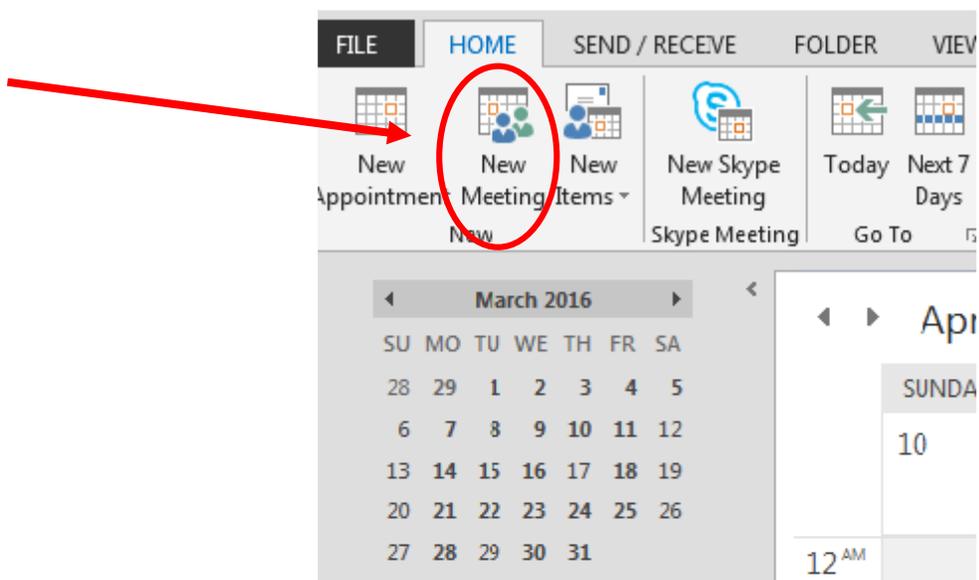
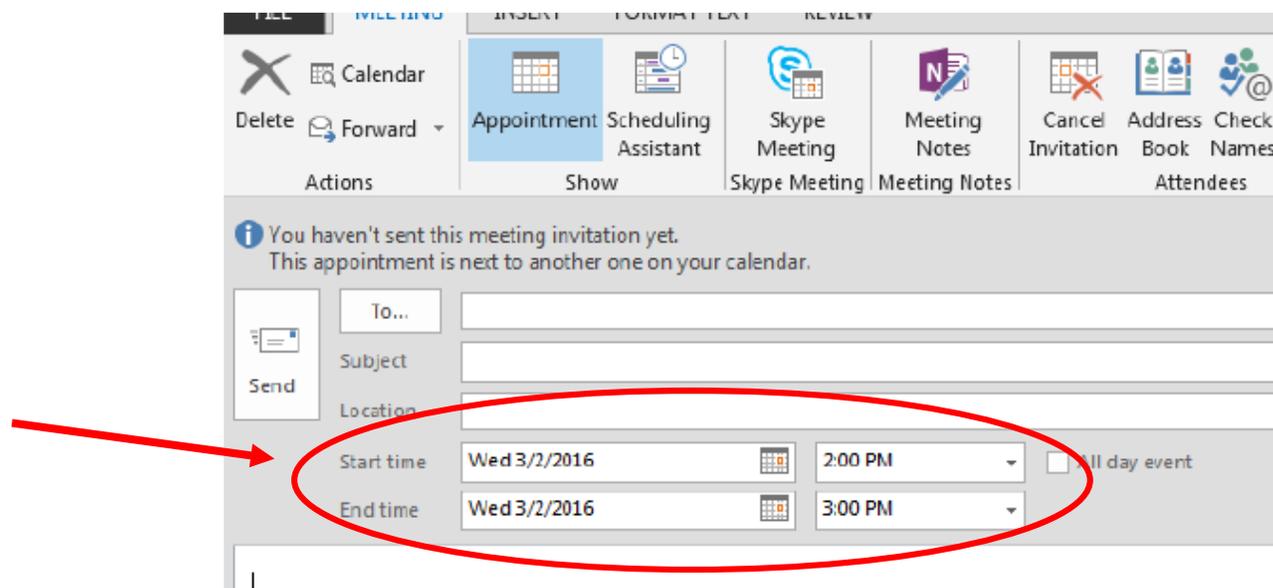


Reserving a meeting room in Outlook

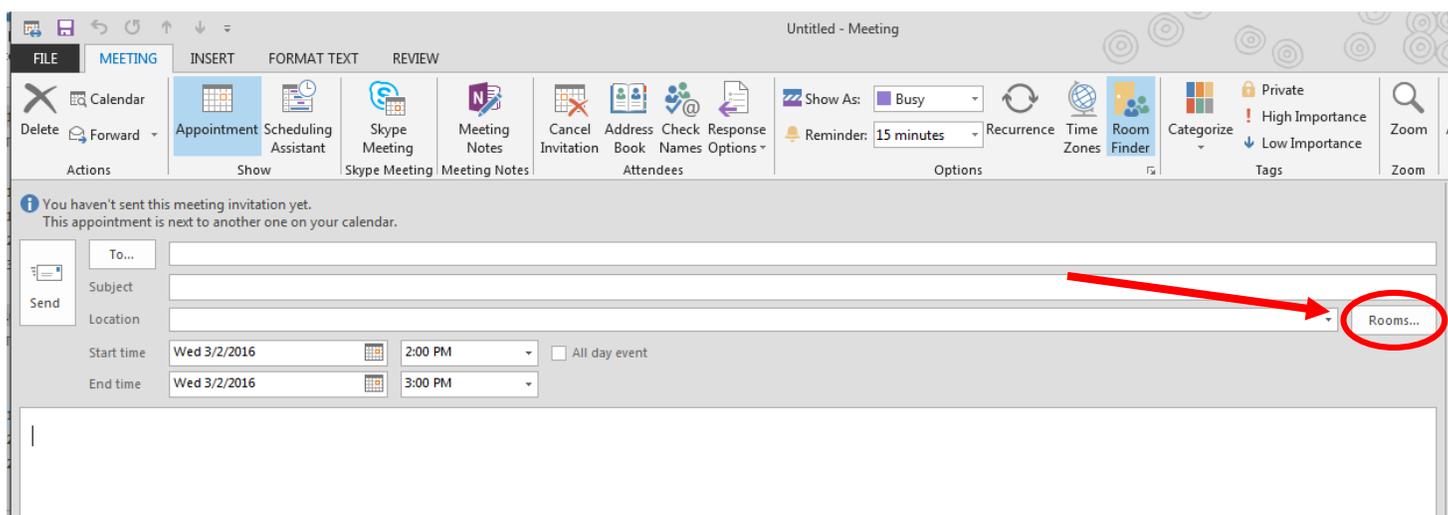
1. Open your calendar, and click 'New Meeting'



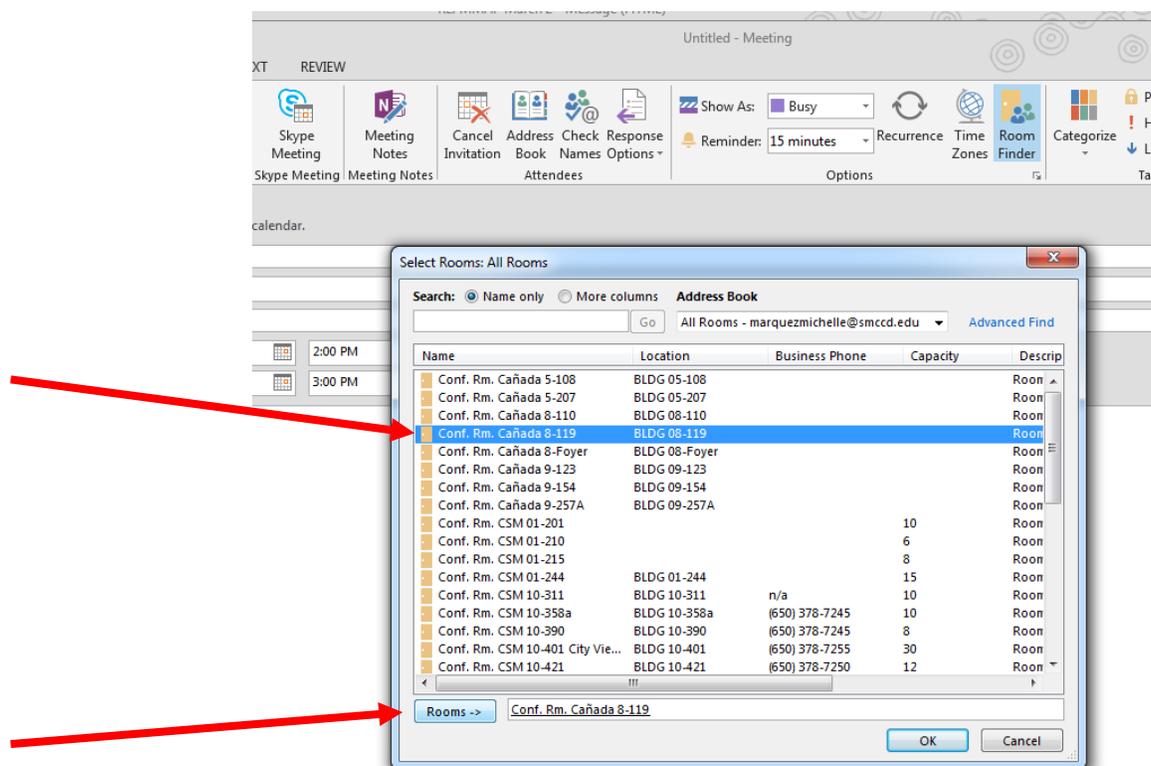
2. Set your meeting date and time



3. Click 'Rooms'



4. Select the room you would like to reserve (double-click on the room; it should show at the bottom) and click 'OK'



5. Check the availability of the room. There are two options to do this. One way is to look at the “Suggested Times” to the right of your meeting invitation. This shows if the room is available or if there is a conflict.

Room Finder

March, 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Good Fair Poor

Choose an available room:

- None
- Conf. Rm. Cañada 8-119

Suggested times:

- 8:00 AM - 9:00 AM
1 available room
- 10:30 AM - 11:30 AM
1 available room
- 11:00 AM - 12:00 PM
1 available room
- 11:30 AM - 12:30 PM
1 available room
- 12:00 PM - 1:00 PM
1 available room
- 2:00 PM - 3:00 PM
1 available room
- 2:30 PM - 3:30 PM
1 available room

The other option is to click “Scheduling Assistant” at the top of the screen. This shows the availability for the room as well.

FILE MEETING INSERT FORMAT TEXT REVIEW

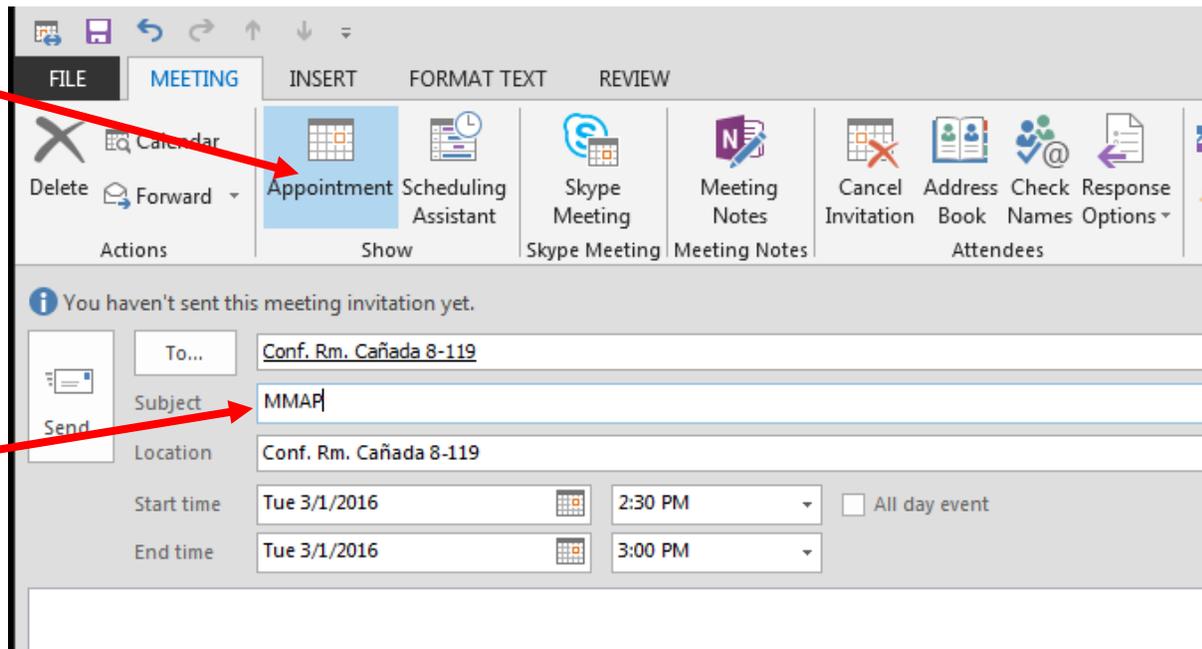
Calendar Appointment Scheduling Assistant Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options

Show As: Busy Reminder: 15 minutes

Wednesday, March 02, 2016

	2:00	3:00	4:00	8:00 AM	9:00	10:00	11:00	12:00 PM	1:00	2:00	3:00	4:00
All Attendees												
Marquez, Michelle												
Conf. Rm. Cañada 8-119	MMAP				College Cabinet Mei					Bi-Weekly Te		

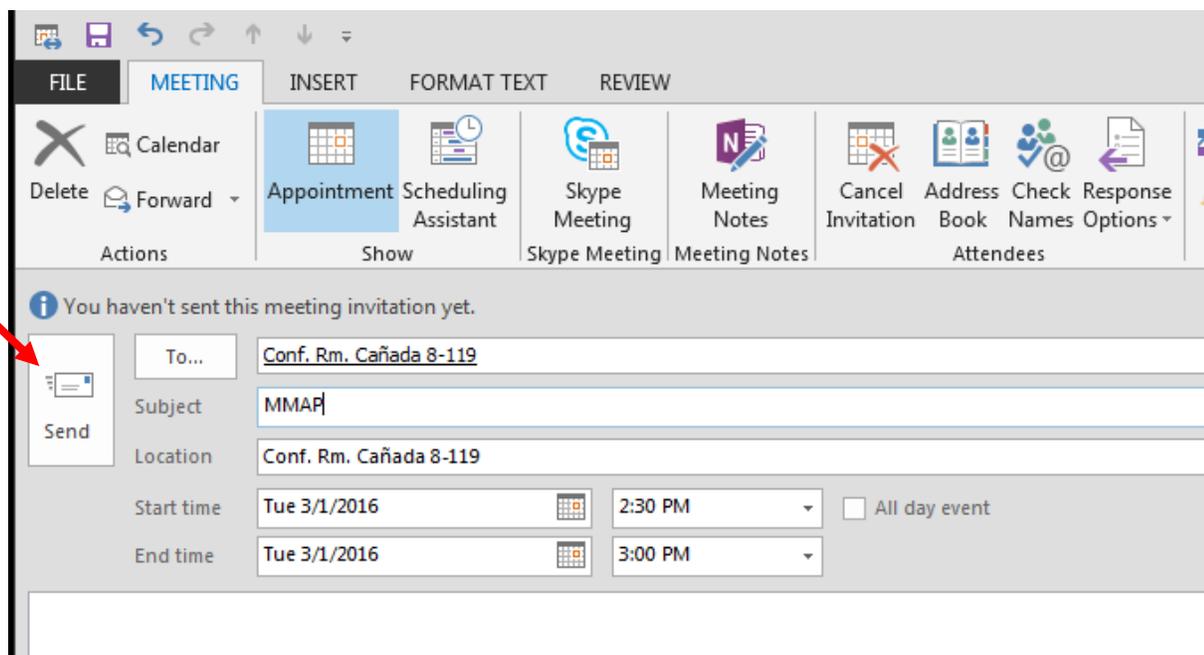
- Click on 'Appointment' and type the subject of your meeting



The screenshot shows the Microsoft Word ribbon with the 'MEETING' tab selected. The 'Appointment' button is highlighted with a red arrow. Below the ribbon, the 'Send' button is also highlighted with a red arrow. The meeting details form is visible, including fields for To, Subject, Location, Start time, and End time.

To...	Conf. Rm. Cañada 8-119		
Subject	MMAF		
Location	Conf. Rm. Cañada 8-119		
Start time	Tue 3/1/2016	2:30 PM	<input type="checkbox"/> All day event
End time	Tue 3/1/2016	3:00 PM	

- Click 'Send'



The screenshot shows the Microsoft Word ribbon with the 'MEETING' tab selected. The 'Send' button is highlighted with a red arrow. The meeting details form is visible, including fields for To, Subject, Location, Start time, and End time.

To...	Conf. Rm. Cañada 8-119		
Subject	MMAF		
Location	Conf. Rm. Cañada 8-119		
Start time	Tue 3/1/2016	2:30 PM	<input type="checkbox"/> All day event
End time	Tue 3/1/2016	3:00 PM	

8. You will receive a confirmation if the room is not booked

The screenshot shows an Outlook window with the title bar "Accepted: MMAP - Meeting Response". The ribbon includes "FILE", "MEETING RESPONSE", and "ADOBE PDF". The "MEETING RESPONSE" ribbon has buttons for "Delete", "Reply", "Reply All", "Forward", and "More". The "ADOBE PDF" ribbon has buttons for "Meeting Notes", "Quick Steps", "Move", "Rules", "Actions", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find Related", and "Zoom".

The email content is as follows:

Tue 2/9/2016 6:01 PM

Conf. Rm. Cañada 8-119

Accepted: MMAP

To: Marquez, Michelle

When: Wednesday, March 02, 2016 2:00 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Location: Conf. Rm. Cañada 8-119

Accepted: [Conf. Rm. Cañada 8-119](#)

Tentative: No attendees have tentatively accepted.

Declined: No attendees have declined.

Conf. Rm. Cañada 8-119 has accepted this meeting.

Your request was accepted.

Sent by Microsoft Exchange Server 2010

A red arrow points from the "Accepted: MMAP" section down to the "Your request was accepted." message.

9. If you attempt to reserve a room that is already booked, you will get a "Declined" message

The screenshot shows an Outlook window with the title bar "Declined: MMAP - Meeting Response". The ribbon includes "FILE", "MEETING RESPONSE", and "ADOBE PDF". The "MEETING RESPONSE" ribbon has buttons for "Delete", "Reply", "Reply All", "Forward", and "More". The "ADOBE PDF" ribbon has buttons for "Meeting Notes", "Quick Steps", "Move", "Rules", "Actions", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find Related", and "Zoom".

The email content is as follows:

Tue 2/9/2016 6:00 PM

Conf. Rm. Cañada 8-119

Declined: MMAP

To: Marquez, Michelle

When: Tuesday, March 01, 2016 2:00 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Location: Conf. Rm. Cañada 8-119

Accepted: No attendees have accepted.

Tentative: No attendees have tentatively accepted.

Declined: [Conf. Rm. Cañada 8-119](#)

Conf. Rm. Cañada 8-119 has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[Hsieh, Chialin](#) - Tuesday, March 1, 2016 2:00:00 PM to Tuesday, March 1, 2016 3:00:00 PM

A red arrow points from the "Declined: MMAP" section down to the "Your request was declined because there are conflicts." message.