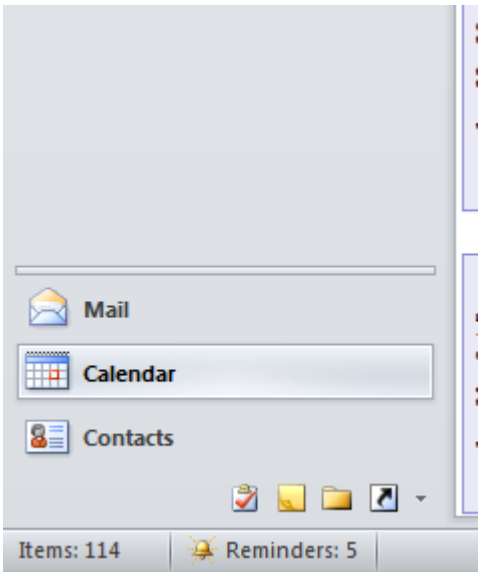
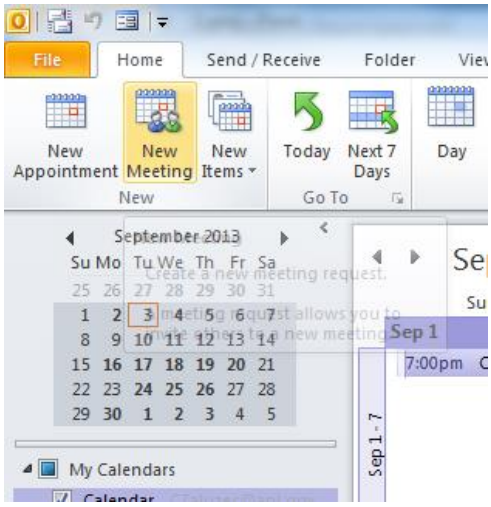
Checking Availability Of and Booking Conference Rooms with Outlook for Windows

8/14/2013

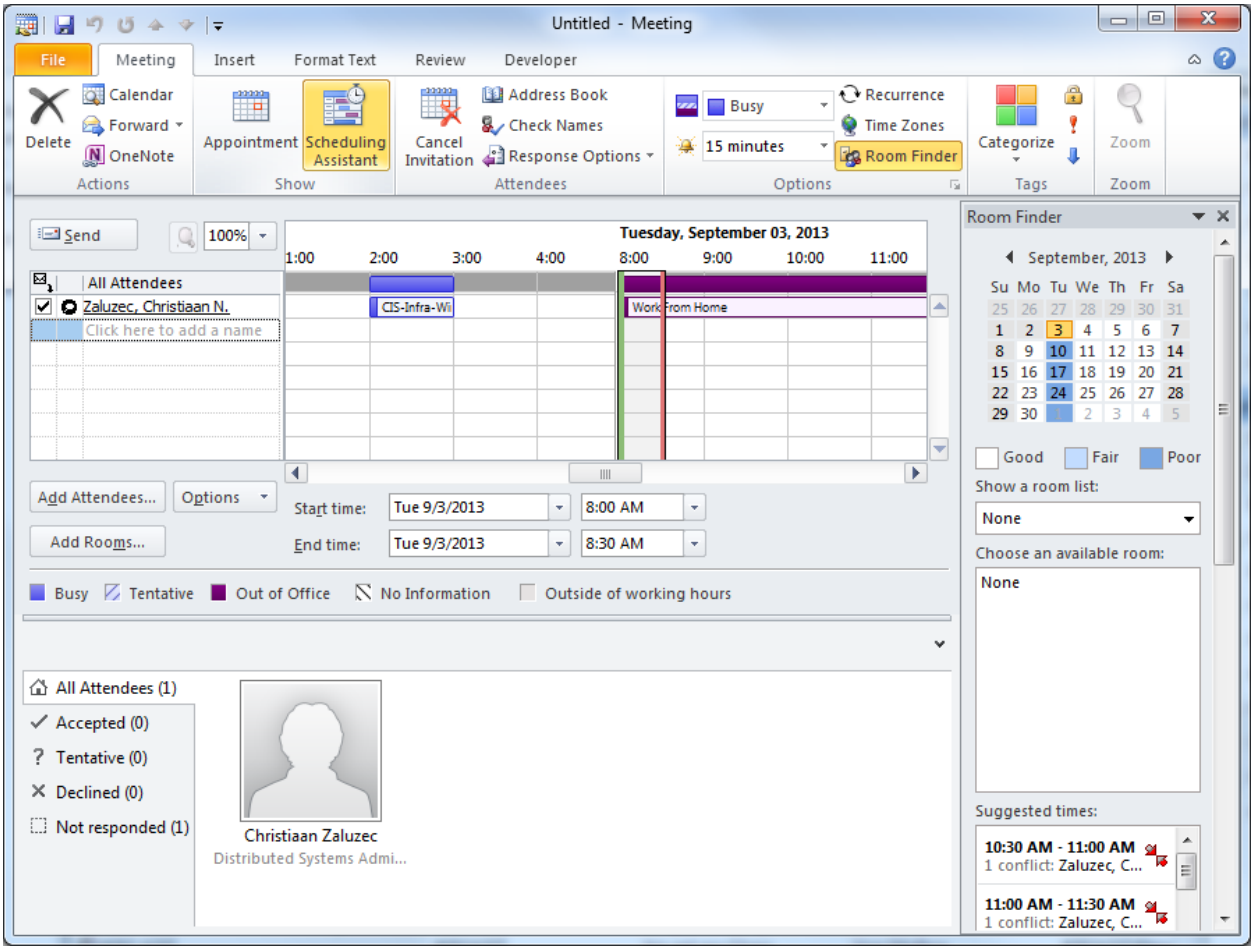
1. Open Outlook for Windows and click on the Calendar button to open the calendaring view



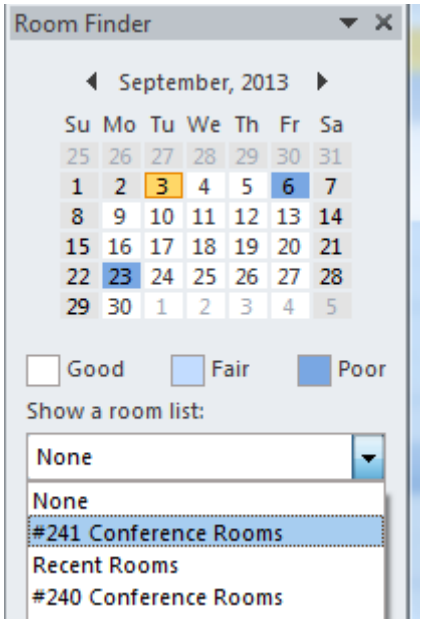
2. Click the “New Meeting” button to create a new meeting



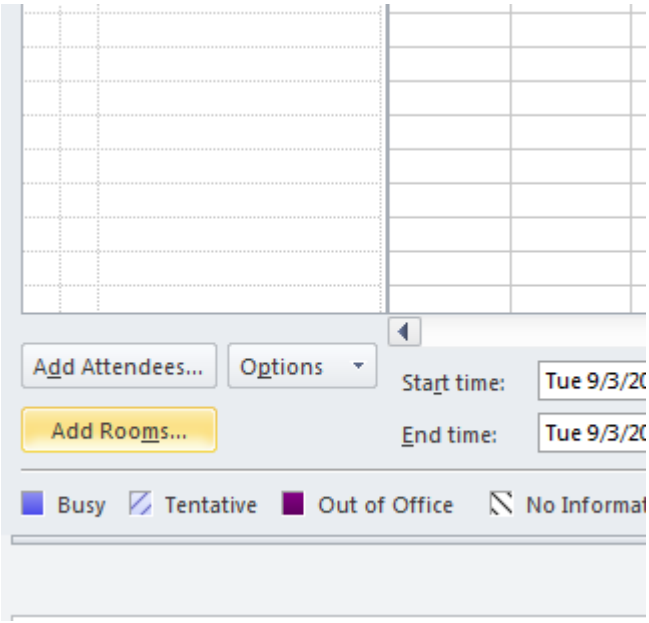
3. In the resulting window, click the “Scheduling Assistant” button.



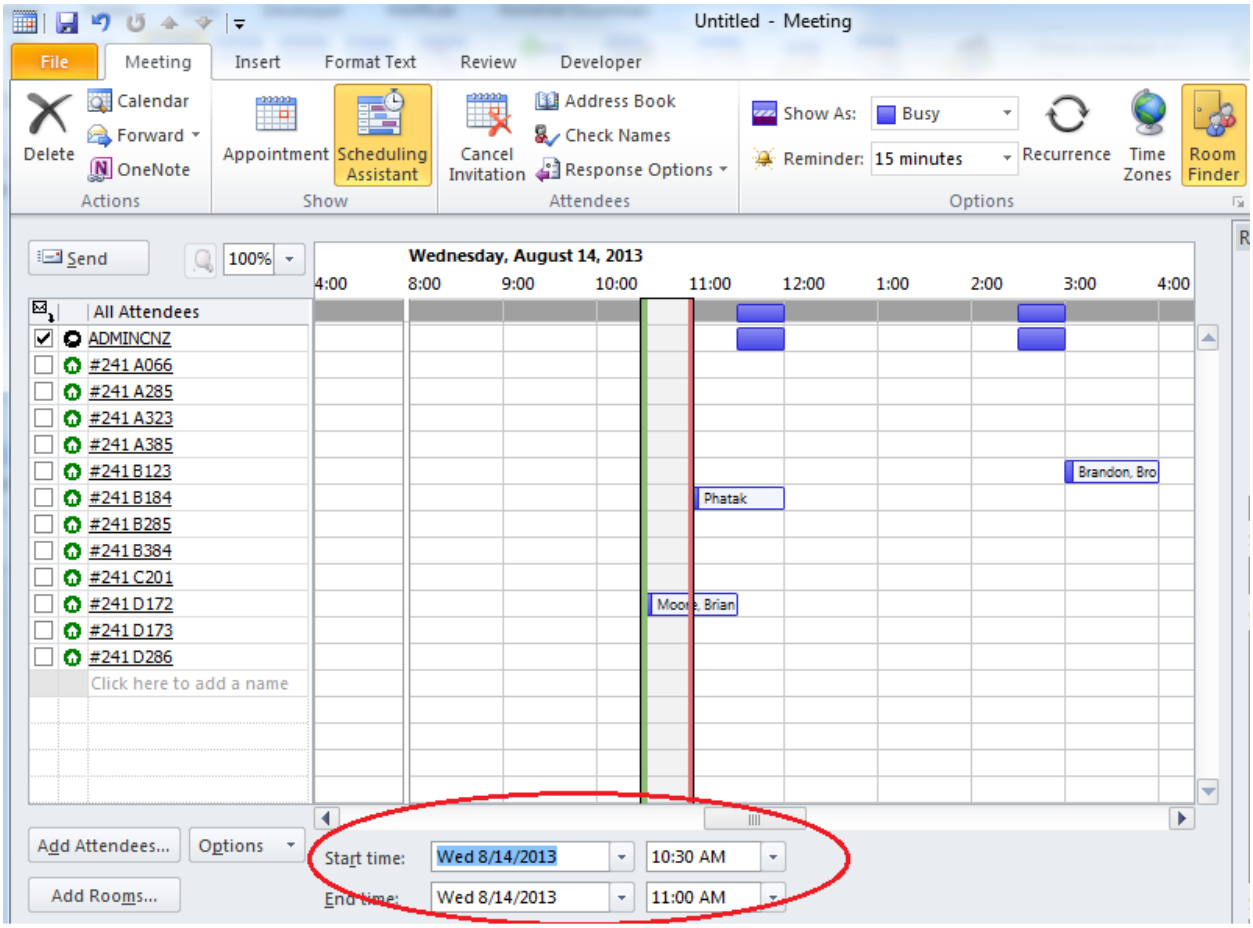
4. In the “Show a Room List” menu, choose the building that contains the room you would like to book. This will allow you to check the availability of all the rooms in that building.



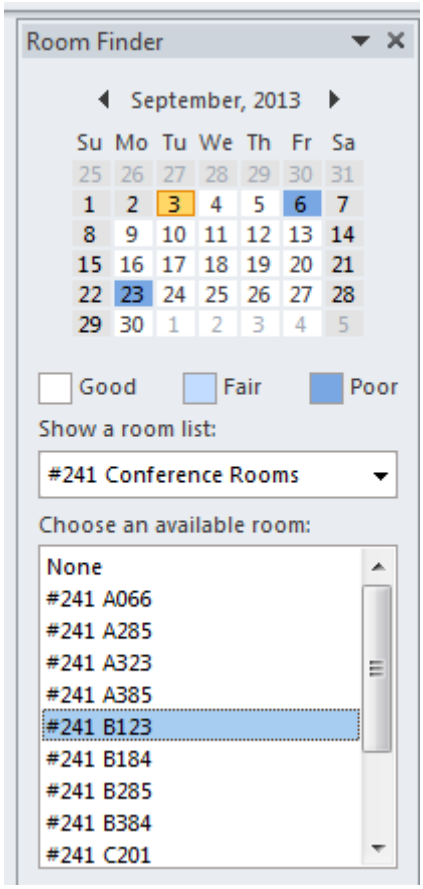
5. If you do not see the desired building in the room list, click the “Add Rooms” button to browse through the complete list of Conference rooms on site. Most rooms are named according to Building and then room (i.e. #241 B123)



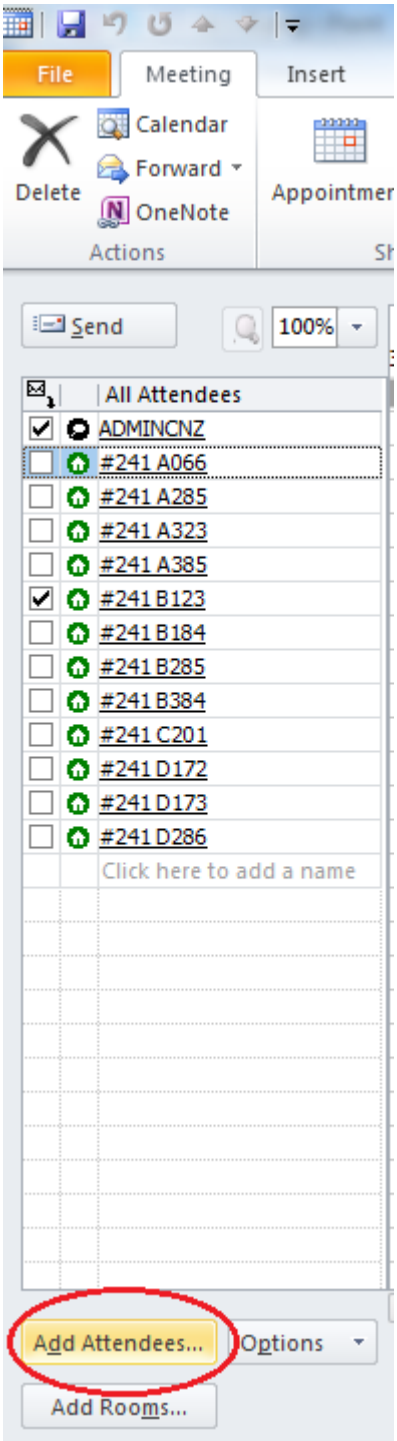
6. Set the desired Start and End times for your meeting. The availability screen will then show you which rooms are available. Available times will be blank Booked times will be blocked out in Blue, Purple or a white block with slashes [///] and may include some text.



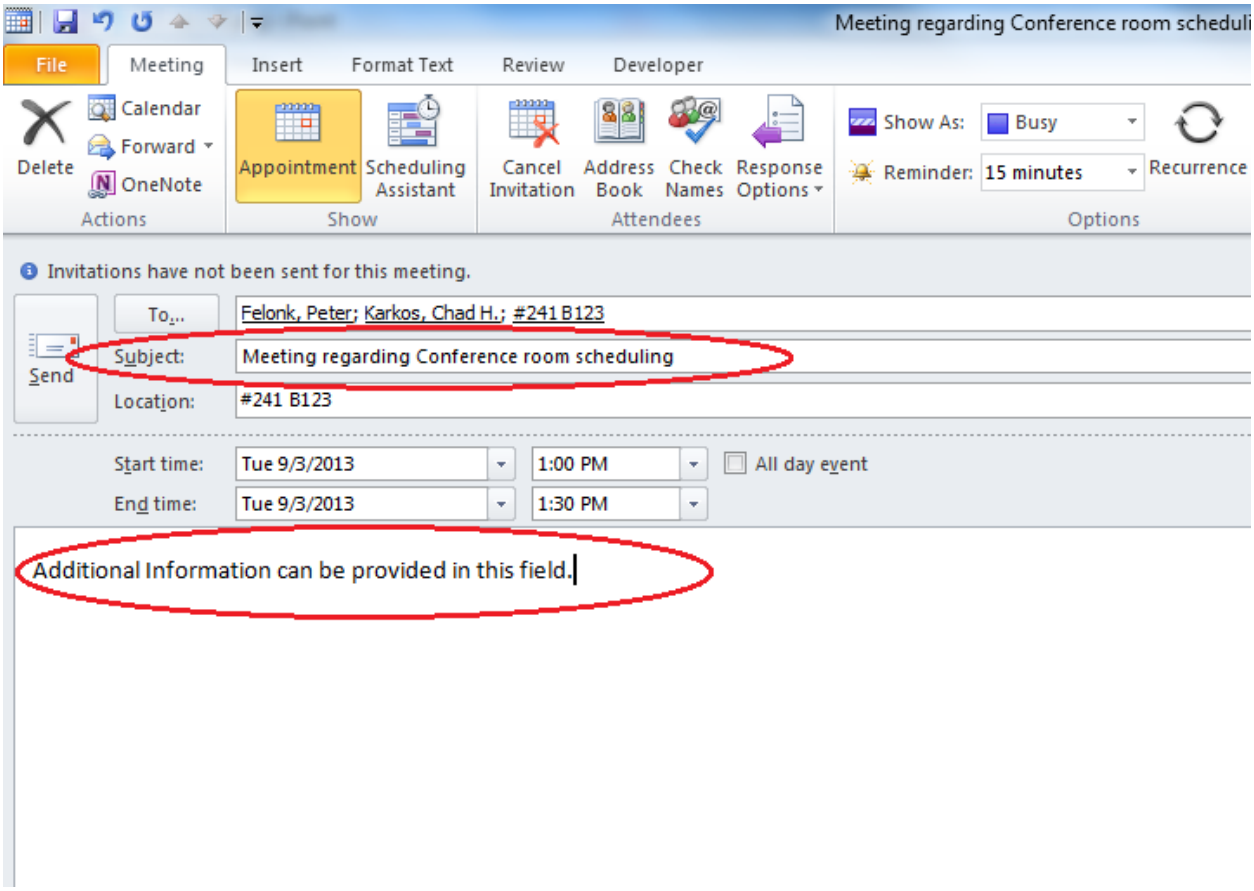
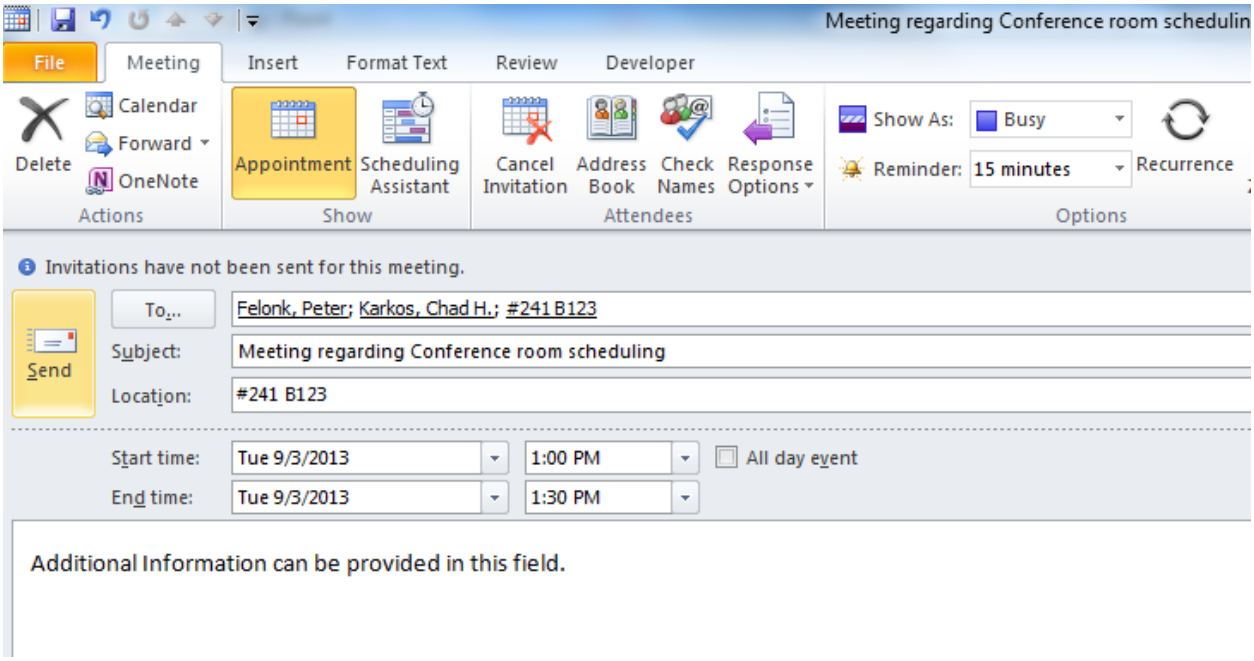
7. Highlight an available room in the “Room List”. This will add the room to the meeting invite.



8. Click the “Add Attendees” button to open the Global Address book and add meeting invitees



9. Once you have added all attendees, click the “Appointment” Button. Give the meeting a Subject, and add any additional information you might want to add.



10. Click “Send” to complete the meeting request process