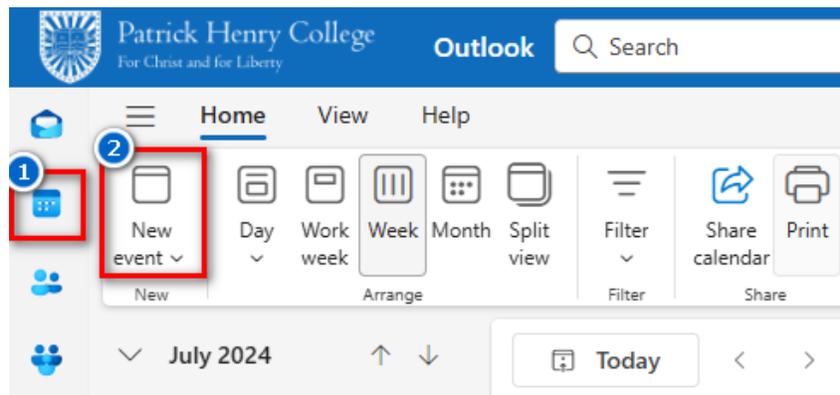


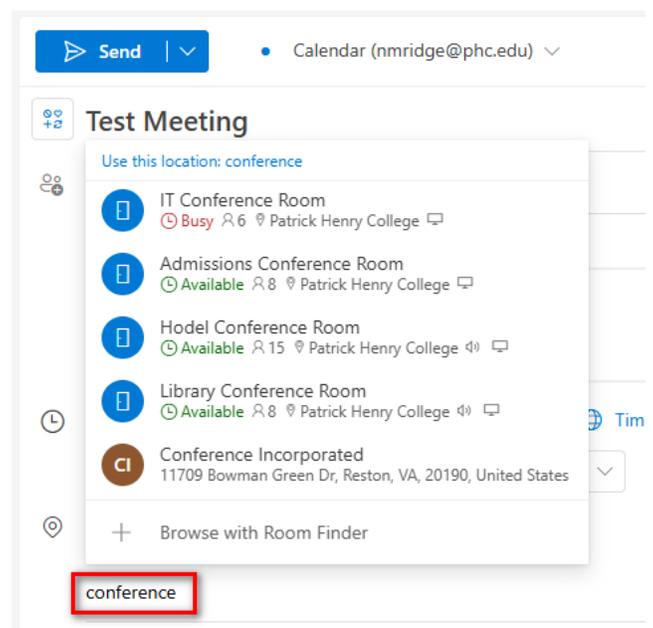
Scheduling a Meeting in Outlook

Outlook Web / New Outlook

1. Open your Calendar (icon on left column: ).
2. Select **New event** in the top-left.

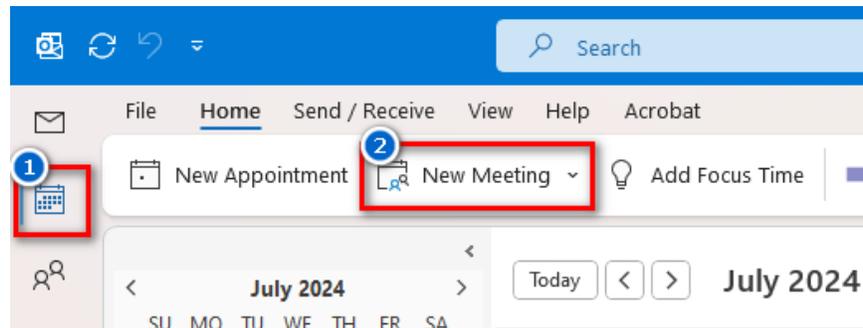


3. Fill out meeting Title, Date/Time, and Recurrence (if applicable).
4. Add Attendees if there are other people who will be joining the meeting.
 - Outlook will automatically match your meeting time against the Attendees' calendars and notify you if there is a schedule conflict. Additionally, Outlook will send Attendees an email invite that allows them to add the meeting to their own calendars.
 - This field can be left blank if Attendees are irrelevant to your meeting.
5. Add the room you want to reserve in the Location field (field that says *Search for a room or location*).
 - Searching a room name will bring up a list of rooms to choose from. In the screenshot on the right, "conference" was searched, resulting in all campus rooms that contain "conference" in their name.
 - Below each room name are room details, including whether the room is available during the selected time, room capacity, and room features (e.g. projector, speakers, camera).
6. After setting any additional meeting details, select **Send** near the top to send the meeting to the calendar system.



Outlook Desktop App

1. Open your Calendar ( icon, either top-left or bottom-left depending on the version of Outlook).
2. Select **New Meeting** in the top-left.



3. Fill out meeting Title, Date/Time, and Recurrence (if applicable).
4. Add Attendees to the **Required** or **Optional** fields if there are other people who will be joining the meeting.

- Outlook will send Attendees an email invite that allows them to add the meeting to their own calendars.
- This field can be left blank if Attendees are irrelevant to your meeting.

5. Add the room you want to reserve in the Location field.

- Searching a room name will bring up a list of rooms to choose from. In the screenshot on the right, “conference” was searched, resulting in all campus rooms that contain “conference” in their name.
- Below each room name are room details, including whether the room is available during the selected time, room capacity, and room features (e.g. projector, speakers, camera).

6. After setting any additional meeting details, select **Send** near the top to send the meeting to the calendar system.

