Schedule a Meeting with a Room Booking

Click once on a time slot in your calendar to make sure you will be listed as the meeting organizer. Click on the New Meeting button or Right Click on a time in your calendar and select New Meeting Request from the shortcut menu. The appointment window is displayed (see below). Enter the Subject for the meeting and include your first initial, last name & extension. Then enter the meeting Start and End Times.
Schedule a Meeting with a Room Booking (cont’d.)

Using the Scheduling Window

Click on the **Scheduling Assistant button** as highlighted in yellow in the screenshot below.

Click on the **Add Attendees button** at the lower left of the window. **Select Add from Address Book.**
Invite Attendees

You will be presented with the window displayed above. In the dialog box in the upper left corner, enter the first few letters of the attendee’s last name. Select the proper name from the list and **click on the Required button**. *If you are inviting multiple individuals, you can use Ctrl+click to select multiple names and then click on Required.* If an attendee is not required, you can enter them into the **Optional** field.
Book the Resource

In the dialog box at the upper left of this window, type res to take you to the Resources section of the Global Address List. Select the room you would like to book and click on the Resources button. It is essential to request the room as a resource or it will lead to scheduling conflicts.
You will be presented with the window above. Notice the different colors which indicate whether a resource or individual is busy or free at the meeting time. If the time works for all and the resource is available at the time, click **Send**.

Also, notice the different icons to the left of the attendees names. The icons are defined below:

- **Black balloon** - Meeting organizer
- **Red arrow** - Required attendees
- **Green house** - Resource
Room Confirmation

When the room is confirmed, you will receive the following message if there is no conflict:

![Resources Booked](image1)

If the room is already booked for another event, you will receive the following message:

![Microsoft Office Outlook](image2)

Find an Alternative Time when Resources & Attendees are Available

If your room request is denied, select the Autopick Next button on the bottom of the Scheduling window. This will locate the first available time when all required people and resources are available.
Cancel a Meeting

Double click on the Meeting in your calendar to open the entry. Select the Cancel Meeting button as displayed above in the upper left corner. Click Send Update. This will remove the item from the room and notify attendees that the meeting has been cancelled.