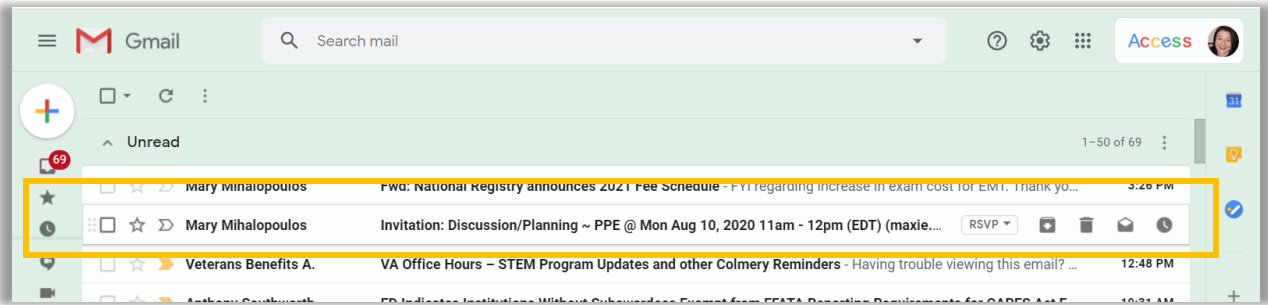
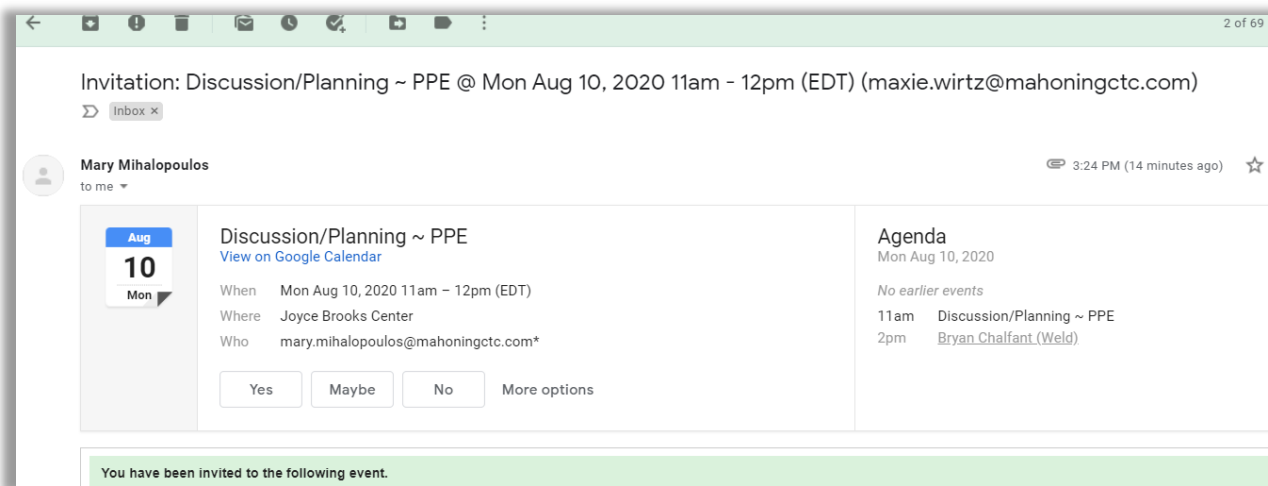


ACCEPTING A GOOGLE CALENDAR INVITE

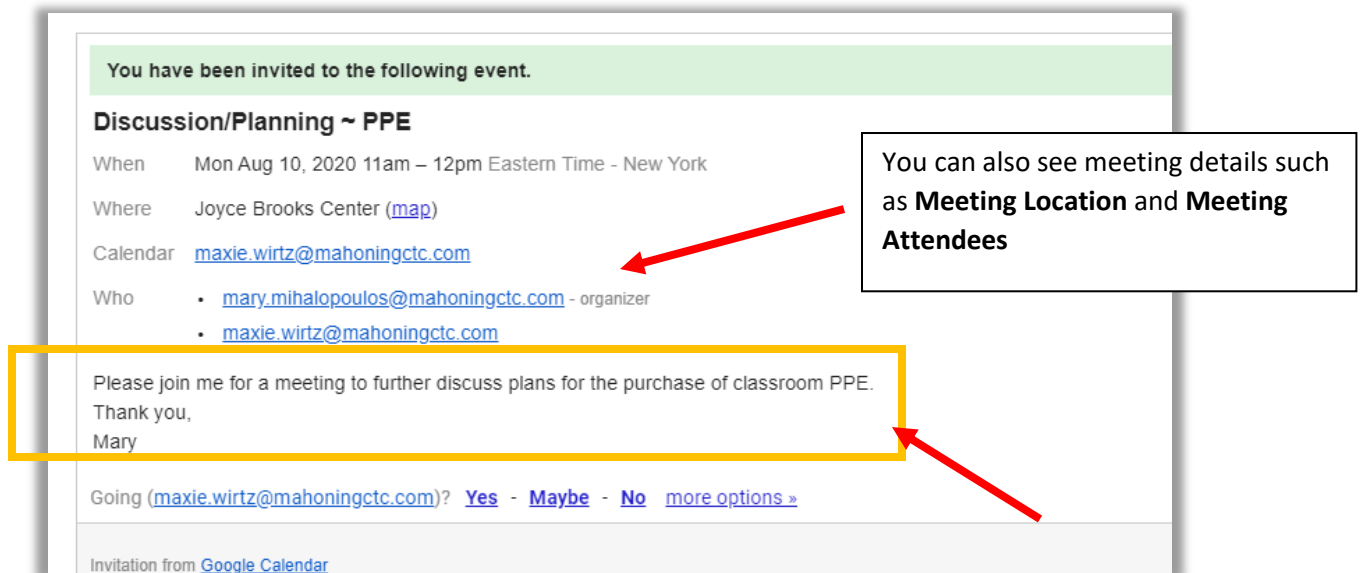
1. When you are sent a Google Calendar Invite, the invite will automatically be sent to you via email. Open the invite simply by clicking on the email subject.



2. Now you can see the meeting details



3. Scroll down to see any personal message the meeting host might have sent.

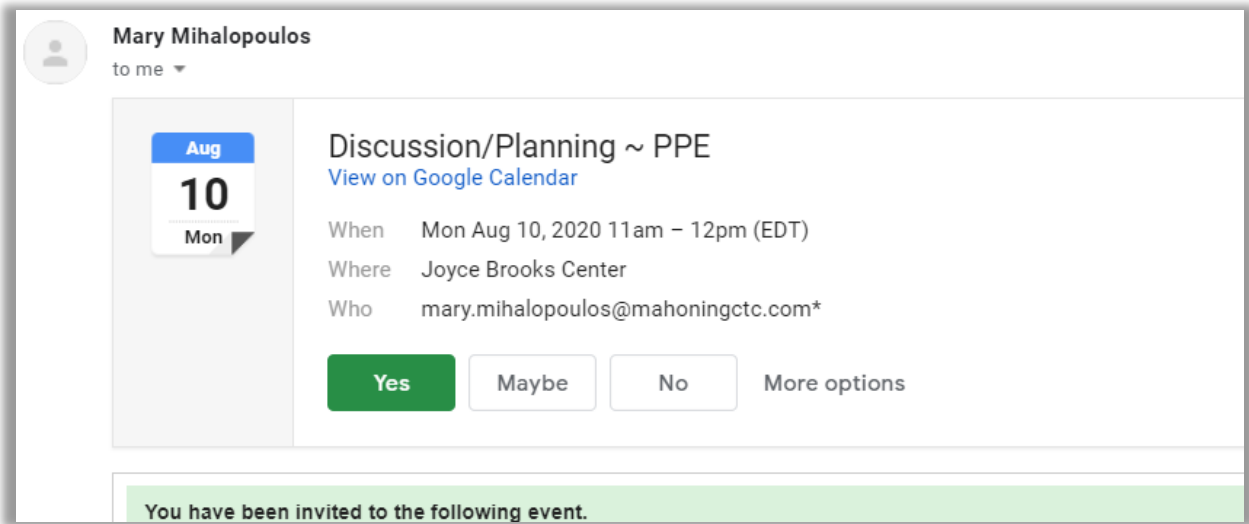


ACCEPTING A GOOGLE CALENDAR INVITE

4. To accept the meeting invitation, simply click **“Yes”** (The Yes Button will Turn Green). *Alternatively you can select “No” to decline the invite or “Maybe” if you aren’t sure of your availability.*

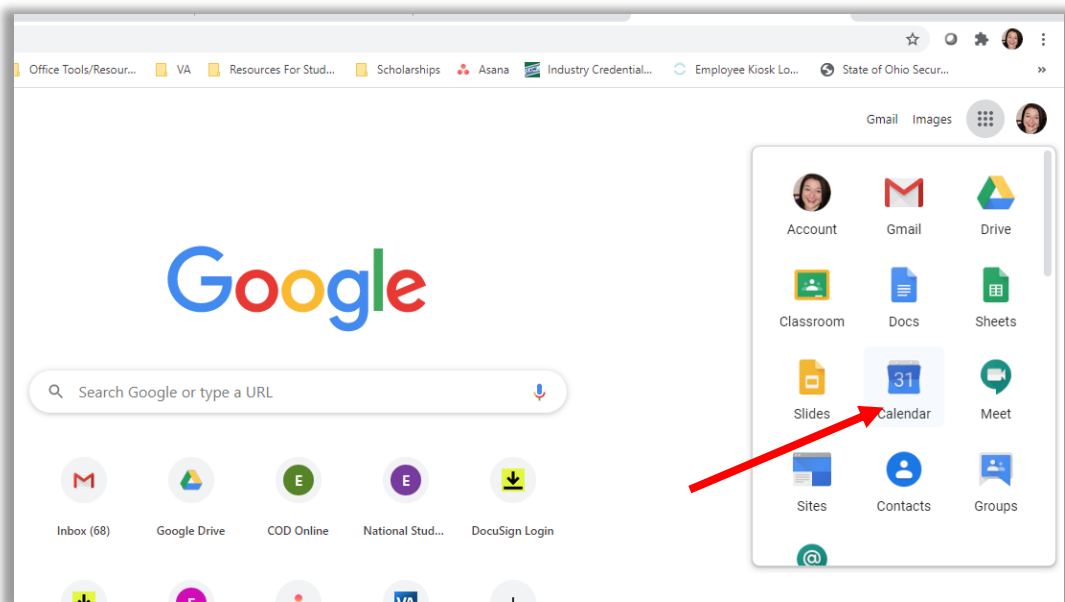
The meeting host will be able to see who accepted and declined their meeting invitation via Google Calendar.

There is no need to respond to the host via email after selecting yes, no, or maybe.



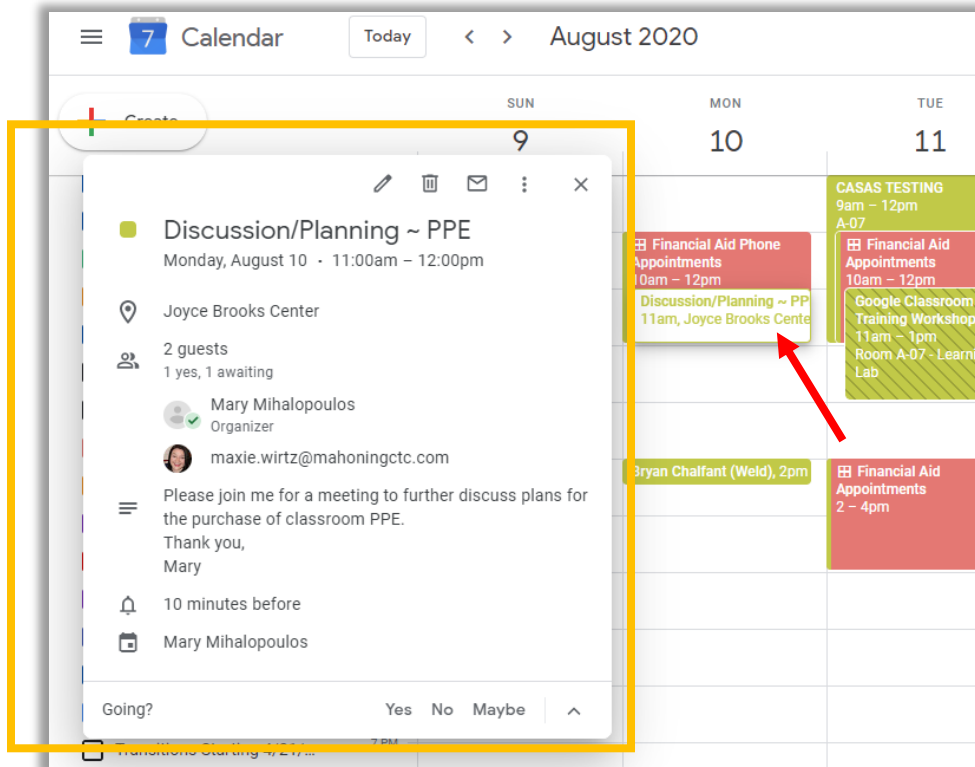
ALTERNATE METHOD

1. Go to your Google Calendar <https://calendar.google.com/>



ACCEPTING A GOOGLE CALENDAR INVITE

- The invitation will appear on your Google Calendar in white, click the event to see event details.



- Select "Yes" to accept the invitation.

