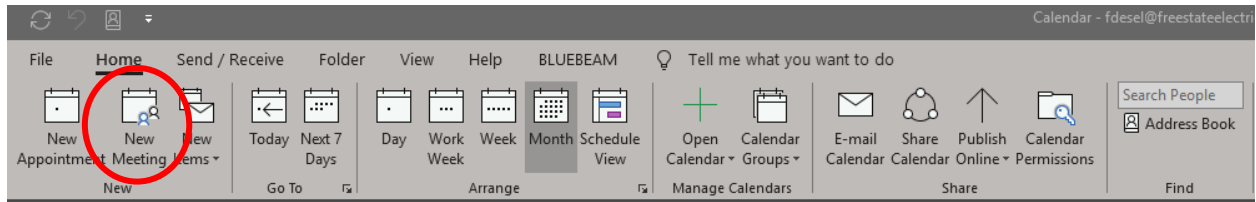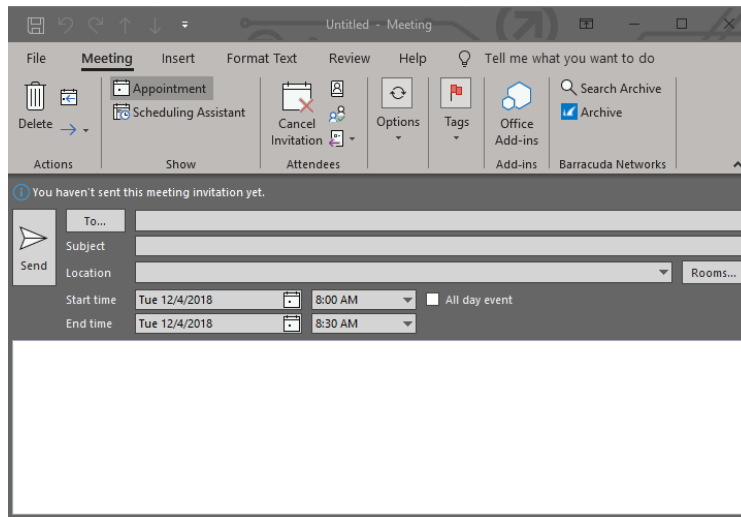## Scheduling Meetings

To schedule a meeting, open the Outlook Calendar and click the New Meeting button in the top right corner **(You CAN NOT schedule an Appointment in the Conference Rooms)**
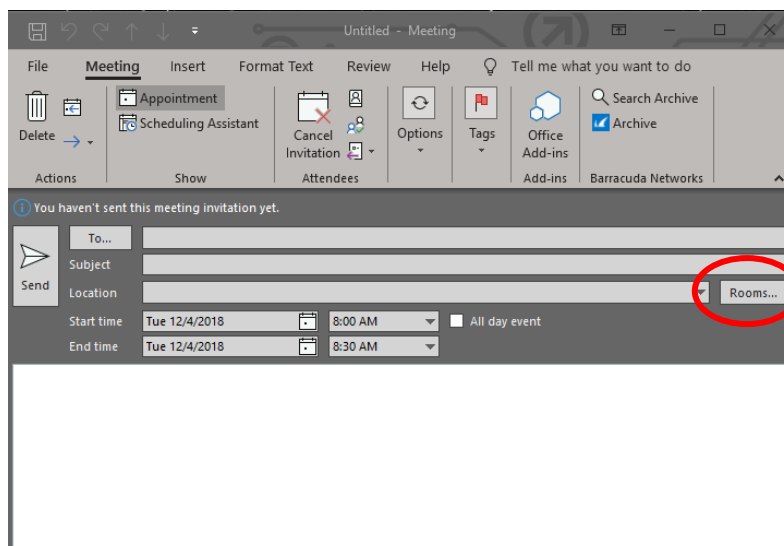

This will open the Meeting Invitation Screen

Here you can choose who to send the invitation to, the date and time of the meeting, and the room where you will have the meeting.

To choose the room click the "Rooms…" button on the right side of the Meeting Invitation screen, this will pull up a list of the rooms available to schedule a meeting in.

Choose the room you would like to schedule a meeting in and click ok. You can also use this to reserve the Conference Phone lines (8211, 8212)
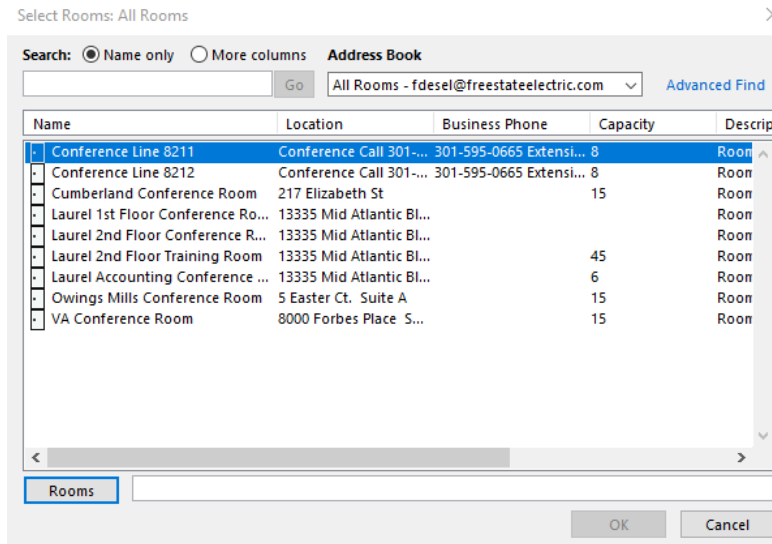
If there are not conflicts with your meeting you will receive an email that the meeting was accepted and added to the room calendar
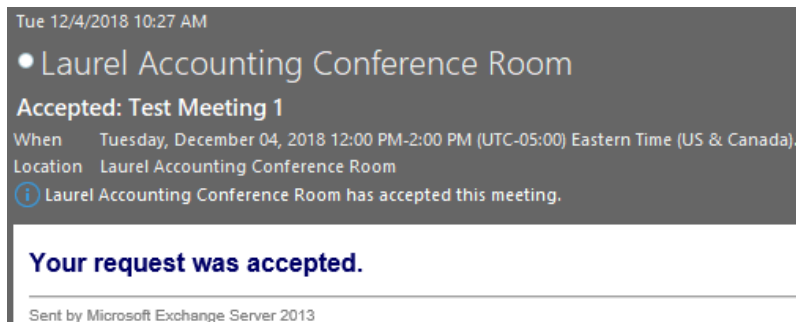
If there is a conflict you will receive an email saying the meeting was denied with the reason it was denied
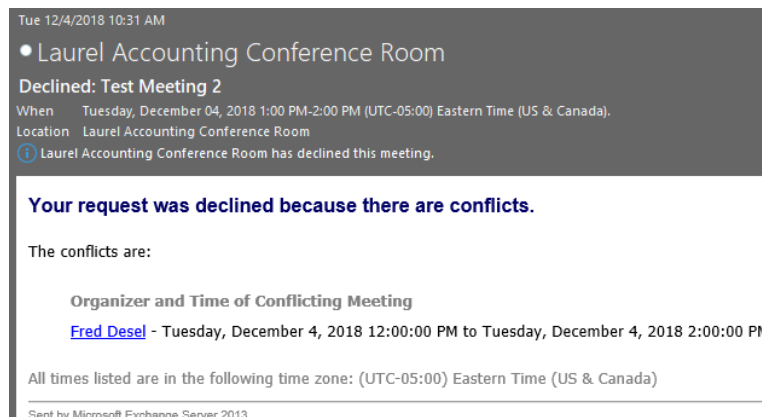

If you need to make a change to your meeting you make the change on your Personal Calendar not the room Calendar (i.e. canceling the meeting, adding attendees, changing the time etc.)
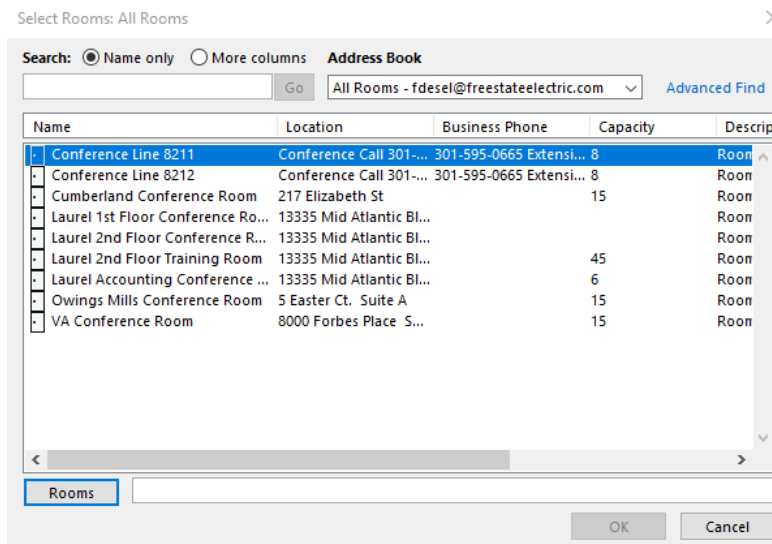
Checking Availability

You can check the availability of the conference rooms before you schedule a meeting by opening the calendar in outlook.

Open the outlook calendar and choose the Open Calendar option at the top of the page and then Room List
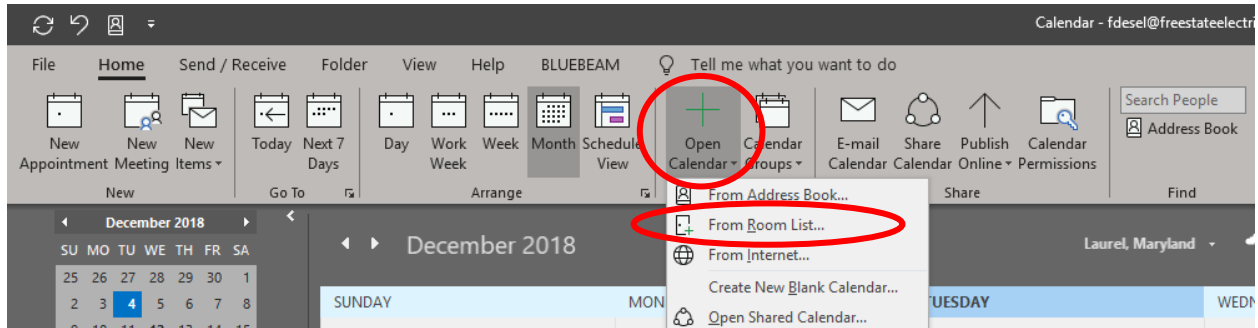
Choose the Room(s) you would like to check the availability of and hit ok

On the left-hand side of Outlook, you will now see a "Rooms" group where you can open all the calendars you selected on the previous screen to check the availability of the rooms.