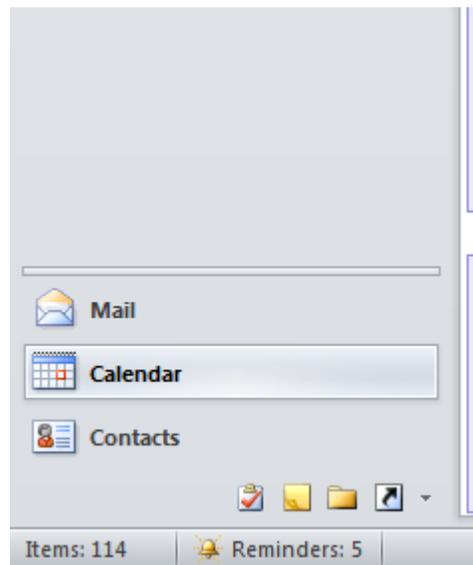


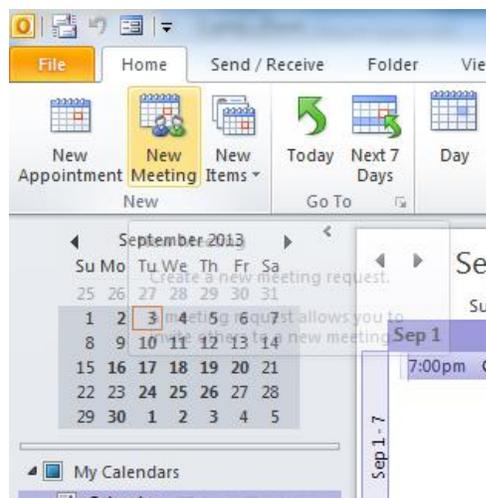
# Checking Availability Of and Booking Conference Rooms with Outlook for Windows

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



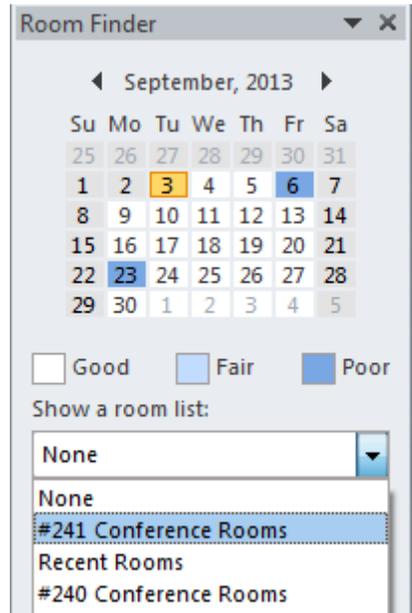
3. In the resulting window, click the "Scheduling Assistant" button.

The screenshot shows the Microsoft Outlook Meeting Scheduling Assistant window. The title bar reads "Untitled - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", "Review", and "Developer". The "Meeting" ribbon is active, showing options like "Delete", "Calendar", "Forward", "OneNote", "Appointment", "Scheduling Assistant", "Cancel Invitation", "Address Book", "Check Names", "Response Options", "Options", "Recurrence", "Time Zones", "Room Finder", "Tags", and "Zoom".

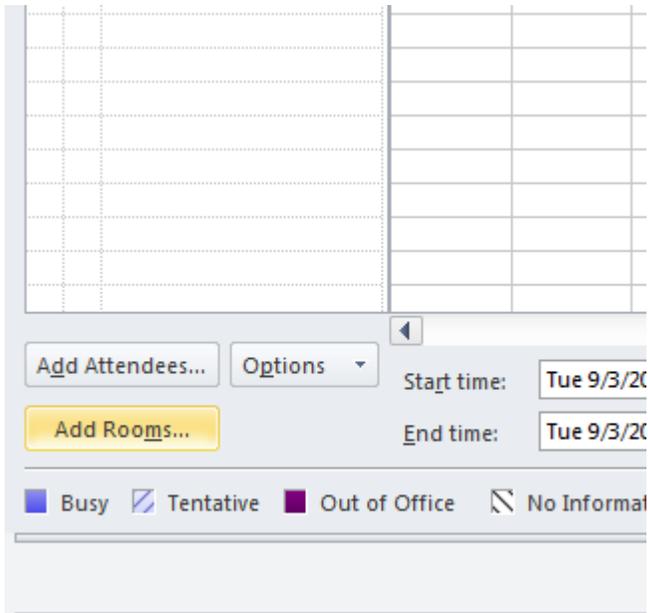
The main area displays a calendar for Tuesday, September 03, 2013, with time slots from 1:00 to 11:00. A meeting is scheduled from 8:00 AM to 8:30 AM. The attendees list includes "Zaluzec, Christian N." and "CIS-Infra-Wi". The "Room Finder" pane on the right shows a calendar for September 2013 and a list of suggested times: "10:30 AM - 11:00 AM" and "11:00 AM - 11:30 AM", both with a conflict for "Zaluzec, C...".

At the bottom, the "All Attendees (1)" section shows a list of response statuses: "Accepted (0)", "Tentative (0)", "Declined (0)", and "Not responded (1)". A profile card for "Christian Zaluzec" is displayed, with the title "Distributed Systems Admi...".

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.

The screenshot displays a meeting scheduling application window titled "Untitled - Meeting". The interface includes a menu bar with "File", "Meeting", "Insert", "Format Text", "Review", and "Developer". Below the menu bar is a toolbar with various icons for actions like "Delete", "Calendar", "Appointment", "Scheduling Assistant", "Cancel Invitation", "Address Book", "Check Names", "Response Options", "Show As" (set to "Busy"), "Reminder" (set to "15 minutes"), "Recurrence", "Time Zones", and "Room Finder".

The main area shows a calendar grid for "Wednesday, August 14, 2013". The grid has columns for time slots from 4:00 to 4:00. A vertical line is drawn at 10:30 AM. The grid shows several attendees with their availability status: ADMINCNZ (checked), #241 A066, #241 A285, #241 A323, #241 A385, #241 B123, #241 B184, #241 B285, #241 B384, #241 C201, #241 D172, #241 D173, and #241 D286. Some attendees have blue blocks indicating they are busy. For example, Phatak is busy from 11:00 AM to 12:00 PM, and Brandon, Bro is busy from 3:00 PM to 4:00 PM. A white block with slashes [///] is visible at 10:30 AM for the attendee #241 B184.

At the bottom of the window, there are fields for "Start time" and "End time". The "Start time" is set to "Wed 8/14/2013" and "10:30 AM". The "End time" is set to "Wed 8/14/2013" and "11:00 AM". These fields are circled in red.

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

Room Finder

September, 2013

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Good    Fair    Poor

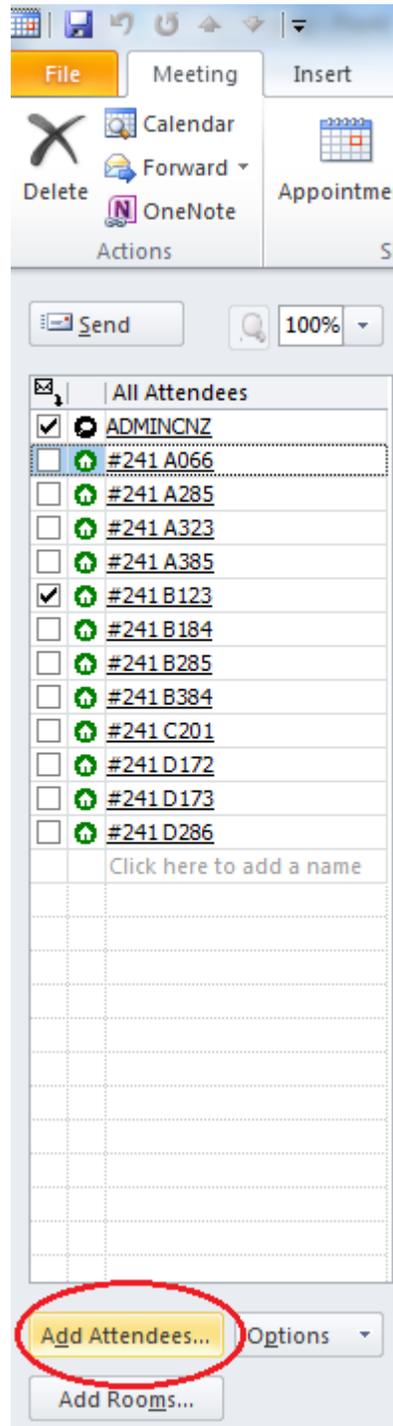
Show a room list:

#241 Conference Rooms

Choose an available room:

- None
- #241 A066
- #241 A285
- #241 A323
- #241 A385
- #241 B123
- #241 B184
- #241 B285
- #241 B384
- #241 C201

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.

Meeting regarding Conference room scheduling

File Meeting Insert Format Text Review Developer

Delete Calendar Appointment Scheduling Assistant Cancel Invitation Address Book Check Names Response Options

Actions Show Attendees Options

Show As: Busy

Reminder: 15 minutes Recurrence

Invitations have not been sent for this meeting.

To: Felonk, Peter; Karkos, Chad H.; #241 B123

Send Subject: Meeting regarding Conference room scheduling

Location: #241 B123

Start time: Tue 9/3/2013 1:00 PM  All day event

End time: Tue 9/3/2013 1:30 PM

Additional Information can be provided in this field.

10. Click "Send" to complete the meeting request process

The screenshot shows the Microsoft Outlook interface for creating a meeting. The title bar reads "Meeting regarding Conference room scheduling". The ribbon includes "File", "Meeting", "Insert", "Format Text", "Review", and "Developer". The "Meeting" ribbon has several groups: "Actions" (Delete, Calendar, Forward, OneNote), "Appointment" (Appointment, Scheduling Assistant), "Cancel Invitation", "Attendees" (Address Book, Check Names, Response Options), and "Options" (Show As: Busy, Reminder: 15 minutes, Recurrence). A status bar indicates "Invitations have not been sent for this meeting." Below the ribbon is a "Send" button and a "To..." field containing "Felonk, Peter; Karkos, Chad H.; #241 B123". The "Subject" field contains "Meeting regarding Conference room scheduling" and the "Location" field contains "#241 B123". The "Start time" is set to "Tue 9/3/2013" at "1:00 PM" and the "End time" is "Tue 9/3/2013" at "1:30 PM". There is an unchecked checkbox for "All day event". At the bottom, a text box contains the message "Additional Information can be provided in this field."