## **Book a Meeting Room and/or Resource**

Follow these steps to add a Meeting Room to your meeting:

- 1. Create a new meeting on **your own** calendar by double clicking the day you would like to schedule the meeting or click the drop down arrow next to New and choose Meeting Request.
- 2. Fill in the subject of the meeting.
- 3. Click the Scheduling Assistant Scheduling
- 4. Adjust the date and time your meeting should occur with the start and end times.
- 5. Click Add Rooms.

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Event Insert F	ormat Text	Developer							
Calendar	Appointm	ent Scheduling	Show As:	Free 18 hours	▼ 📢		Q Time C	atego	rize ABC Spelling
Actions		Show			Options		Lones		Proofing
Q 100%	-			Monday,	July 22, 201	13			<ul> <li>July 2013</li> </ul>
	8:00	9:00 10:	00 11:00	12:00	1:00	2:00	3:0		Su Mo Tu We Th Fr
All Attendees									30 1 2 3 4 5
CAB Training Room								*	7 8 9 10 11 12
Click here to add a name									14 15 16 1/ 18 19
									28         29         30         31         1           4         3         3         3         3
								D	uration: 1 day
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Add Attendees Options	Start time	: Mon 7/22/2	2013 🔽 12	2:00 AM	•				
Add Rooms	End time:	Tue 7/23/20	13 🔽 11	2:00 AM	•				
Buov - Jentative Out	of Office	No Informati	on Outside	of working	bours				Good Fair

6. A Select Room dialog box appears. Rooms and equipment are organized according to building. **Doubleclick** The room, resource or calendar you would like to reserve for your meeting. Click **OK**.

Name	Location	Business Phone	Capacity	Descrij
CAB Room 408	408	920-232-3450		Room
CAB Small Finance Room	4th Floor	920-232-3450		Room
CheckOutLaptop 1-R90AVT 1P	Information Systems			Room
CheckOutter tope REDAVITIE	Information Systems			Room
cneckOutProjector	Inform Vien Systems			Room
Coughlin ETN Meeting Room	Coughlin			Room
Coughlin Meeting Room A	Coughlin			Room
Coughlin Meeting Room B	Coughlin			Room
Coughlin UW-EX Meeting Room	Coughlin			Room
🗧 Coughlin Volunteer Meeting Room	Coughlin			Room
Pent Child Support				Room
Dept Child Support Court Schedule				Room
Dept Corp Counsel				Room
Dept County Clerk				Room
Dept DHS Admin Administrative Assistants				Room
Dept DHS Admin Office Systems & Confide	ntial Rec			Room
Dept DHS Admin Sup Spec Team				Room
Dept DHS BH After Hours Schedule				Room
Dept DHS BH AODA OWI Team				Room
Dept DHS BH CCS/Team Neenah				Room
Dept DHS BH CCS/Team Oshkosh				Room
				-

- 7. The Scheduling Assistant redisplays. Any rooms that have already been reserved will display as "busy".
- 8. Add **ALL** other resources (equipment) and attendees to invite them to the meeting by clicking "Click here to add a name" and typing the person's name who will be attending the meeting.

9. De-select the box next to any room you DON'T want to reserve. Check to be sure that only one room is checked. (Has the green house icon next to it)



10. Click SEND to send your meeting request as well as your room reservation.

**Note:** The room will send a response message to you. You should **ALWAYS** read the response to verify if the room has accepted or declined your request.

## To view the Resource\ Room Calendar

- 1. Go to your calendar
- 2. Click File, Open, Other User's Folder...
- 3. Type the name of the Resource Calendar (type Coughlin to see all rooms), click OK.
- 4. From this point forward, this resource calendar will be a choice in your calendar list.