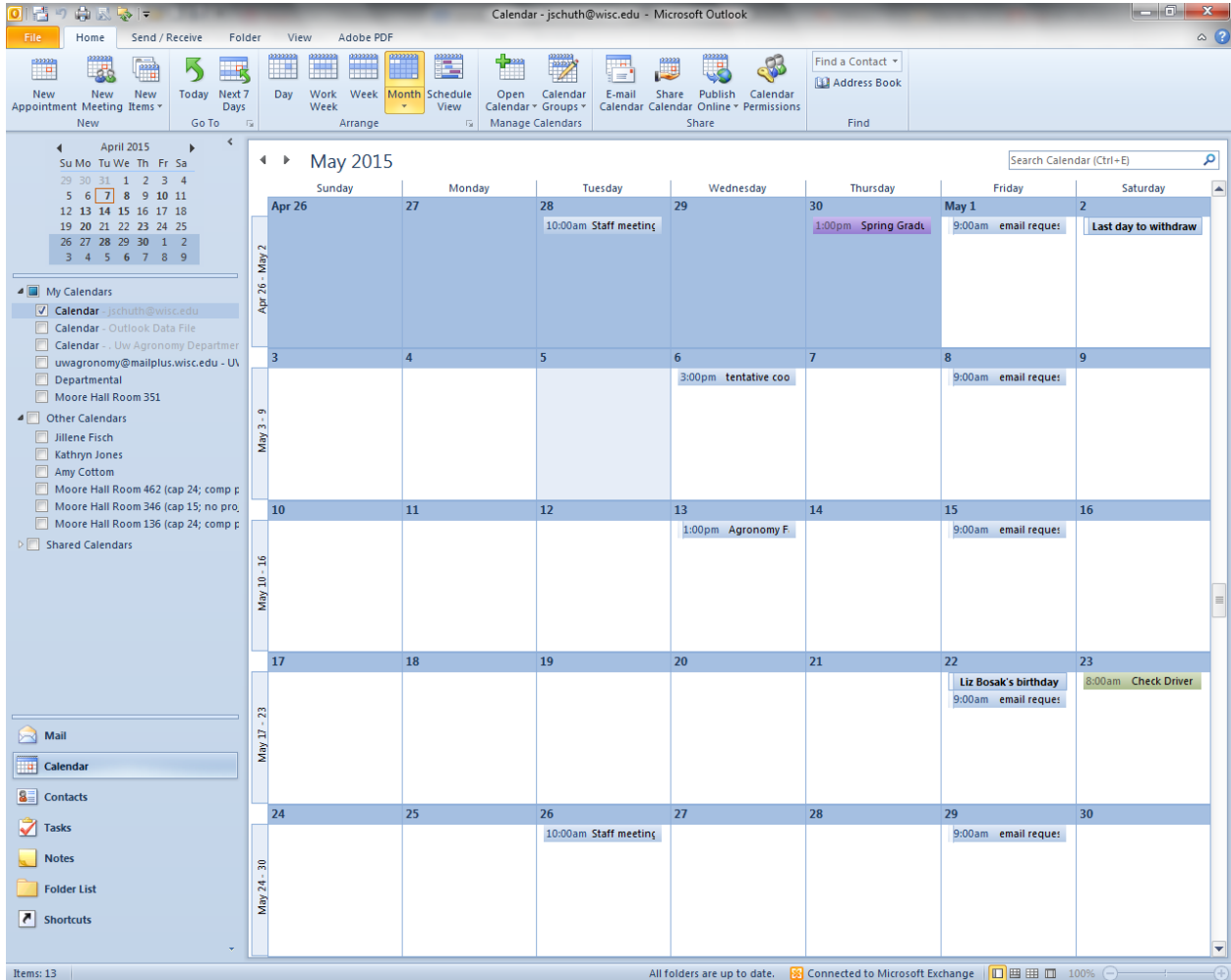


## ROOM RESERVATIONS IN OUTLOOK DESKTOP

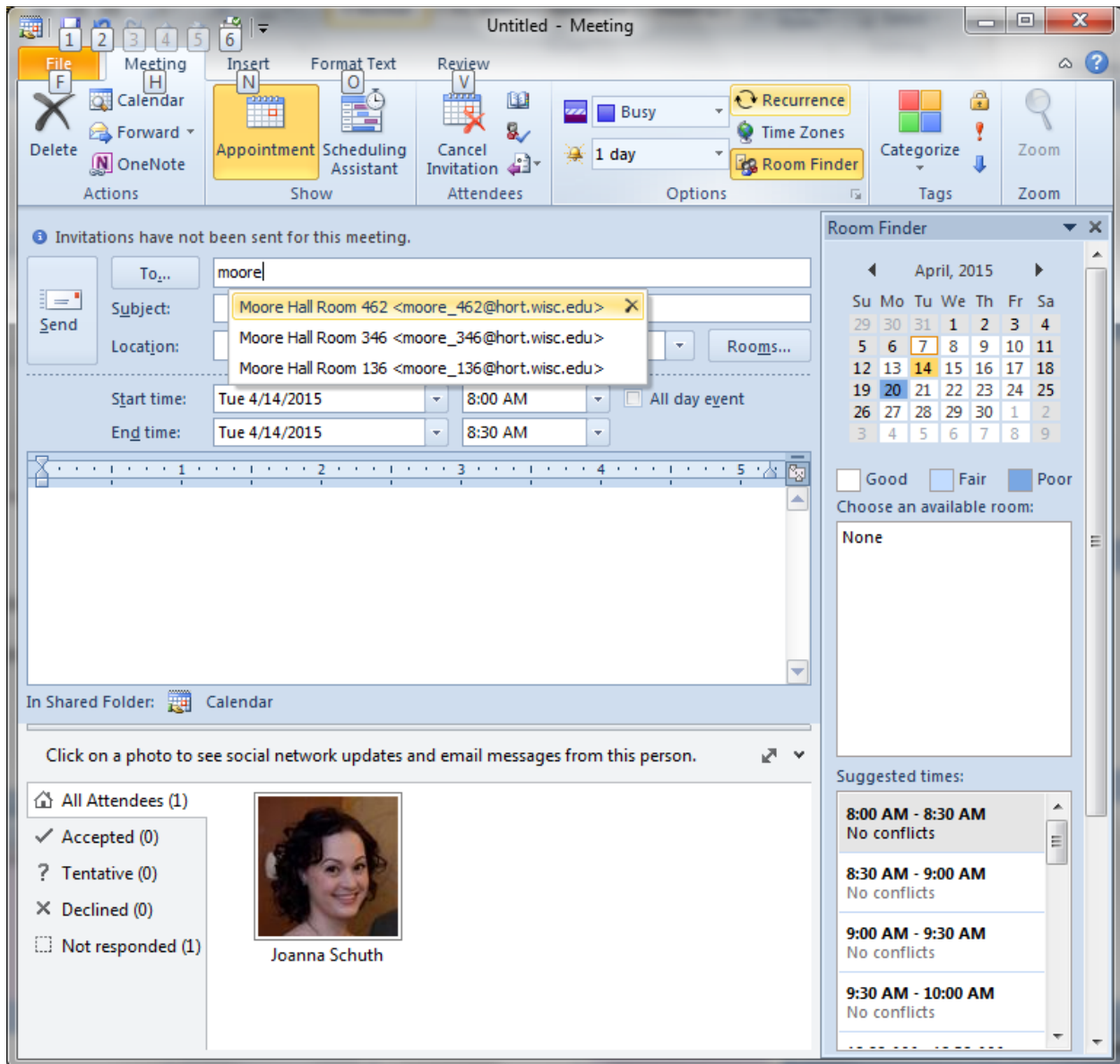
This is the quick and dirty way to reserve a room in Outlook.

1. Go to your calendar view and pick the day you need.

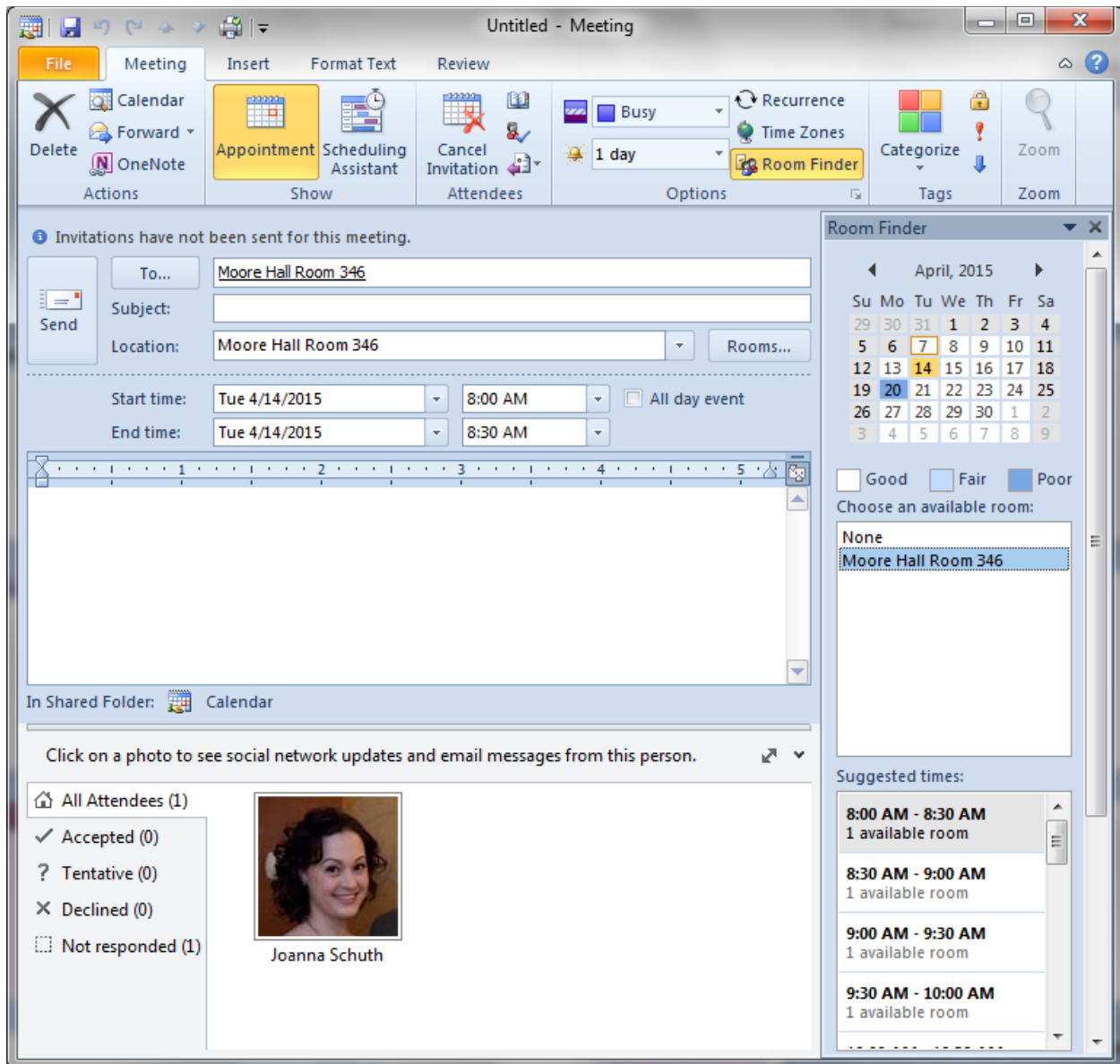


Note in the above view, to the left, you can see where I can view other calendars – Jillene’s, Kathryn’s, Amy’s, and the three conference rooms. You can do this too. Ask me how.

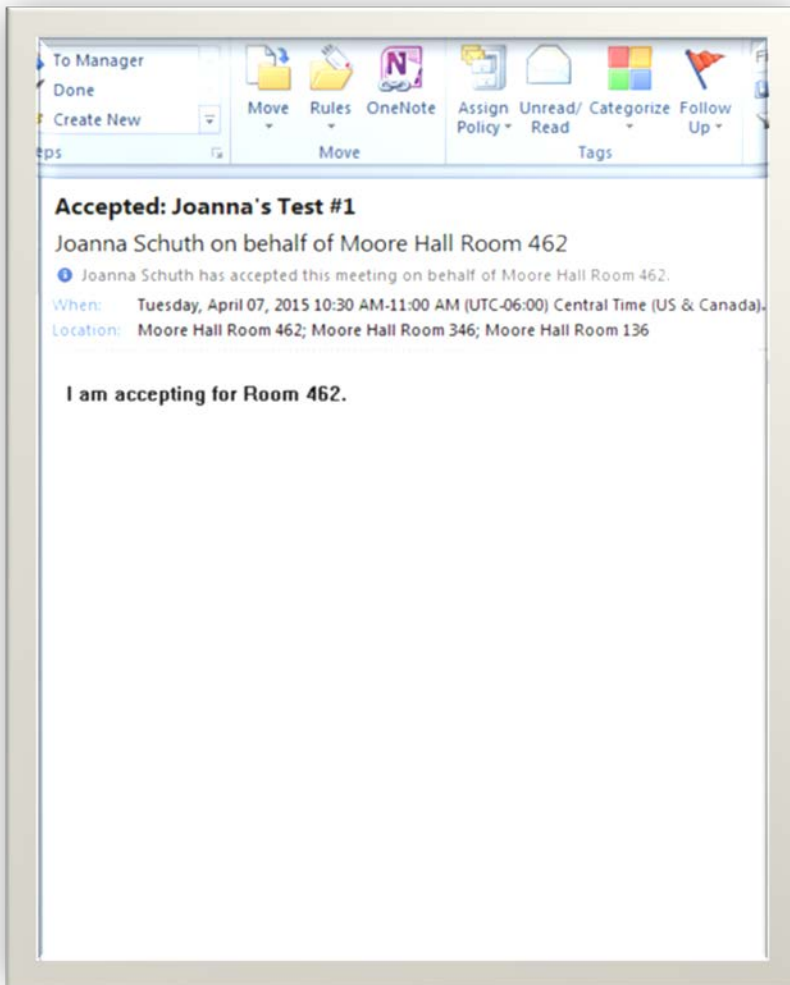
2. Right click inside the day you want to schedule the meeting. You’ll get a popup menu – click on “New Meeting Request”. If you choose a new appointment, it will only reserve your own calendar. If you pull up a room calendar and send the meeting request from there, we will never receive the request and you will not reserve the room. TL;DR: work from your own calendar only.



3. In the meeting request window that pops up, put the room you want in the “To” line. You may have to click the “To” button the first time you do this, and find the room manually. Over to the right, you can see where Outlook tells you about conflicts. You can even add two rooms to the list, compare them, and choose which room to send the request to. It’s pretty nifty.



- Once you choose a room, make sure you've chosen the correct date and time, and (IMPORTANT) you put something in the "Subject" line. If I get a meeting request with no more than your name, I'm likely to send it back to you for clarification. Even "Private" is acceptable.



5. We will accept the meeting on the room's behalf, and you'll get an email confirmation, possibly with a message for you concerning the request. On the rare occasion I have to reject a request, I will give you the reason why, and suggest an alternative.

In addition, feel free to stop by the office to ask about a room.

**IMPORTANT: UNLESS YOU RECEIVE  
CONFIRMATION, YOUR ROOM IS NOT RESERVED.**