

## How to reserve a conference room in a meeting request

1. From the Outlook menu bar, click on the down arrow next to “New” and choose “Meeting Request”
2. For this example, we are going to book a half hour meeting for Feb 12, 2007 starting at 1:30pm, we need to book the Admin Conference Room for this meeting and invite others to attend.
3. On the Appointment tab complete the title of the appointment, the start and end date, start and end time, and any other information that you think would help you.

Conference Room Scheduling - Meeting

File Edit View Insert Format Tools Actions Help

Send Attach Print Recurrence... Cancel Invitation

Appointment Scheduling

Invitations have not been sent for this meeting.

To...

Subject: Conference Room Scheduling

Location: Label: None

Start time: Mon 2/12/2007 1:30 PM All day event

End time: Mon 2/12/2007 2:00 PM

Reminder: 1 hour Show time as: Busy

Meeting Workspace... This is an online meeting using: Microsoft NetMeeting

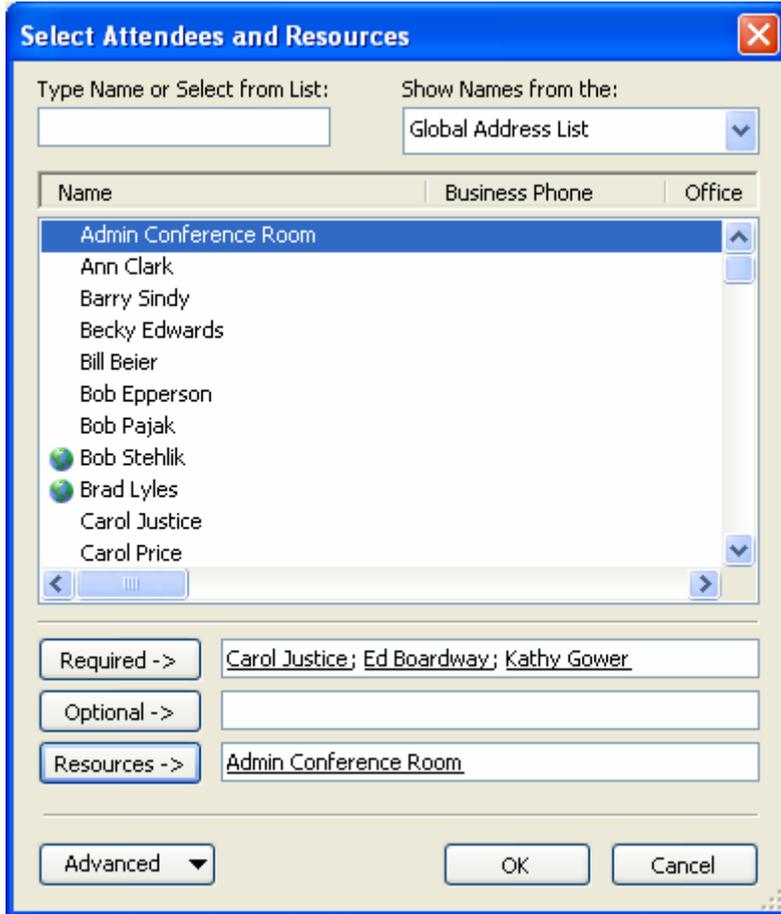
Can we get together to discuss conference room scheduling?

Richard

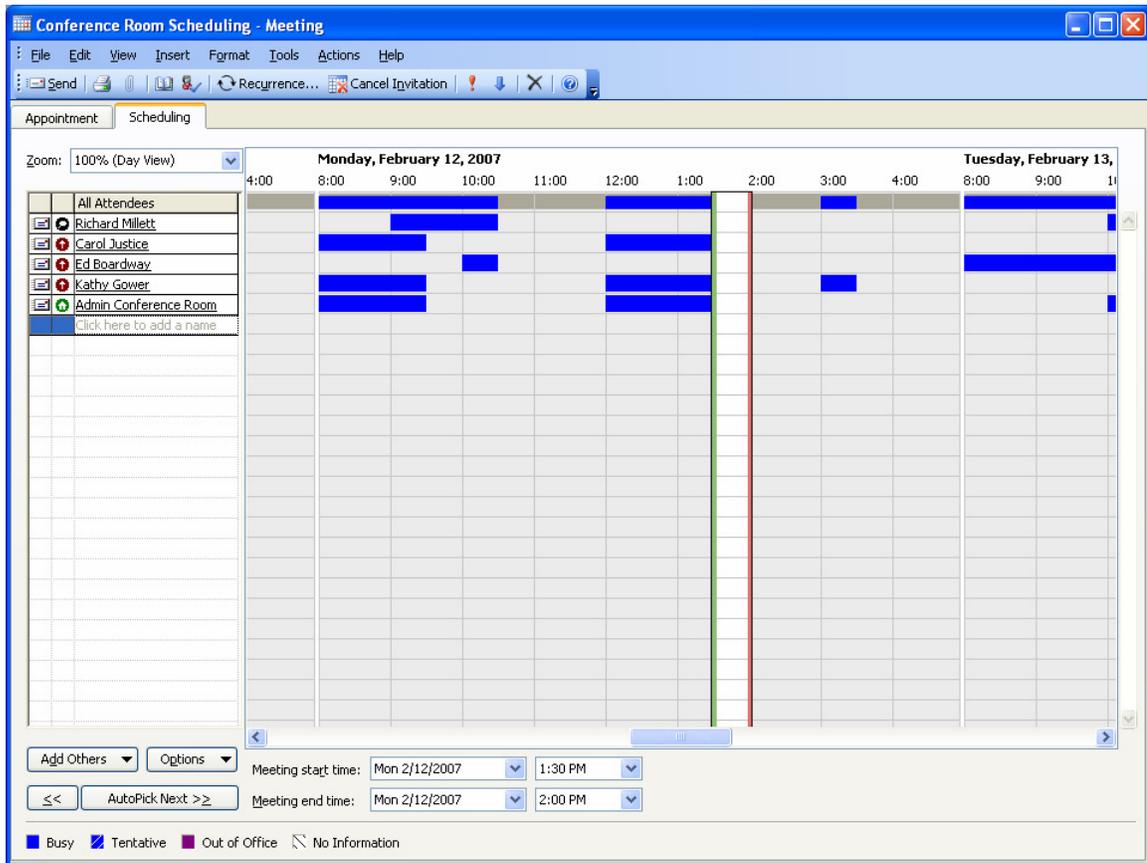
Contacts... Categories... Private

4. Now the important part, because we are going to need the Admin Conference Room, Carol, Ed and Kathy, we need to schedule this. The Admin Conference Room is going to be a Resource.
5. Click on “To...” button.

6. The “Select Attendees and Resources” dialog box will now be displayed.



7. Click on the resource, in our example “Admin Conference Room”, and then click on “Resources ->” button. This will now add the Admin Conference Room as a resource for our meeting.
8. We also require that Carol, Ed and Kathy attend this meeting, click on Carol Justice and then click on “Required ->”. We could have also selected the “Optional ->” button for Carol if it was not a requirement that she attend. Click on “OK” when you are done inviting everyone.
10. We can now click on the Scheduling tab and see if everyone, including the Admin Conference Room, is free and this time. If there is a conflict with anyone’s schedule, including the Admin Conference Room, we can easily change the meeting time to fix a scheduling conflict.



11. When you are done, click on the “Send” button on the Outlook toolbar. If the Admin Conference Room was successfully booked, you will see a pop-up window telling you the resource was successfully booked.



12. Now that the Admin Conference Room is a resource in our meeting request, if we reschedule the meeting the conference room reservation will also be rescheduled. If the meeting is canceled, the conference room will automatically become available for others at the previously scheduled time.