

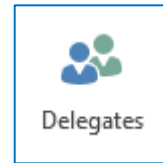
How to handle a deluge of meeting request notifications (invites, acceptances, declines etc)



1: Meeting notifications Rule

Automatically filter all meeting related messages out of your Inbox and into a folder just for such messages.

1. From the **Home** ribbon, in the **Move** section, click **Rules**, then click **Manage Rules & Alerts**. A **Rules and Alerts** dialog box will open.
2. On the **E-mail Rules** tab, click **New Rule**. A **Rules Wizard** dialog box will open.
3. In the box labelled **Step 1: Select a template**, in the **Start from a blank rule** section, select **Apply rule on messages I receive**. Then click **Next**.
4. This screen asks **Which condition(s) do you want to check?** Scroll down and select **which is a meeting invitation or update**, then click **Next**.
5. The next screen asks **What do you want to do with the message?**
 - In the **Step 1** section, select **move it to the specified folder**.
 - In the **Step 2** section, click the underlined word **specified**.
 - In the **Rules and Alerts - Choose a folder** dialog box, select the folder where you want these messages filed.
 - If you haven't yet created that folder, click **New** to create one now.
6. Click **Next**.
7. Now you're asked **Are there any exceptions?** For the simple version of this procedure, we'll assume there are no exceptions, so just click **Next**.
8. On the final screen, you give your rule a name and specify whether
 - the rule should be run on messages already in your Inbox,
 - the rule should be turned on so that it will be applied to all incoming messages in the future, and
 - the rule applies only to the current account or to all accounts (if you have more than one account set up).
9. Click **Finish** when you've made your selections



2: Delegates Permissions

Stop receiving ALL irrelevant meeting notifications

While you could create the rule to filter all these meeting notifications, the real solution lies in requesting your manager to modify the delegate permissions he/she has set up for you.

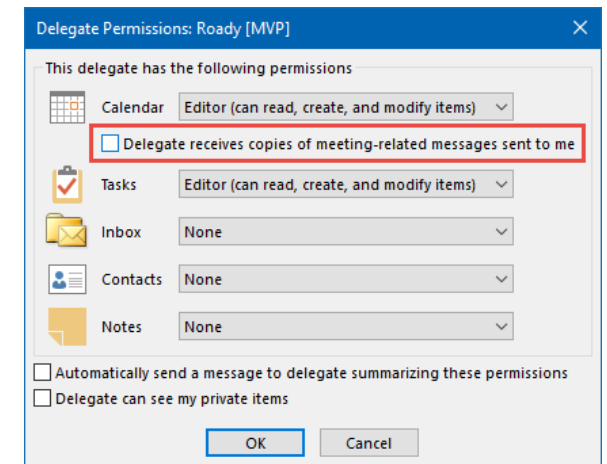
By default, delegates are set to receive copies of meeting-related messages such as meeting requests and responses. It will take your manager (or yourself if you have appropriate access) only a few seconds to change this so that you won't receive these anymore.

The option to change this behaviour can be found in the **Delegates Permissions dialog**; For Outlook versions 2010/2013/2016/2019/Office 365

File > Account Settings > Delegate Access

Here, double click on the delegate or select it and press the **Permissions...** button to open the dialog to specify the permissions for the delegate.

Disable the option: **Delegate receives copies of meeting-related messages sent to me**



Note: *Even without the copies, but with Editor permissions, you can still create, accept and decline meeting invitations from within the Calendar of your manager.*