

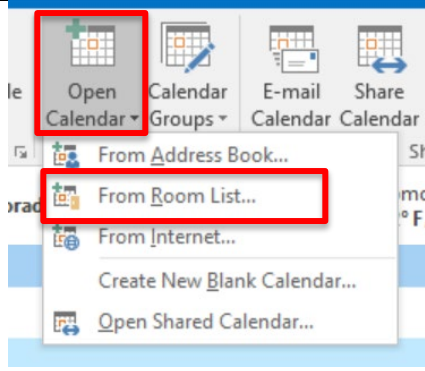
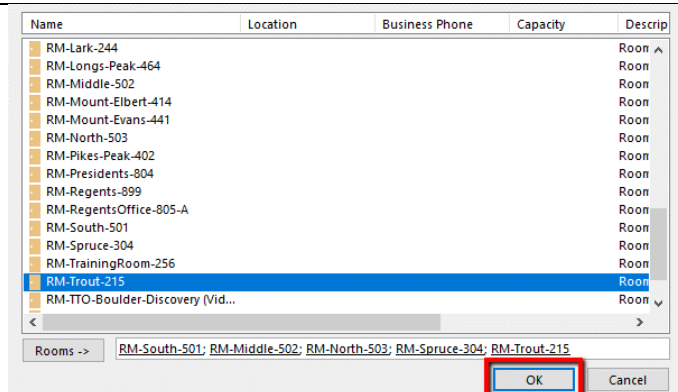
How to Book a Conference Room in Outlook

PURPOSE:

- How check availability of a conference room in Outlook 2016
- How to book a conference room in Outlook 2016

VERSION SUPPORTED: Outlook 2016

HOW TO CHECK AVAILABILITY OF A CONFERENCE ROOM IN OUTLOOK:

<p>In Microsoft Outlook Calendar, Select Open Calendar > From Room List.</p>	 <p>The screenshot shows the Outlook 'Open Calendar' dropdown menu. The 'Open Calendar' button is highlighted with a red box. The dropdown menu is open, and the 'From Room List...' option is highlighted with a red box. Other options include 'From Address Book...', 'From Internet...', 'Create New Blank Calendar...', and 'Open Shared Calendar...'.</p>																																																																																
<p>Select desired rooms by double-clicking on rooms to add them to navigation bar on the left.</p>	 <p>The screenshot shows the 'Rooms' dialog box in Outlook. It contains a table of conference rooms with columns for Name, Location, Business Phone, Capacity, and Description. The room 'RM-Trout-215' is selected. The 'OK' button is highlighted with a red box.</p> <table border="1"><thead><tr><th>Name</th><th>Location</th><th>Business Phone</th><th>Capacity</th><th>Descrip</th></tr></thead><tbody><tr><td>RM-Lark-244</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Longs-Peak-464</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Middle-502</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Mount-Elbert-414</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Mount-Evans-441</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-North-503</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Pikes-Peak-402</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Regents-804</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Regents-899</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-RegentsOffice-805-A</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-South-501</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Spruce-304</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-TrainingRoom-256</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-Trout-215</td><td></td><td></td><td></td><td>Room</td></tr><tr><td>RM-TTO-Boulder-Discovery (Vid...</td><td></td><td></td><td></td><td>Room</td></tr></tbody></table>	Name	Location	Business Phone	Capacity	Descrip	RM-Lark-244				Room	RM-Longs-Peak-464				Room	RM-Middle-502				Room	RM-Mount-Elbert-414				Room	RM-Mount-Evans-441				Room	RM-North-503				Room	RM-Pikes-Peak-402				Room	RM-Regents-804				Room	RM-Regents-899				Room	RM-RegentsOffice-805-A				Room	RM-South-501				Room	RM-Spruce-304				Room	RM-TrainingRoom-256				Room	RM-Trout-215				Room	RM-TTO-Boulder-Discovery (Vid...				Room
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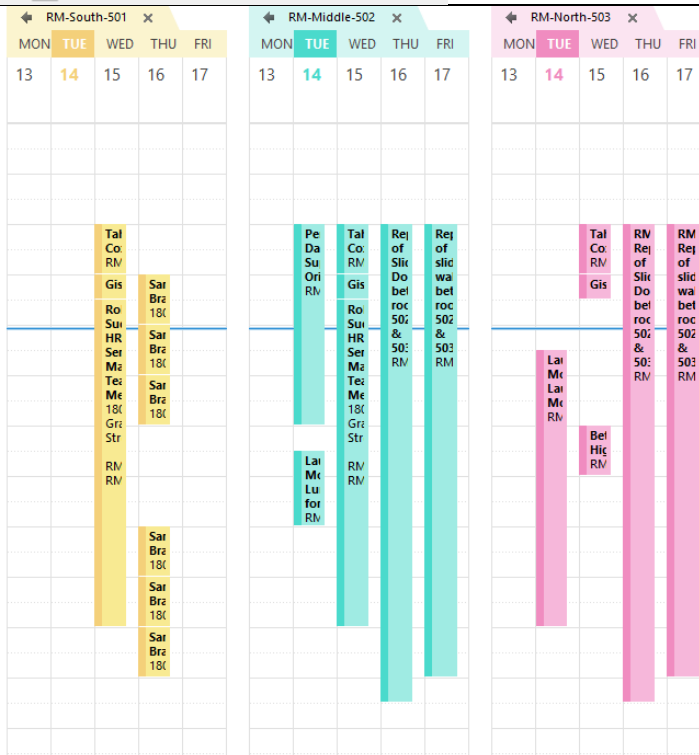
UIS SERVICE DESK

EMAIL & CALENDARS

Rooms selected will appear and be automatically selected to view schedule.

- Rooms
- RM-Mount-Elbert-414
 - RM-Pikes-Peak-402
 - RM-South-501**
 - RM-Middle-502**
 - RM-North-503**
 - RM-Spruce-304**
 - RM-Trout-215**
- Other Calendars

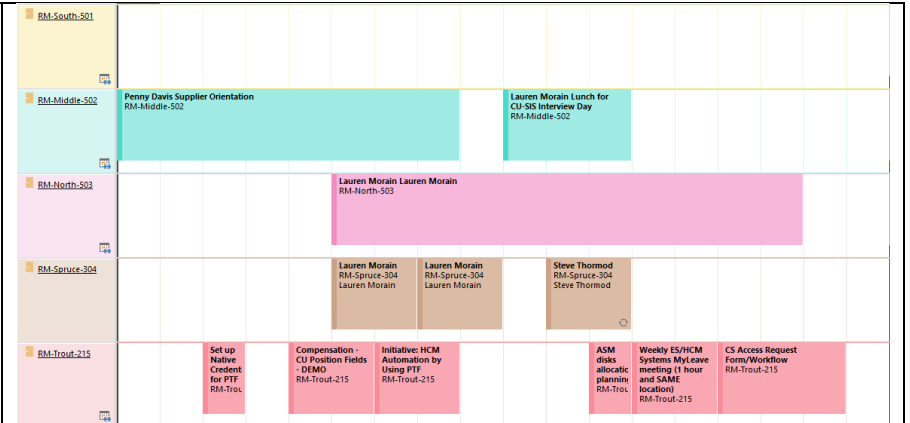
Respective room calendars will display all currently scheduled events/meetings.



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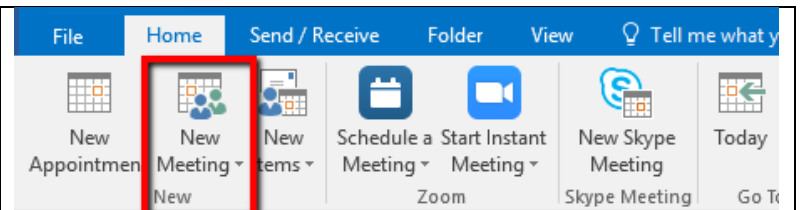
EMAIL & CALENDARS

If you prefer, changing your view to **Schedule View** give you an hour-by-hour snapshot of each room.

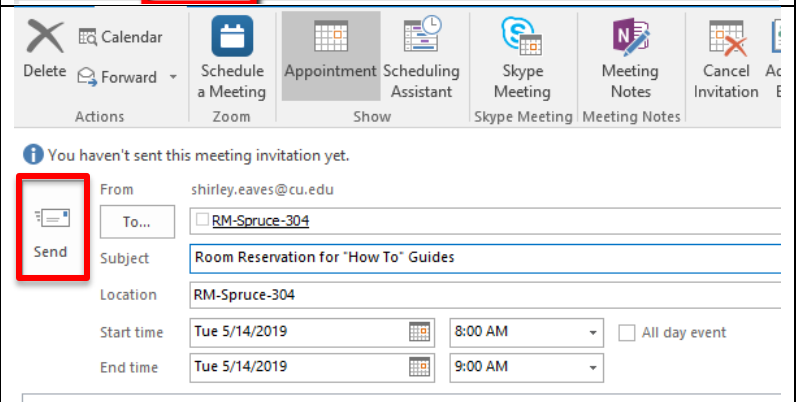


HOW TO BOOK A CONFERENCE ROOM IN OUTLOOK:

On the Outlook ribbon, click on **New Meeting**.



Ensure you have selected your desired room, participants and specified start/end times for the event or meeting.



Click **Send**.

The event will be automatically added to your personal calendar. Once your request has been approved, you will receive email notification that it was been added. You then will see the finalized reservation on the room calendar.



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