

Title: Changing Your Attendee Status for Events

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You can change your attendee status for an Online Group Calendar event by clicking an option in the invitation you received, or you can change your attendee status by opening the event and selecting a different status. To Change Your Attendee Status for Events From the **Go to** list, select the calendar that contains the event you want to edit. Click the name of the event. From the **Attendance** list, select your status. Click **OK**.