewable in the "Plan a

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Meeting" form.

To invite attendees and resources to a meeting, follow these steps:

1. Click Calendar.
2. On the Actions menu, click Plan A Meeting.
3. In the Plan A Meeting dialog box, click Invite Others.
4. In the "Type name or Select from List" box, type the name of the person or resource you want at the meeting.
5. For each name entered, click Required, Optional, or Resources. (The required and optional attendees appear in the To box on the Appointment tab, and resources appear in the Location box.)
6. Click OK, and then use the scroll bars to view the free/busy time for invitees.
7. Click a time when all invitees are available. You can use AutoPick to find the next available free time for all invitees.
8. Click Make Meeting.

Above instructions taken from MS KB article Q196534 and modified for internal use.

"Kevin" <Kevin@xxxxxxxxxxxxxxxxxxxxxxxxxxxx> wrote in message [news:265E5D20-BB10-4307-8192-C5025D289E93@xxxxxxxxxxxxxxxxxxxxx](mailto:news:265E5D20-BB10-4307-8192-C5025D289E93@xxxxxxxxxxxxxxxxxxxxx)

I recently set up mailboxes in our Exchange Server for our conference rooms. We are using Exchange 2000 on a 2000 Server, and using Outlook 2003. I logged in to a computer as one of the Conference Room Mailboxes, checked the boxes to Auto Accept meetings. However it doesn't seem to be working. Is there something that I am missing in the process??

Thank you

Kevin

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