



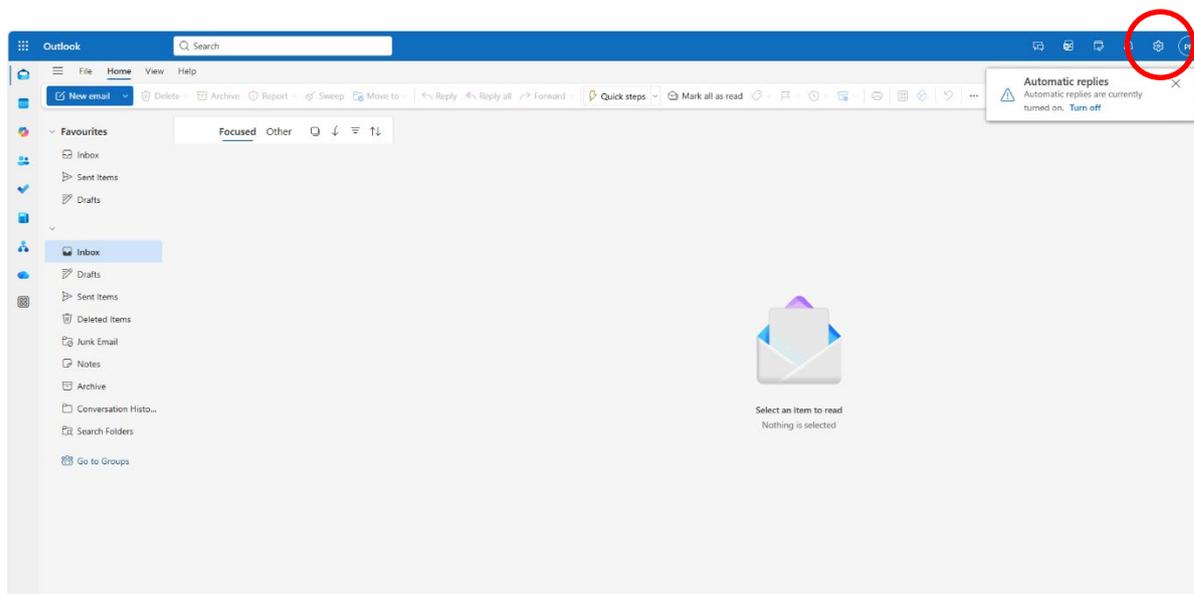
Calendar Invites Missing

Calendar Invites Missing



✔ 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' pane is visible with a search bar and several categories: Account, General, Email, **Calendar** (highlighted with a red circle), People, and Copilot. The 'Calendar' category is selected, and the 'Events and invitations' sub-section is active. The main content area shows the following settings:

- 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



Go to **Events and invitations**

A screenshot of the Microsoft 365 Settings application. On the left, the "Settings" sidebar is visible with a search bar and a list of categories: Account, General, Email, Calendar (highlighted with a blue bar), People, and Copilot. Under the "Calendar" category, a sub-menu is open, and "Events and invitations" is 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".

Settings

Search settings

- Account
- General
- Email
- Calendar**
- People
- Copilot

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 page for 'Events and invitations'. The left sidebar shows 'Calendar' selected. The main content area has several sections: 'Events you create' with a checked box for 'Add online meeting to all meetings' and 'Microsoft Teams' selected as the provider; 'Default reminder' set to '15 minutes before'; 'Invitations from other people' with a red circle around the checked box 'Delete invitations that have been updated by the organiser', and other options like 'Delete notifications about forwarded events', 'Delete invitations from Inbox after responding', and 'Automatically decline invitations that conflict with existing events'; and 'Save declined events' with an unchecked box for 'Show declined events on your calendar - you will show as being free.'

Settings

Search settings

- Account
- General
- Email
- Calendar**
- People
- Copilot

Events and invitations

View

- Events and invitations**
- Weather
- Events from email
- Customise actions
- Accounts
- Work hours and location

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.

4. Click **Save**

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

Save **Discard**