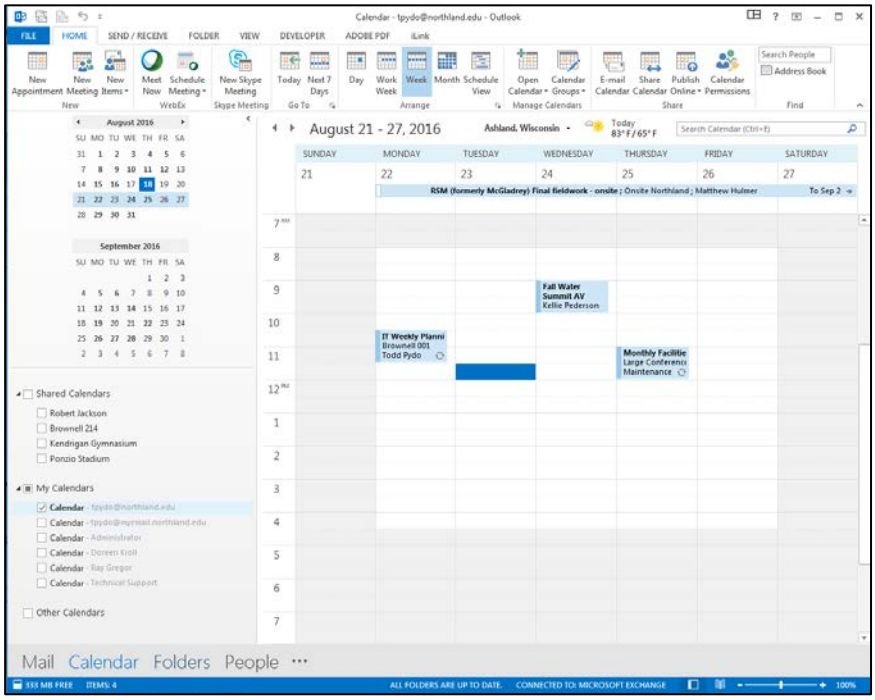
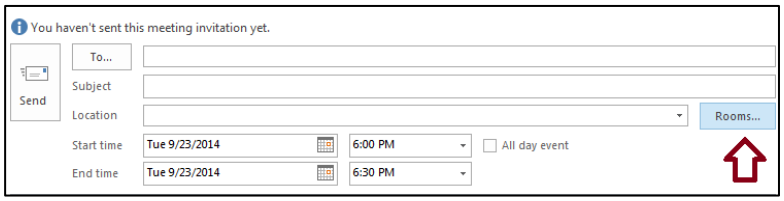
How to Book a Room Using Outlook

1. Open **Outlook**.
2. Click on **Calendar** in the bottom bar and find the date you want to reserve a room on.
3. Next, find the specific start time under that date. Click on it.

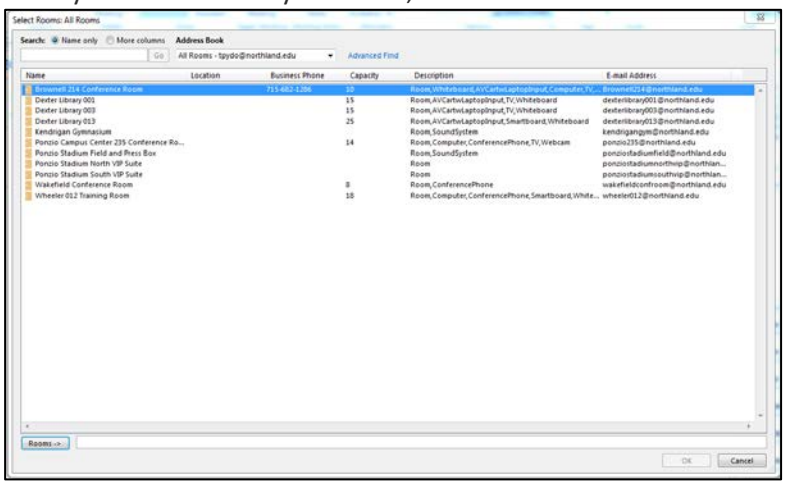


4. Click the "**New Meeting**" button on the ribbon menu at the top right.
5. Beside the **Location** box, click the "**Rooms...**" button.

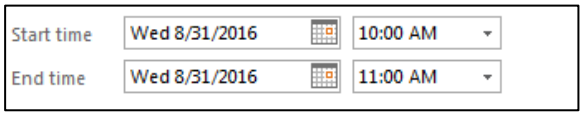


6. Find your room on the room list.

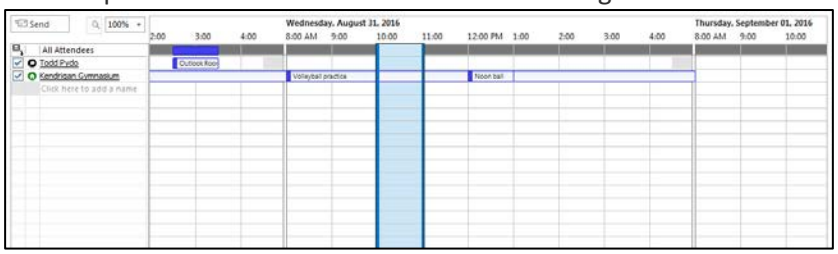
7. Once you have located your room, double click it and select "Ok".



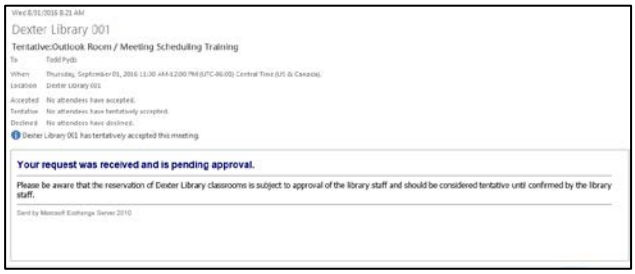
8. Double check to make sure that your date, start, and ends times are correct.



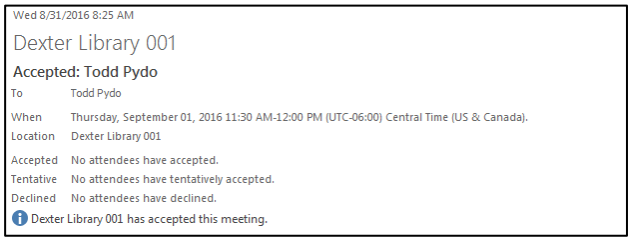
9. You can check to be sure that the room is open for your date/time request by clicking the **Scheduling Assistant** link. Any conflicts will show up there as a dark blue bar. The image below is an example of what it would look like in Scheduling Assistant if there were a conflict.



10. In the subject line and body please type your information as you normally would for your meeting. All meeting details will be removed from the shared room calendar and replaced with the organizers name in the subject line.
11. Click the "**Send**" button.
12. You will receive an automatic response and the room request will appear on your calendar. This is to let you know that your request was successful but it does not mean that the room has been reserved for you yet. The automatic response will look like the image below:



13. Once your request is accepted by the IT department you will receive another email saying that it was approved. That email will look like the image below.


Wed 8/31/2016 8:25 AM

Dexter Library 001

Accepted: Todd Pydo

To	Todd Pydo
When	Thursday, September 01, 2016 11:30 AM-12:00 PM (UTC-06:00) Central Time (US & Canada).
Location	Dexter Library 001
Accepted	No attendees have accepted.
Tentative	No attendees have tentatively accepted.
Declined	No attendees have declined.

Dexter Library 001 has accepted this meeting.