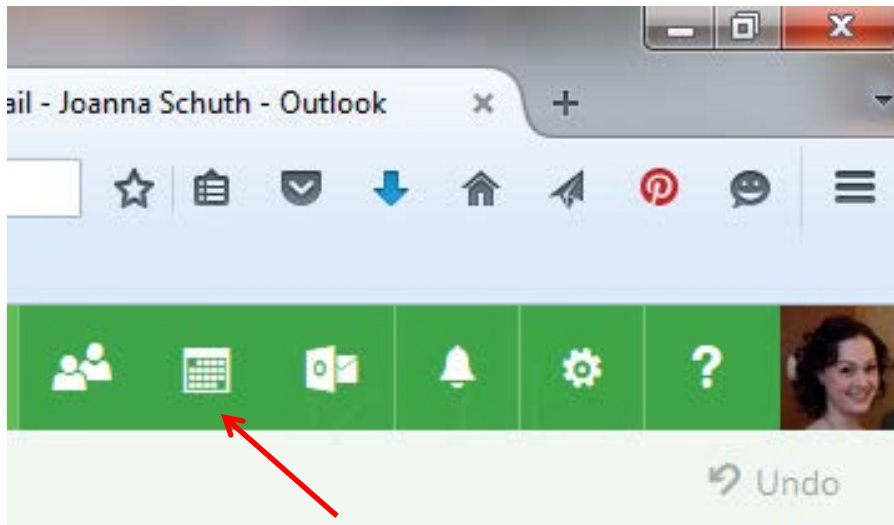
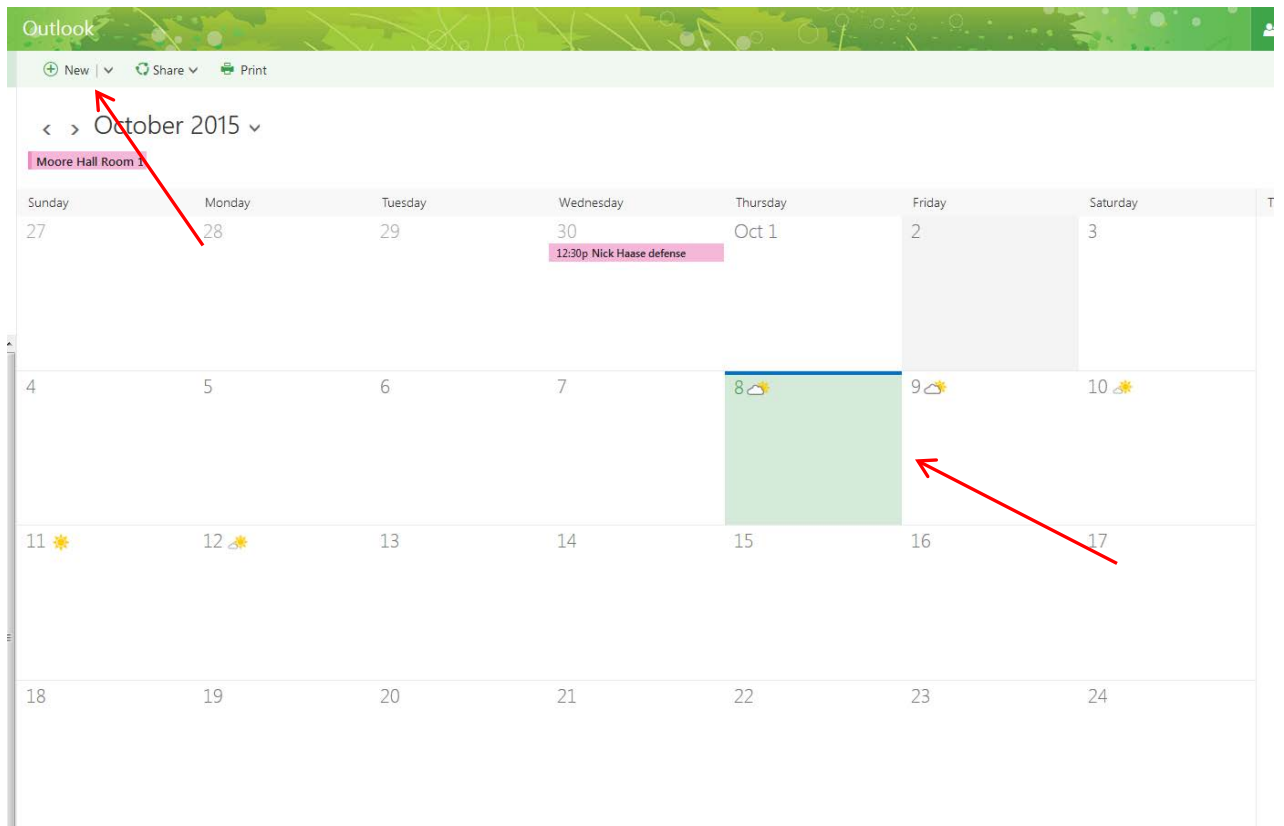


ROOM RESERVATIONS IN OUTLOOK 365

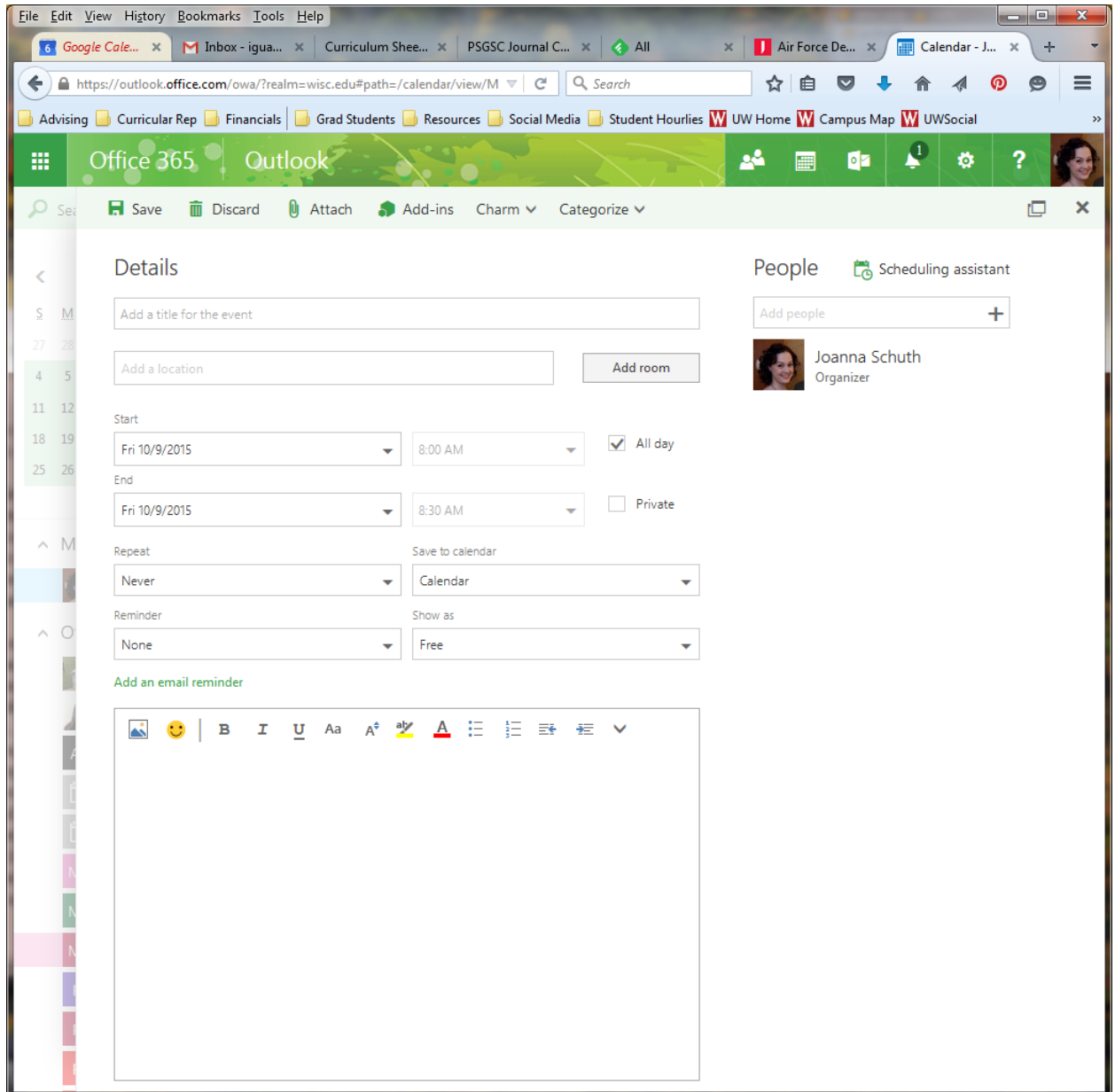
1. In your Outlook app (usually opens straight to your email), go to the upper right hand corner and click on the Calendar icon.



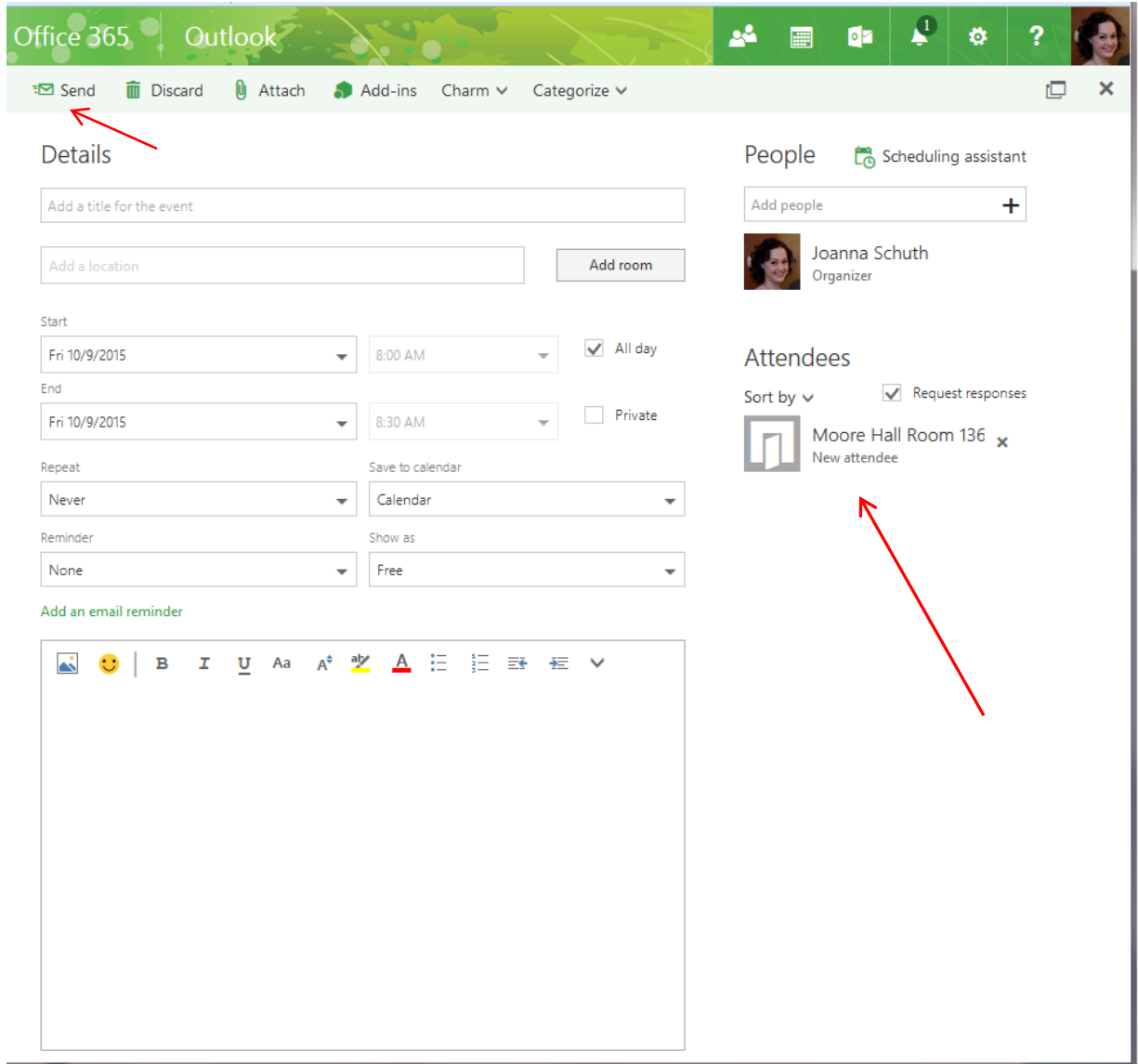
2. In the Calendar View, select the day on which you want to make a reservation and in the upper left hand corner of the screen click "New" (or right click in the day and select New).



3. You now seeing the meeting request screen. [Here's the very important part: You have to add the room as a person, not a location!](#) You should already see yourself under people; click in "Add People" and search for "Moore Hall Room". If you just search for "Moore Hall", you'll get a long list of people based here. Rooms 462, 346, and 136 are the only rooms you can add through this system.



4. When you choose the room you want, you should see it appear as an attendee:



5. Now you can check your details: Put in a title for the event, make sure your start and finish times are correct, etc. When you're ready, hit Send.
6. We in the office receive your meeting request, and accept or reject it on the room's behalf. You will receive a confirmation email.

REMEMBER: YOU HAVE NO RESERVATION UNTIL YOU RECEIVE A CONFIRMATION.