

Scheduling a Room in Outlook

A new standard starting 11/9/15

Step 1: Start a Meeting Invite in Outlook.

•••	My Fake Meeting - Appointment	
Appointme	ent	^
Save & Close	Delete Invite Reminder: 15 Minutes Recurrance Time Zone Categorize Private	
Subject:	My Fake Meeting	
Location:		•
Starts:	11/10/2015 📋 9:00 AM 🗌 All day event	
Ends:	11/10/2015 💼 10:00 AM Duration: 1 Hour 🛊	

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

• • •		My Fake Meeting - Meeting									
H 🖶 📈 🗛 🖺 🖄 🗠 🖻											
Meeting											
Send Scheduling Cancel New E-meil Repty At	Sti Remir	atus: 📕 Busy Inder: 15 Minuter	÷ (Grance 🔔 Re	me Zone equest Response	S Check Nar	nes Categoriz	e Private			
Stacey.Goldman@cannonballagency.com jill.pace@cannonballagency.com peal											
Ends: 117/072016 ULUU AM Duration: 1 Hour -> This invitation has not been sent. Message Scheduling Assistant											
Show work hours only	m	m 3pm		9am	ay, Novem	y, November 10 10 ^{am} 11 ^{am} 12 ^{pm}			1 ^{pm} 2 ^{pm}		
All Attendees	0 000										
Kim Bordeaux (organizer)		3-5 year slides		New							
Stacey.Goldman@cannonballagency.com											
jill.pace@cannonballagency.com											
Add New											
Recent Rooms											
The Thunderdome									BGW		
The Peace Room											
The Danger Zone											
The 65% Room											
Add Room											
▼	E E	Busy 💋 Tentative 📕 Out of Office 🕓 No information									

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.

My Fake Meeting 2 - Meeting										
Meeting									^	
Send Scheduling Cancel Status: Busy Time Zone New E-mail Reply All Status: 15 Minutes Recurrence Request Responses Check Names Categorize Categorize										
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 🗌 All day event										
Ends: 11/10/2015 🛅 11:00 AM Duration: 1 Hour 🛊										
This invitation has not been sent.										
Message Scheduling Assistant										
Show work hours only	day, November 9 Tuesday, November 10									
All Attendees	m	4 ^{pm}	9 ^{am}	10 ^{am}	11 ^{am}	12 ^{pm}	1 ^{pm}	2 ^{pm}	3 ^{pm}	
Kim Bordeaux (organizer)	ides		My Fake	New						
jill.pace@cannonballagency.com 💿										
Stacey.Goldman@cannonballagency.com										
Recent Rooms					-				=	
The Peace Room			My Fake			>				
The Thunderdome								BGW		
The Danger Zone										
The 65% Room										
🕀 Add Room										
	Busy	💋 Tentative	e 📕 Out of	Office	No information					

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.