



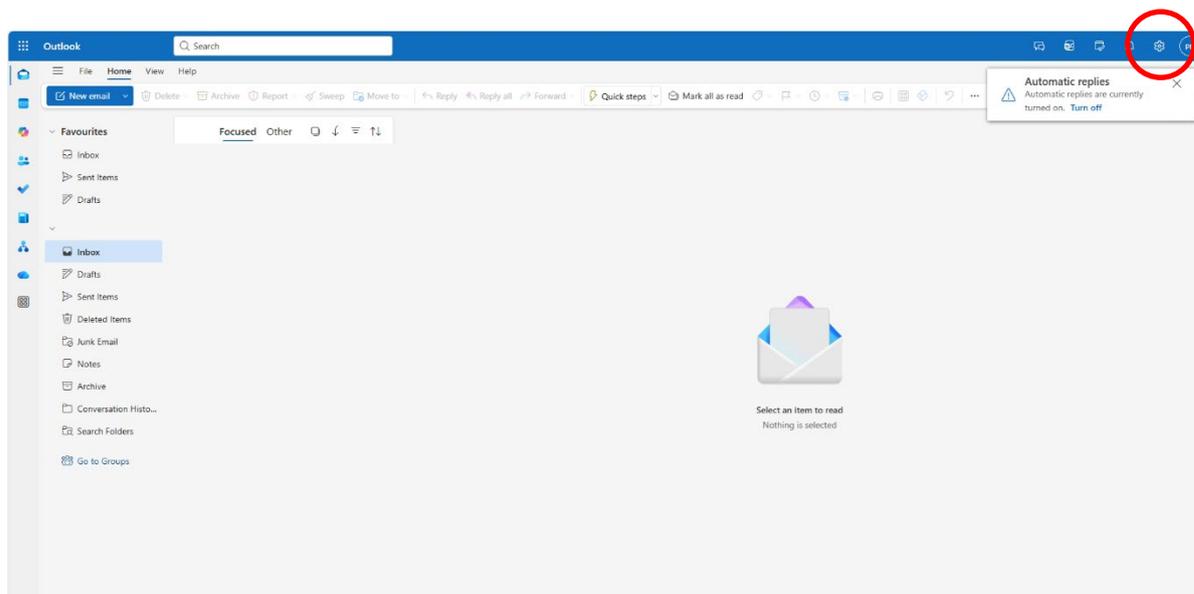
Calendar Invites Missing

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✔ Outlook on the Web

1. Click the  **Settings gear**



Calendar Invites Missing



2. Select Calendar

The screenshot displays the Microsoft 365 settings interface. On the left, the 'Settings' sidebar is visible, with the 'Calendar' option highlighted by a red circle. The main content area is titled 'Events and invitations' and contains the following settings:

- Events you create**
 - Customise settings for events you create.
 - Add online meeting to all meetings
 - Choose a meeting provider
 - Microsoft Teams
 - Default reminder: 15 minutes before (dropdown menu)
 - Shorten duration for all events
- Invitations from other people**
 - Control how invitations, responses, and notifications are handled.
 - Delete invitations that have been updated by the organiser
 - Delete notifications about forwarded events
 - Delete invitations from Inbox after responding
 - Automatically decline invitations that conflict with existing events.
- Save declined events**
 - Show declined events on your calendar - you will show as being free.

Calendar Invites Missing



Go to **Events and invitations**

A screenshot of the Microsoft 365 settings interface. On the left, the 'Settings' sidebar is visible with a search bar and categories: Account, General, Email, Calendar (highlighted with a blue bar), People, and Copilot. Under the 'Calendar' category, 'Events and invitations' is selected and circled in red. The main content area is titled 'Events and invitations' and contains three sections: 'Events you create', 'Invitations from other people', and 'Save declined events'.

Events and invitations

Events you create
Customise settings for events you create.

- Add online meeting to all meetings
 - Choose a meeting provider
 - Microsoft Teams

Default reminder: 15 minutes before

Shorten duration for all events

Invitations from other people
Control how invitations, responses, and notifications are handled.

- Delete invitations that have been updated by the organiser
- Delete notifications about forwarded events
- Delete invitations from Inbox after responding
- Automatically decline invitations that conflict with existing events.

Save declined events

- Show declined events on your calendar - you will show as being free.

Calendar Invites Missing



3. Uncheck: Delete invitations from Inbox after responding

A screenshot of the Outlook settings interface. On the left is a 'Settings' sidebar with a search bar and a list of categories: Account, General, Email, Calendar (highlighted), People, and Copilot. The main area is titled 'Events and invitations' and contains several sections: 'Events you create' with a checked box for 'Add online meeting to all meetings' and a dropdown for 'Default reminder' set to '15 minutes before'; 'Invitations from other people' with a checked box for 'Delete invitations from Inbox after responding' circled in red, and other unchecked options; and 'Save declined events' with an unchecked box. A 'Save' button is visible at the bottom right of the settings pane.

4. Click **Save**

A close-up view of the bottom of the settings pane, showing two buttons: a blue 'Save' button and a white 'Discard' button with a grey border.