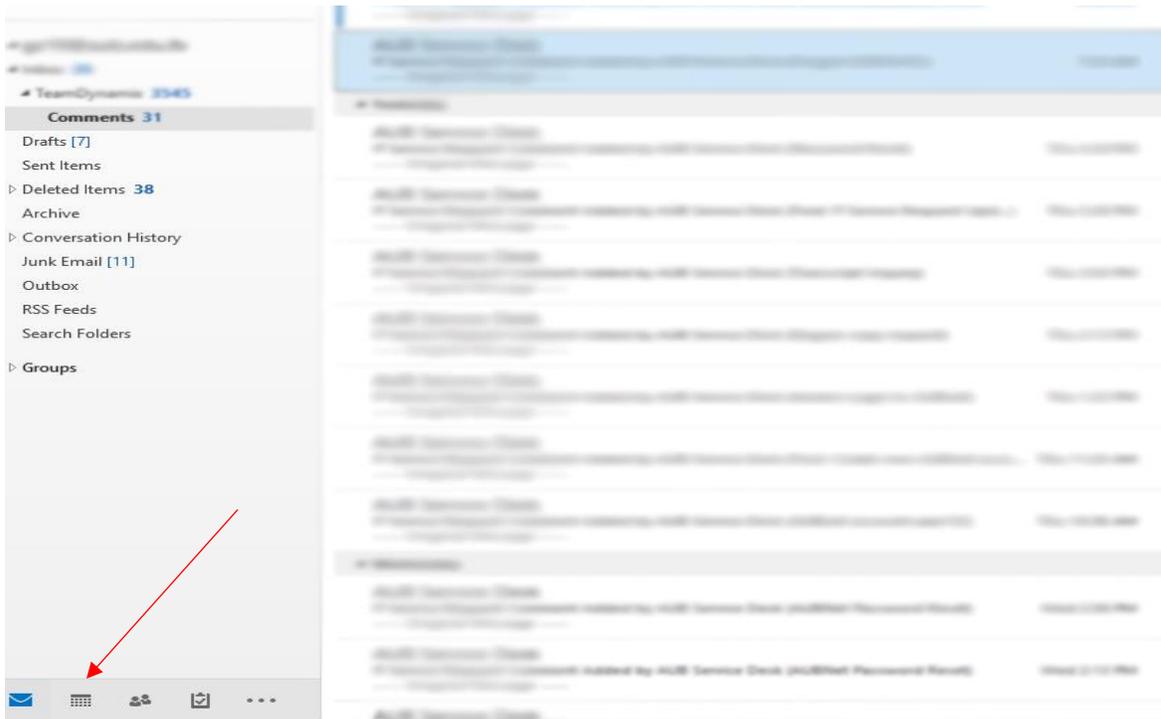
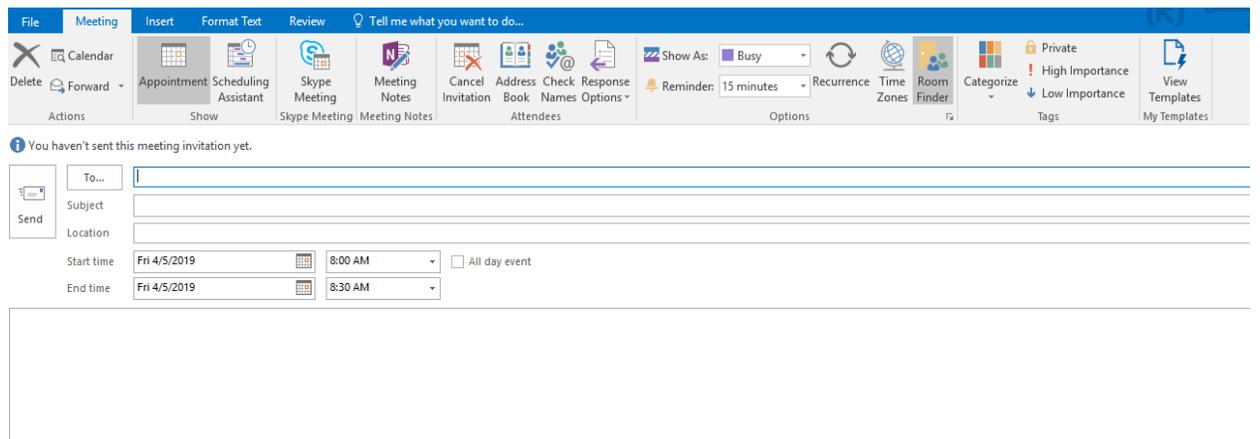
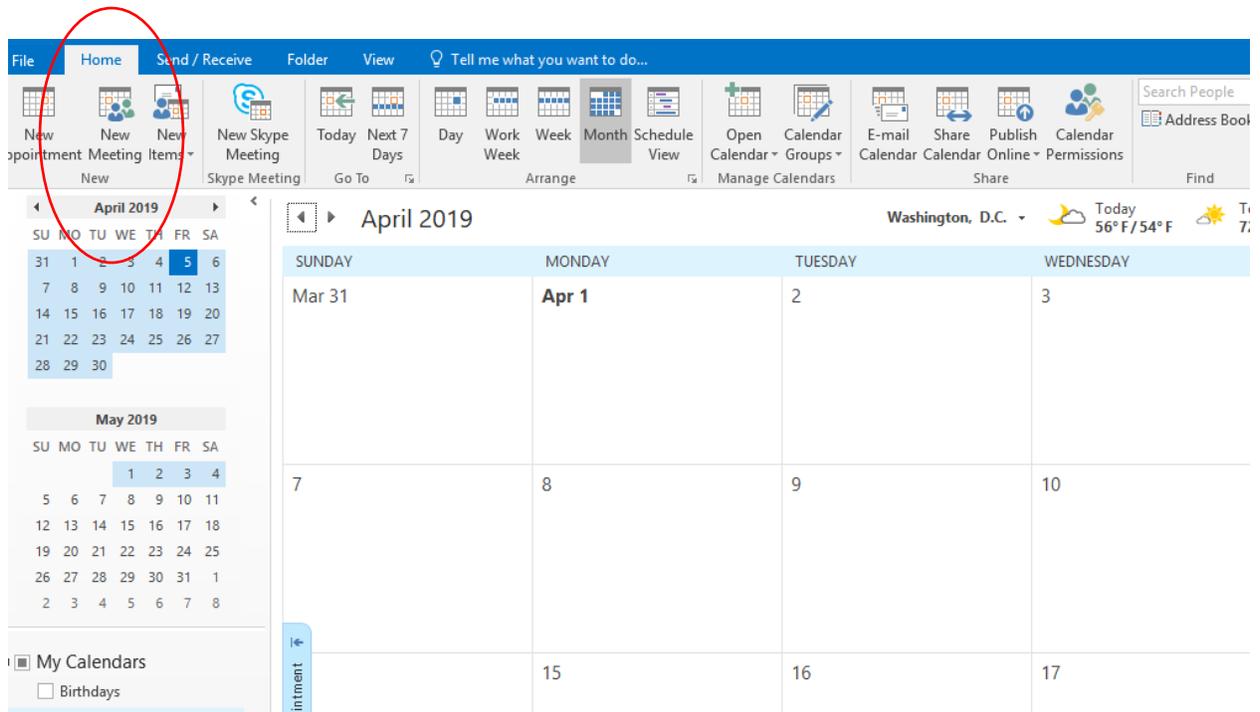


Scheduling Meeting Rooms in Microsoft Outlook

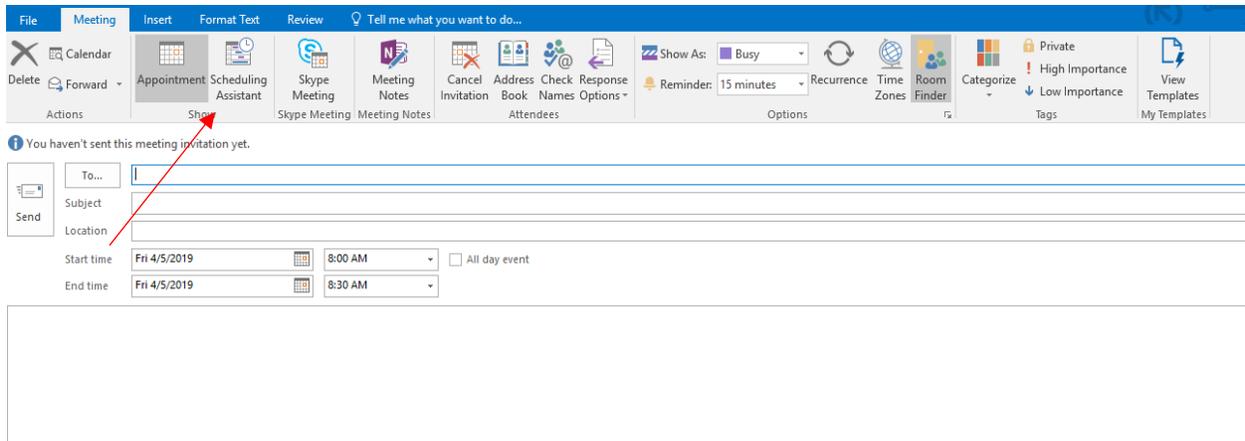
1. Open your outlook application
2. Click on the Calendar icon in the lower left corner



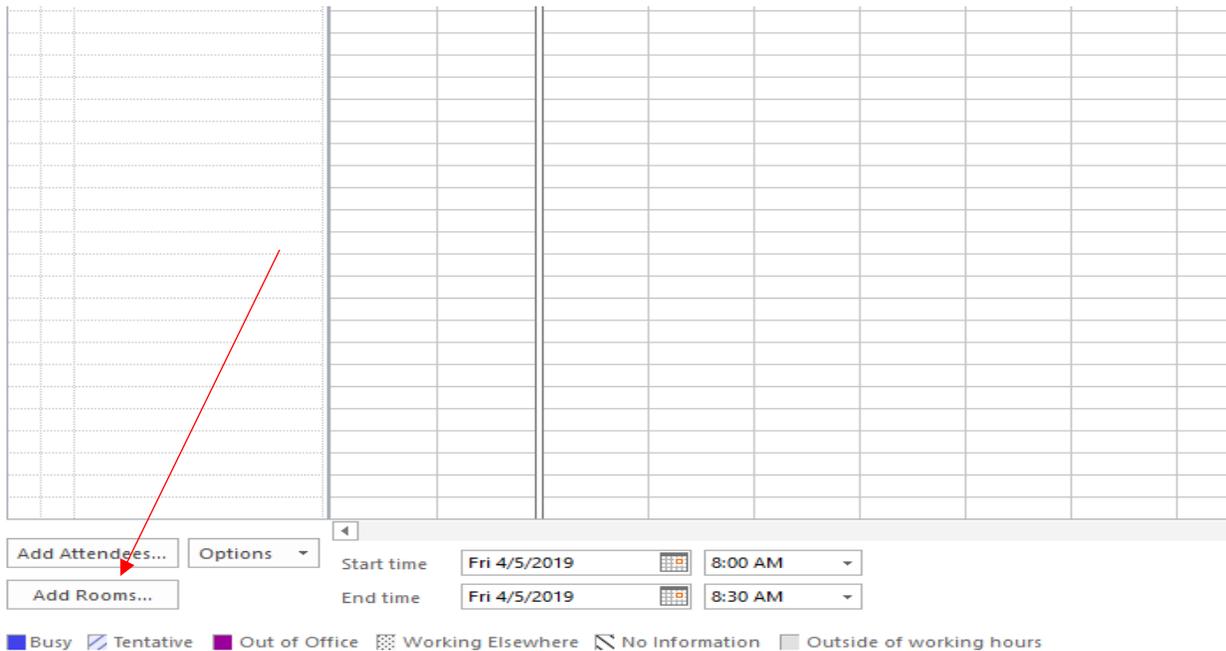
3. Create a New Meeting

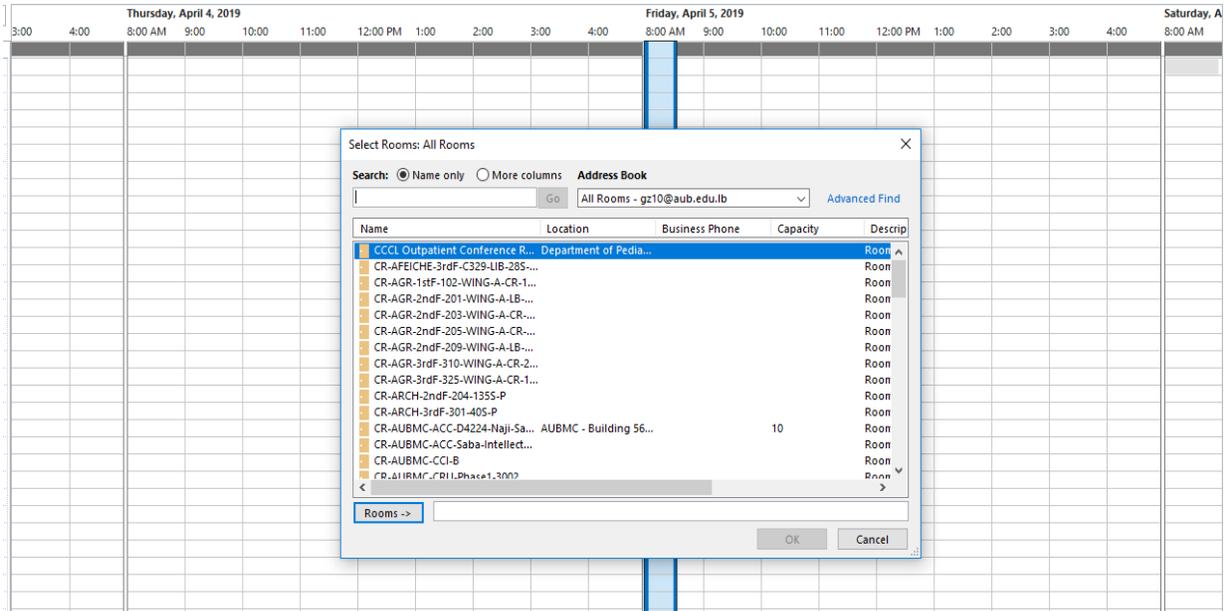


- To schedule the meeting, you need to invite the rooms as you would have invited any person to the meeting, and you have to select the attendees. You can do so by clicking on Schedule Assistant at the top of the page.

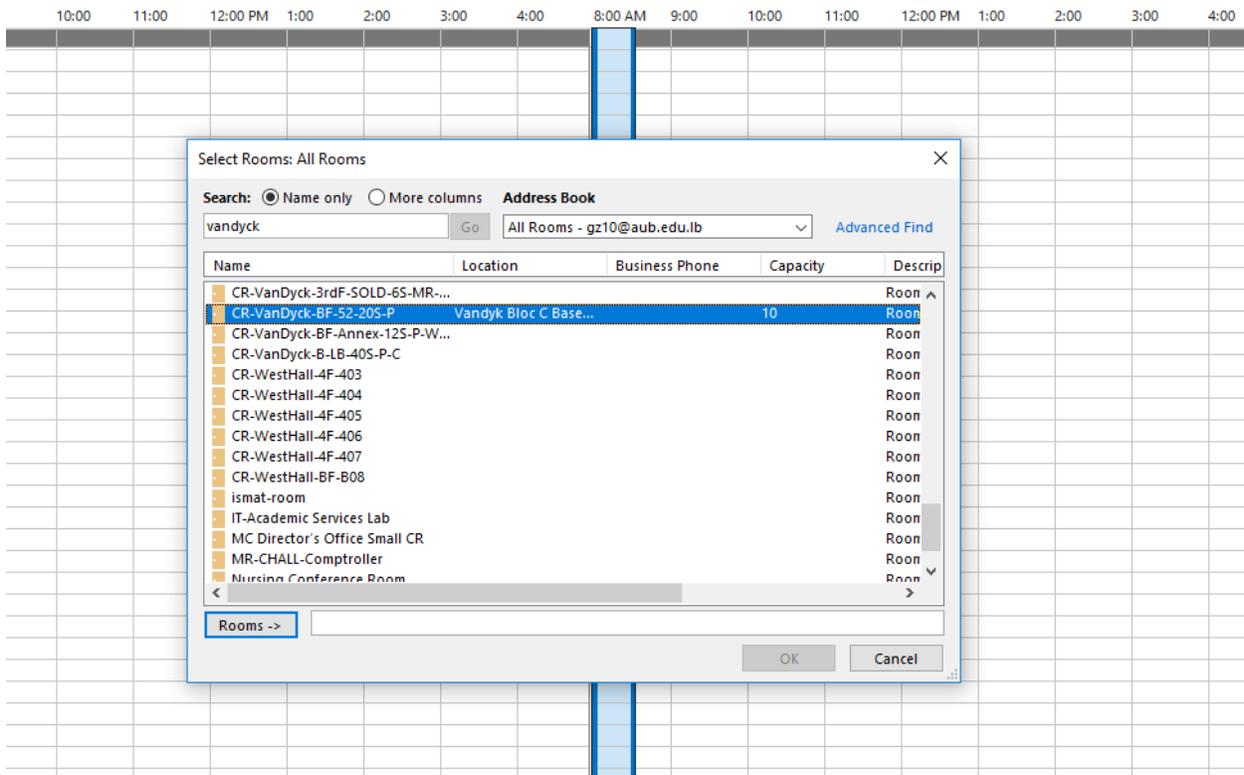


5. Search for rooms by clicking in “Add Rooms” button in the lower left of the page

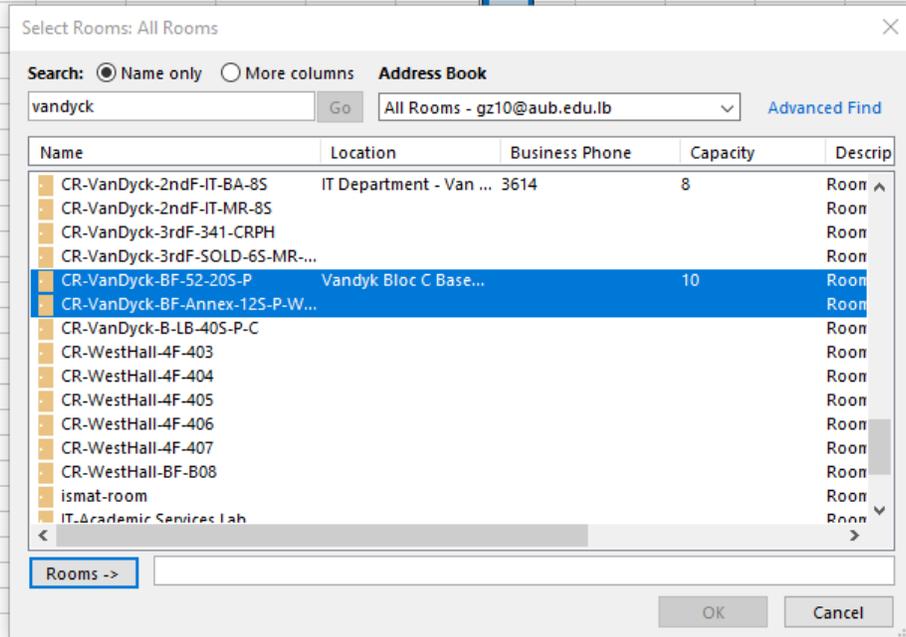




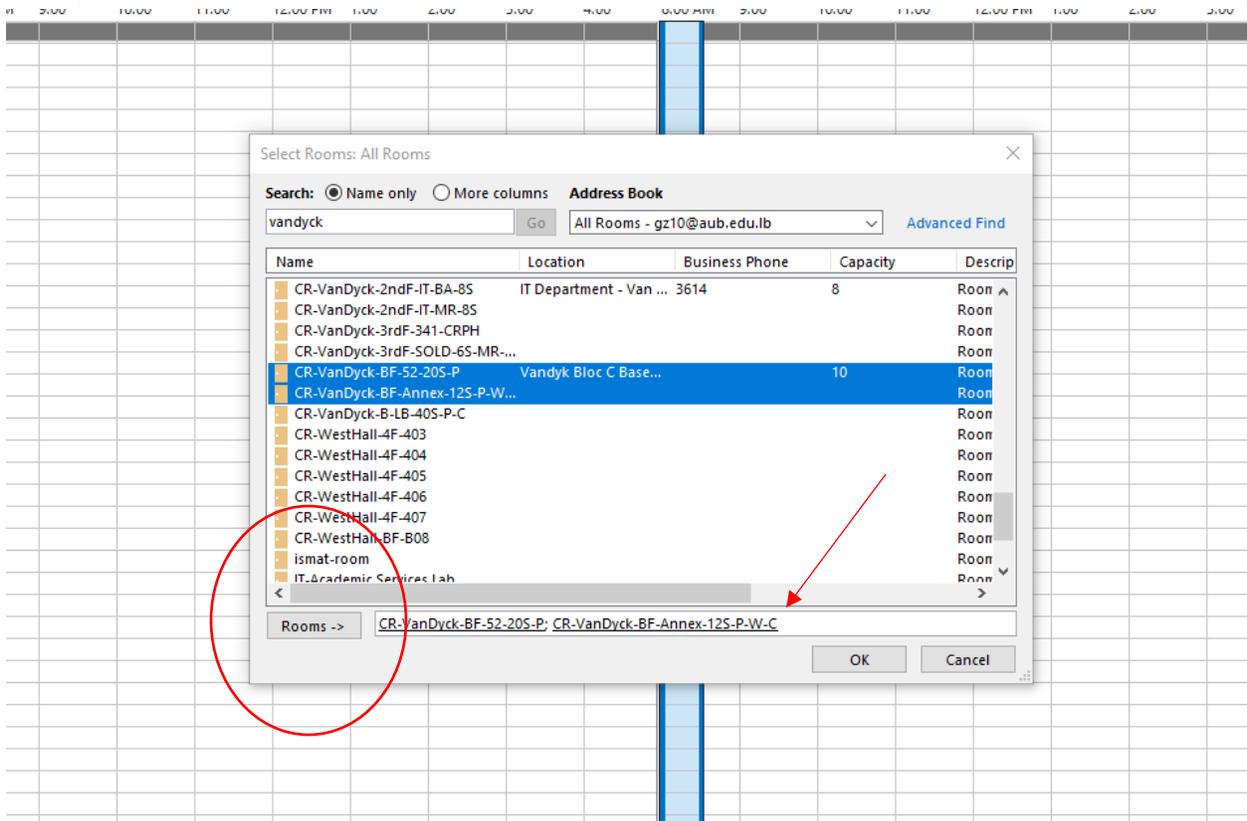
6. Search for rooms by entering the name (if known) in the Search blank



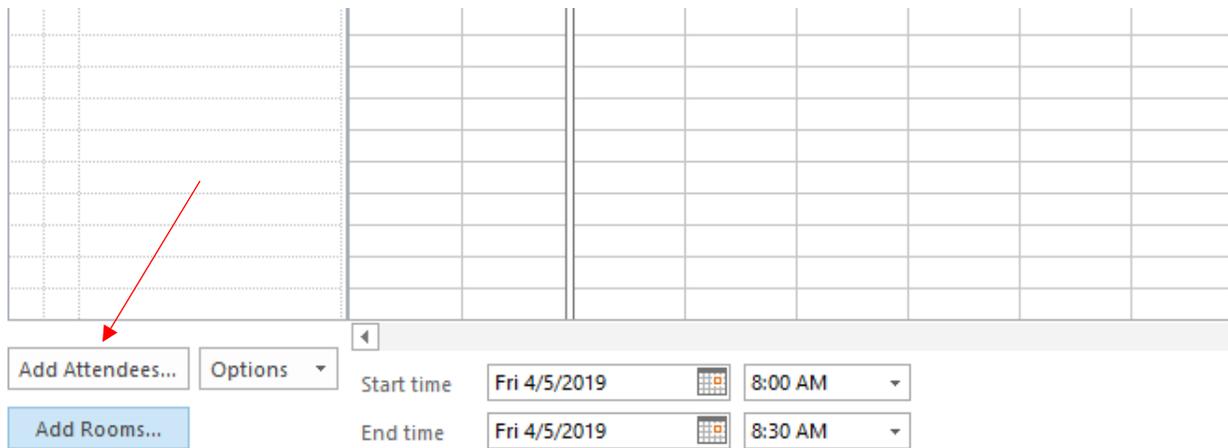
- You can select multiple rooms at the same time, by holding on the Ctrl button and selecting from the list

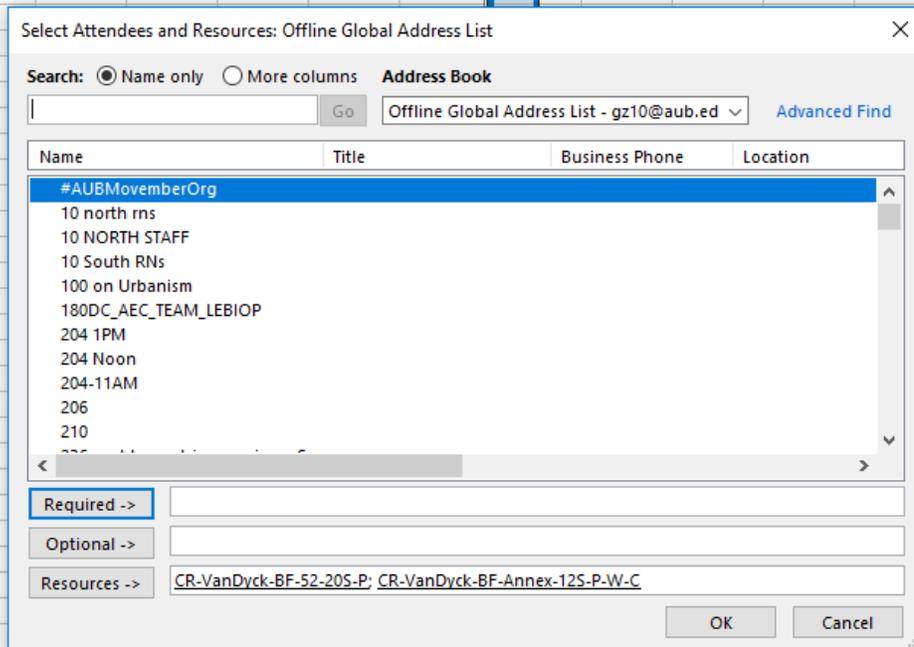


7. Click on "Rooms" button to add the rooms you chose, then press OK

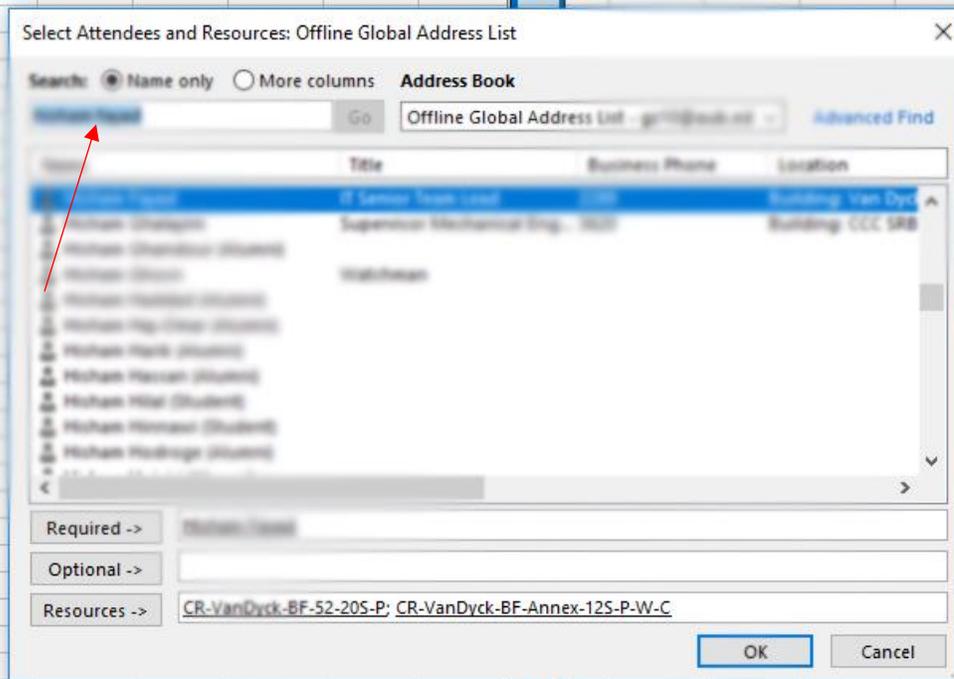


8. Search for people to invite by clicking on “Add Attendees”





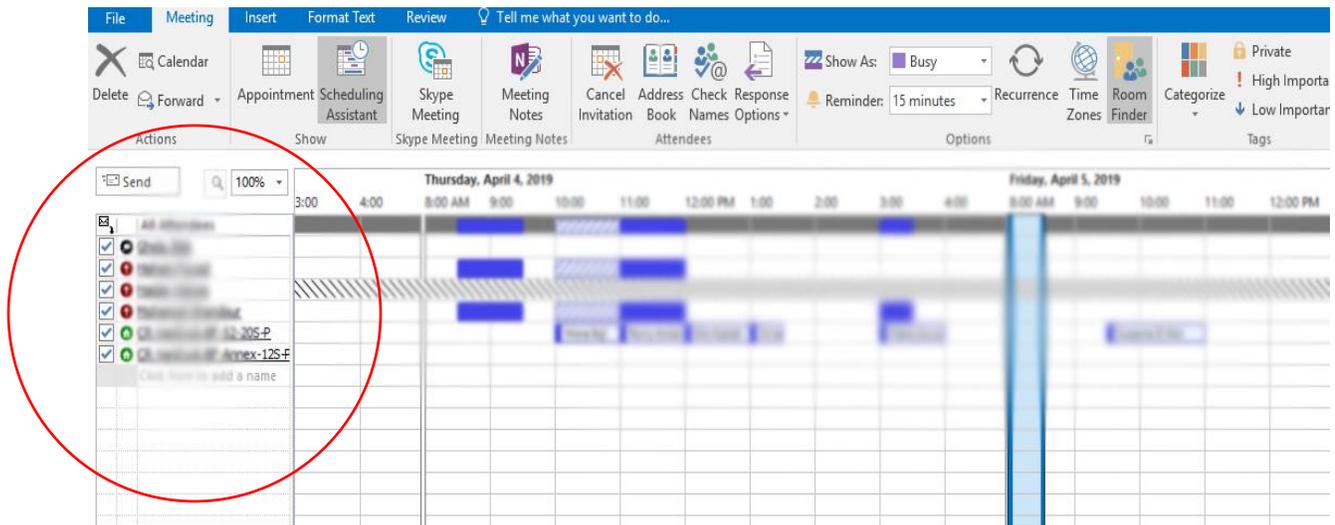
9. Search for attendees by entering the name in the Search blank



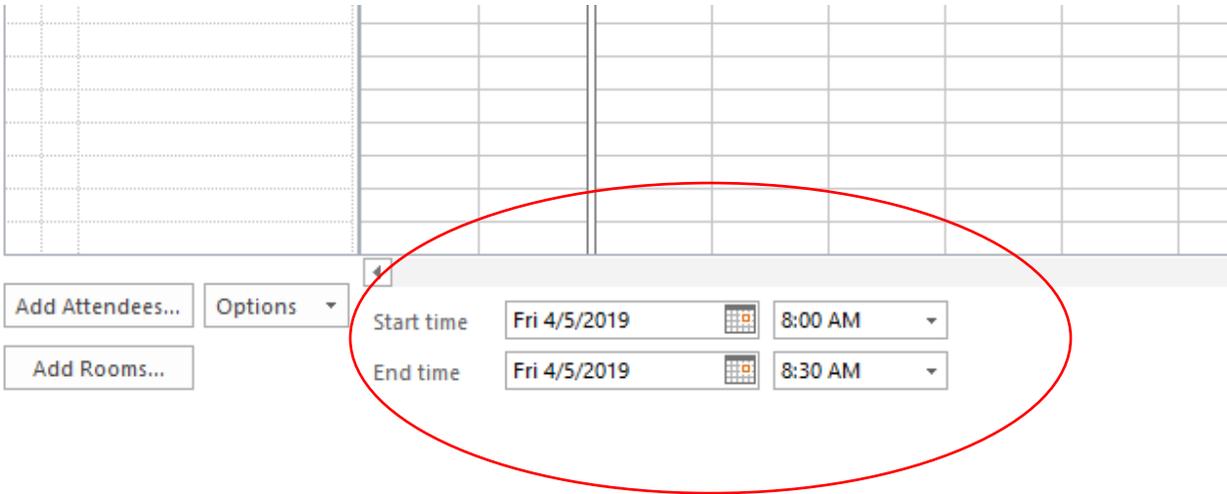
- Once you select the name, it will be added in the “Required” field.
- After you finish selecting the names, click on OK.

10. The selected rooms and attendees will appear on the left side of the calendar

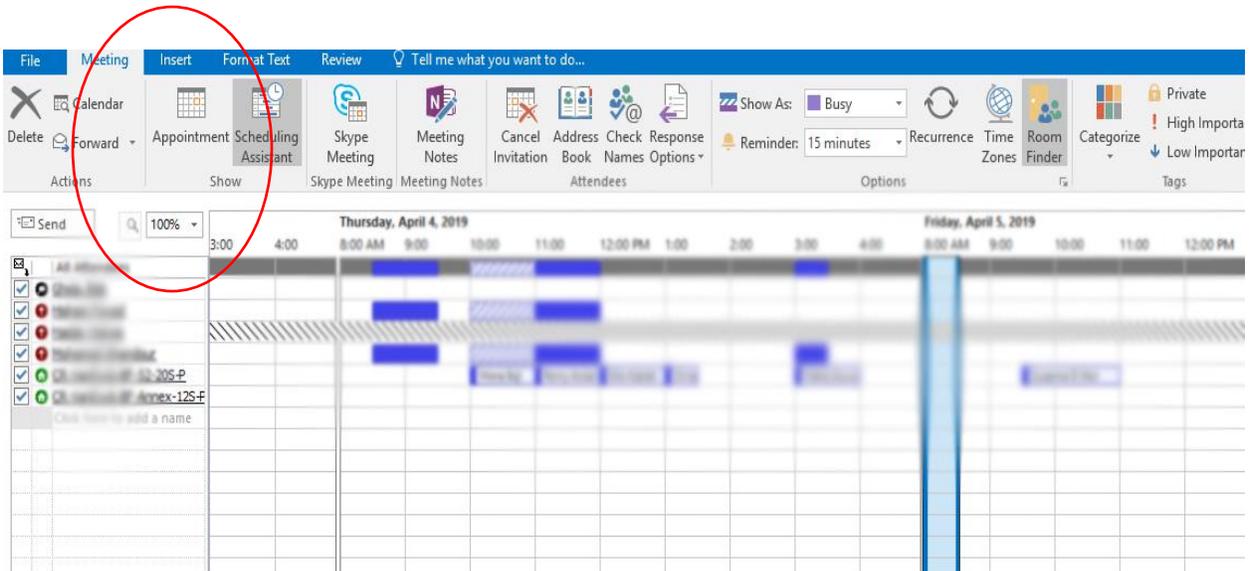
- You can modify your selection using the check box



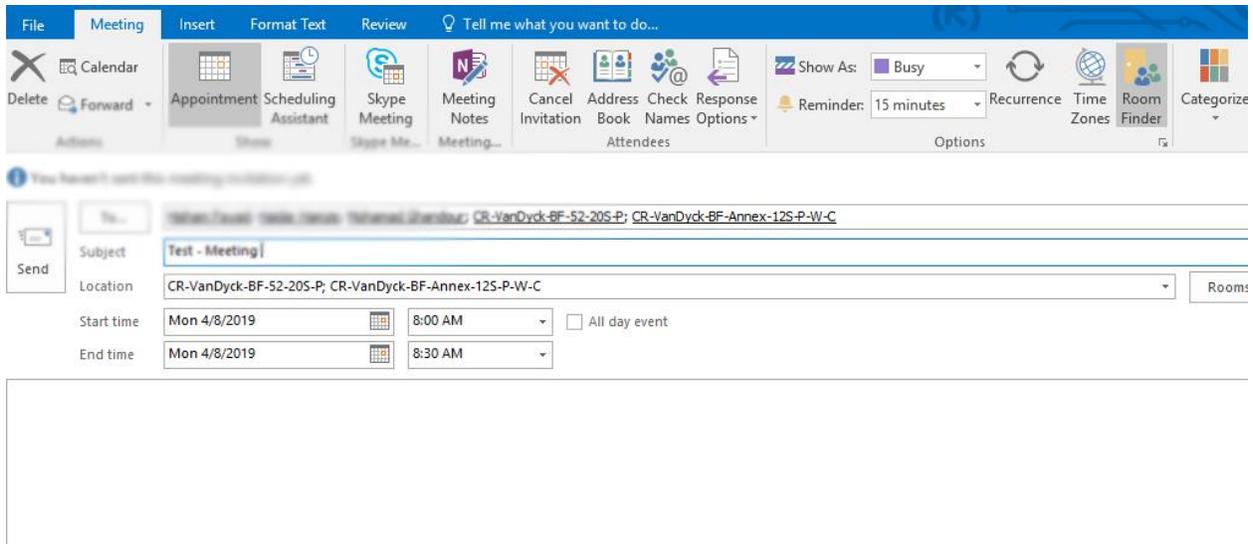
11. In order to see when the rooms and the attendees are available, select the exact timing of the meeting (Start time and End time) at the bottom of the page



12. After choosing the rooms, attendees, and the timing of the meeting, you can go back to the meeting invitation by clicking on "Appointment" at the top of the page.



13. Fill in the reservation title in the Subject text box, and click Send to complete the reservation.



14. You should receive an email confirming your request of reservation

15. In your Calendar, double click the name of your reservation to track its status (make sure your request is approved before the meeting time).