**Outlook Rule to auto-accept calendar invites/updates from ProLaw**

Following the tutorial from <https://www.slipstick.com/outlook/calendar/autoaccept-a-meeting-request-using-rules/>

1. With outlook open, press Alt + F11 to open the VBA scripting app
2. On the left, drill down into Microsoft Office Outlook Objects and double click on ThisOutlookSession.
3. Paste in the following code:

Sub AutoAcceptMeetings(oRequest As MeetingItem)

If oRequest.MessageClass <> "IPM.Schedule.Meeting.Request" Then

Exit Sub

End If

Dim oAppt As AppointmentItem

Set oAppt = oRequest.GetAssociatedAppointment(True)

Dim oResponse

Set oResponse = oAppt.Respond(olMeetingAccepted, True)

' creates response, saves to drafts without sending

oResponse.Close (olSave)

' deletes draft response

' if not deleted, may create tentative appt on calendar

oResponse.Delete

End Sub

1. Save it
2. Back in Outlook, create a new rule with the following parameters (go into advanced options):
   1. Only from Prolaw
   2. Which is a meeting invitation or update
   3. Run this script (then click on “script” and you should see the script you pasted earlier)
   4. Delete it (if you want it deleted from your inbox)