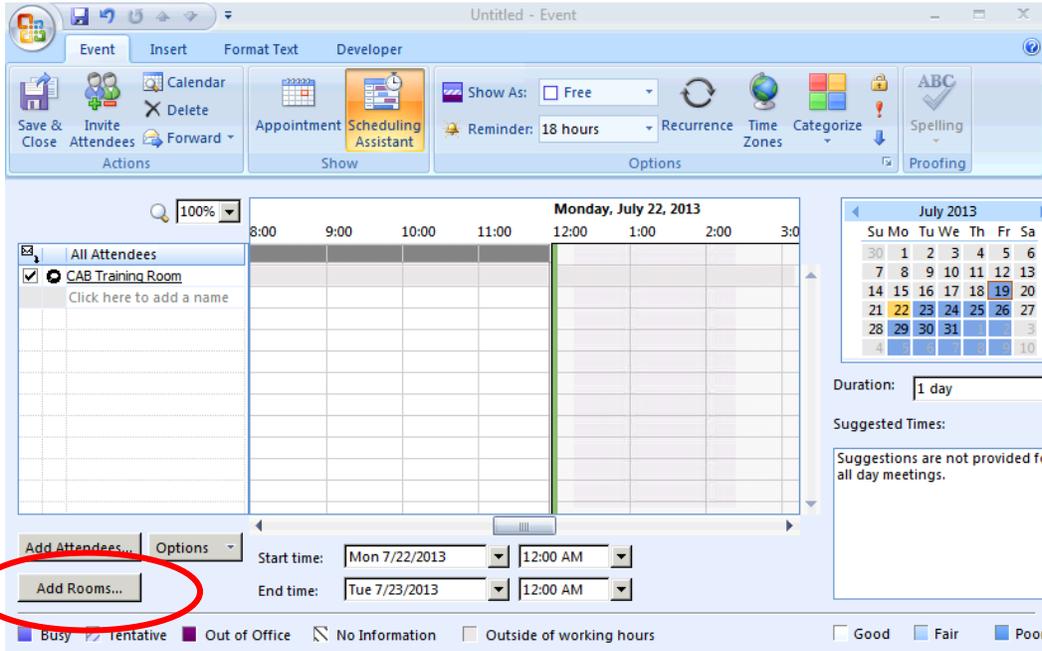


Book a Meeting Room and/or Resource

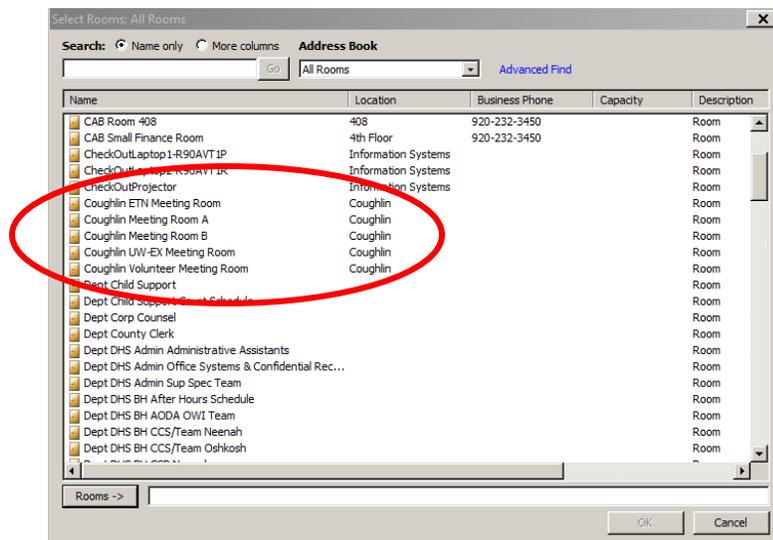
Follow these steps to add a Meeting Room to your meeting:

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 
4. Adjust the date and time your meeting should occur with the start and end times.
5. Click **Add Rooms...**

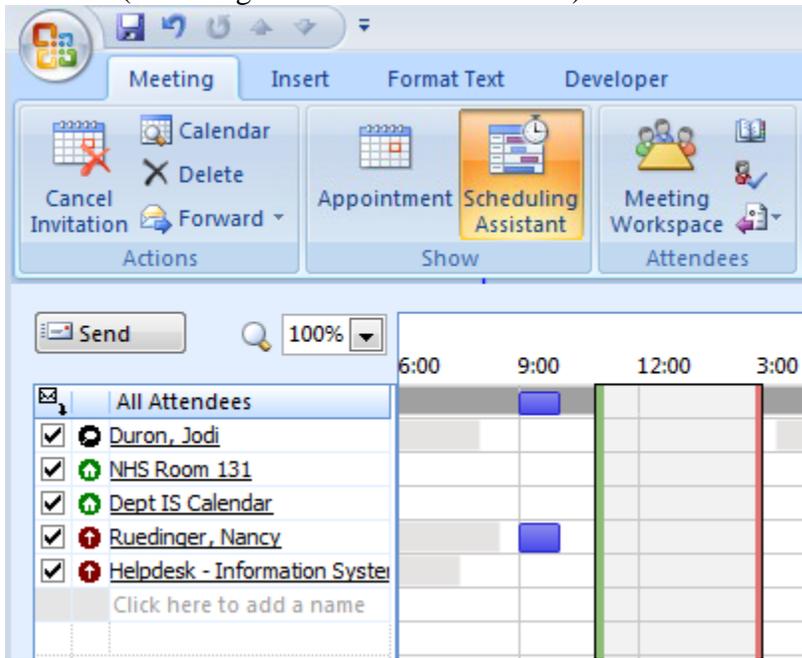


6. A Select Room dialog box appears. Rooms and equipment are organized according to building. **Double-click** The room, resource or calendar you would like to reserve for your meeting. Click **OK**.



7. The Scheduling Assistant redisplay. 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.

- 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)



- 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

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