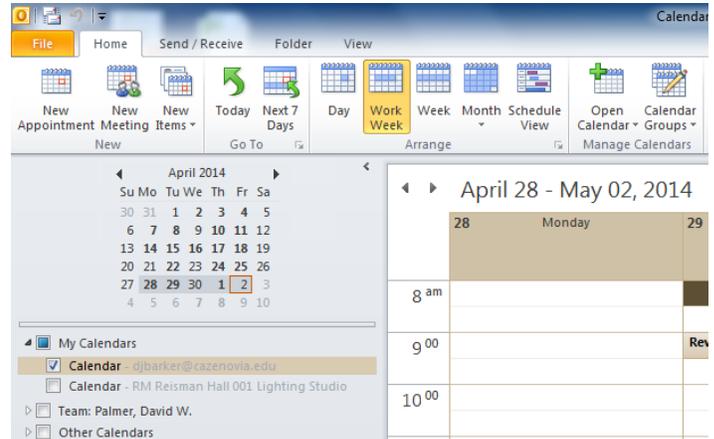


# Room Reservation System Procedure

The room reservation System relies on built-in features in Outlook and Exchange Server and is designed to reserve room resources and invite people to a meeting. If you require additional support from Dining Services, Campus Services, or ICT, be sure to submit requests to those organizations using conventional methods.

Begin by opening Outlook and going to your Calendar.

Click on **“New Meeting”**

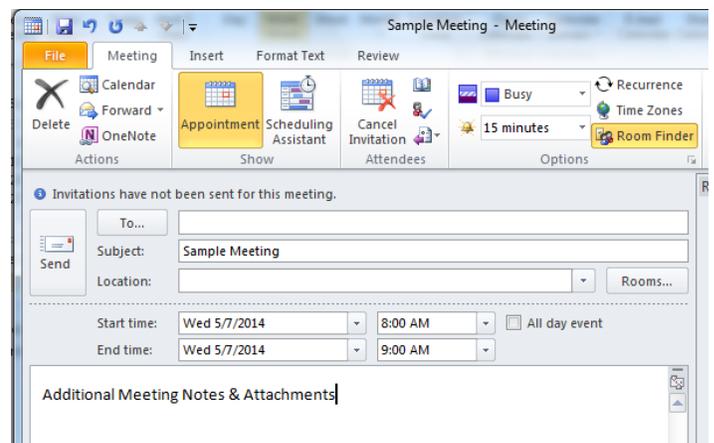


**Enter a Subject.** This is the information that will appear in the room calendar and in the calendar of anyone else that is invited.

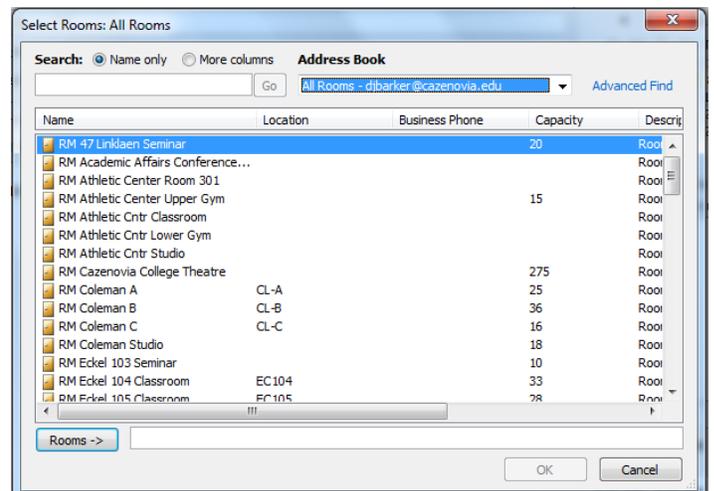
Also, **Select the Date and Time** of the meeting.

Optionally, you can include additional information in the bottom panel.

**Click the Rooms button.**

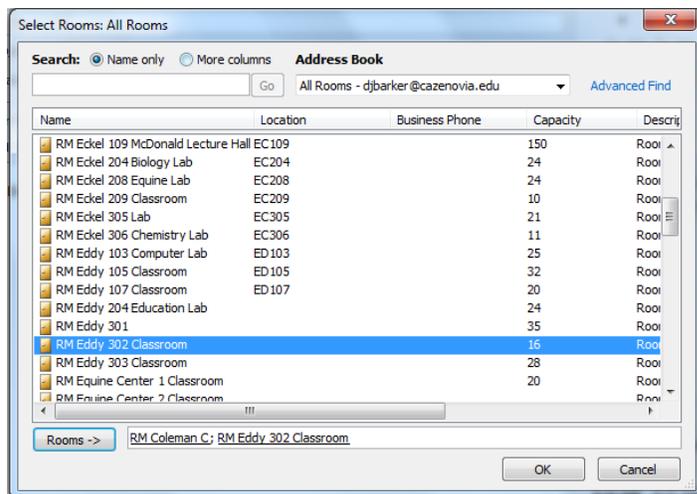


From the **“All Rooms”** Address Book, select the room or rooms that you would like to consider for your meeting.



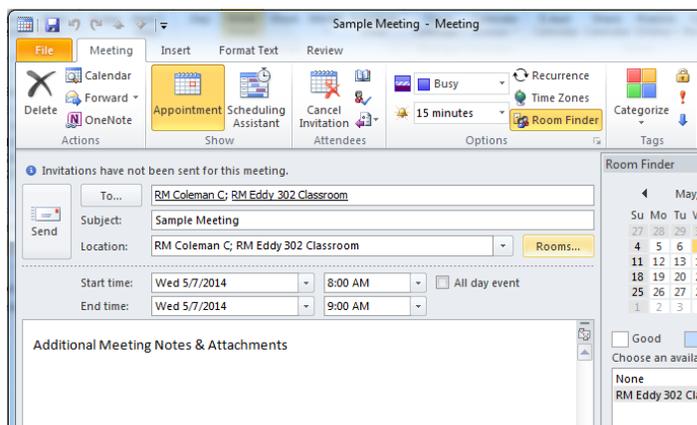
# Room Reservation System Procedure

Add them to the list by **clicking the “Rooms”** button on the bottom of the panel, then **click “OK”**.



Note that the selected room(s) have been placed in the **Location field** in your meeting invitation.

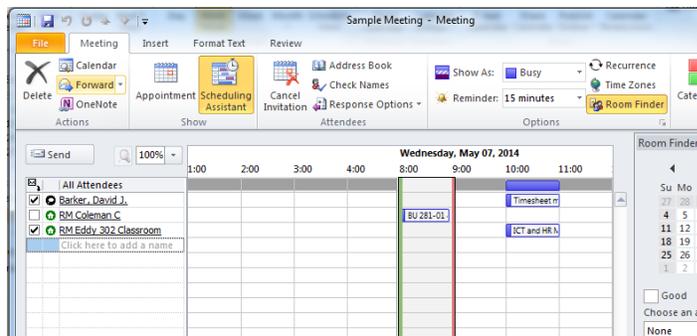
Before sending the invitation, **click the Scheduling Assistant** to check for conflicts.



The Scheduling Assistant will show you whether the room is already reserved or if it is available.

In this example, “RM Coleman C” is already booked, so I will **uncheck it in the left column**.

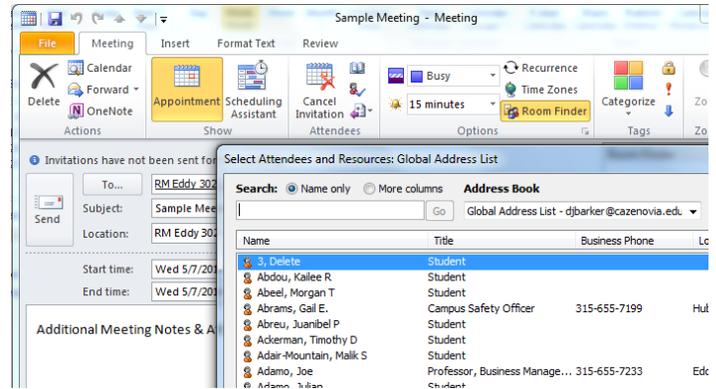
“RM Eddy 302 Classroom” is available, so I will **leave it checked**.



# Room Reservation System Procedure

Before sending the invitation, you may want to **invite people to the meeting** at the same time as reserving the room. This can be done from either the “Scheduling Assistant” screen or the “Appointment” screen before sending the invitation.

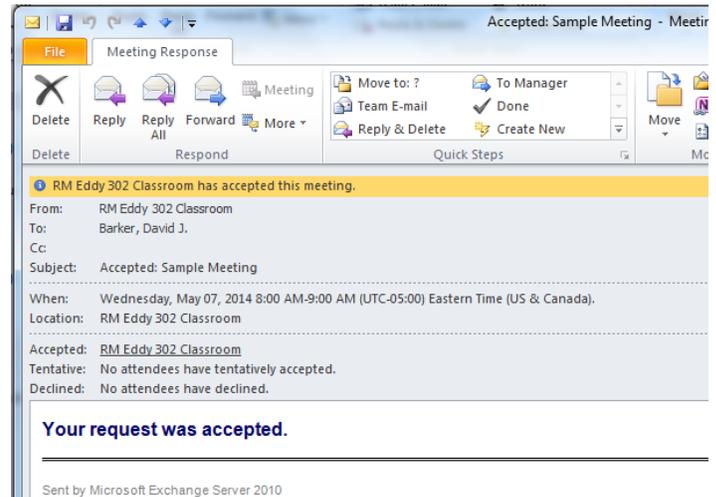
Click the “Send” button to send the meeting invitation.



**You will receive an email** from the Room or Rooms indicating whether your request was accepted or declined.

If there are **no conflicts**, your request will be **Accepted**. If there **are conflicts**, your request will be **Declined**.

There are some rooms that are moderated. If you request a moderated room, you will receive a **Tentative Acceptance**. The designated room moderator will accept or decline your request based on their criteria.



The meeting is reflected in your personal calendar as soon as you send the meeting request.



The room reservation is booked in the room calendar as soon as the reservation request is accepted.

