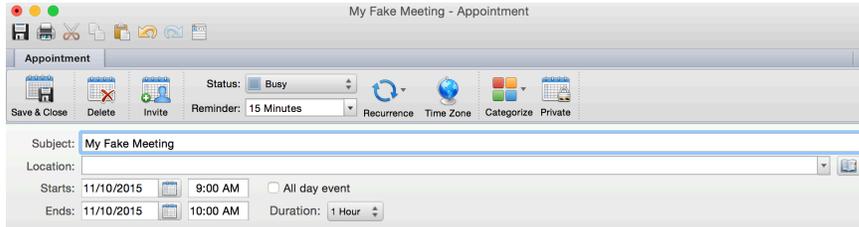


Scheduling a Room in Outlook

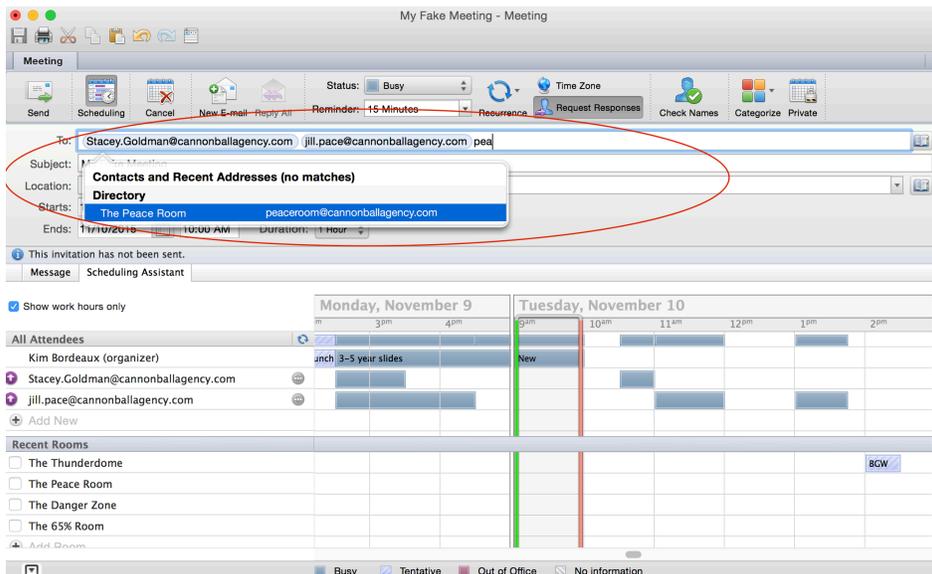
A new standard starting 11/9/15

Step 1: Start a Meeting Invite in Outlook.



The same place we go to invite attendees will now also check room availability, and it will book the room, if available.

Step 2: Invite Attendees and The Room to Your Meeting.



Simply type in the room name the way you would type an attendee to a meeting.

Step 3: IMPORTANT: Make sure the room is available before you send the invite.

The screenshot shows a meeting invitation window titled "My Fake Meeting 2 - Meeting". The meeting details are as follows:

- To: jill.pace@cannonballagency.com, Stacey.Goldman@cannonballagency.com, The Peace Room
- Subject: My Fake Meeting 2
- Location: The Peace Room
- Starts: 11/10/2015 10:00 AM
- Ends: 11/10/2015 11:00 AM
- Duration: 1 Hour
- Status: Busy
- Reminder: 15 Minutes
- Time Zone: (Default)

A message box indicates "This invitation has not been sent." and provides a "Scheduling Assistant" button, which is circled in red. Below this, the "Recent Rooms" section is also circled in red, showing "The Peace Room" as the selected room. The calendar view shows a "My Fake" meeting block on Tuesday, November 10, from 10:00 AM to 11:00 AM.

Check the scheduling assistant to make sure your attendees and the room for availability. If it is not available chose another time or invite another room.

Once you send the invite the room will automatically show as booked tentatively. Be careful to check the rooms availability if you move your meeting.