

# Using a Conference Room Calendar - Outlook

Inviting a Conference Room as a Resource

## Outlook 2003

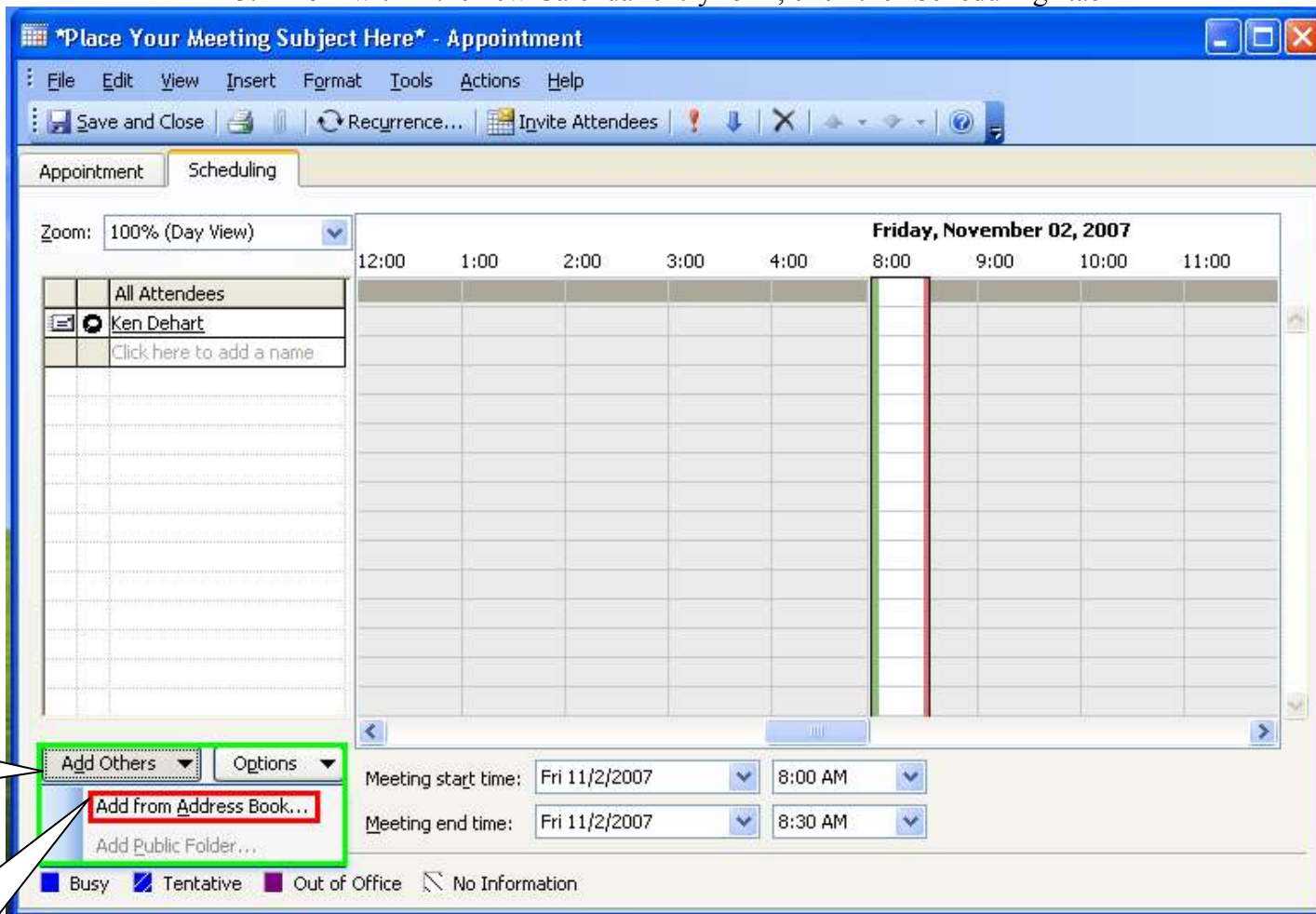
1. From within Outlook 2003, click on your Calendar item
2. Create a new Calendar entry

The screenshot shows the Outlook 2003 'Appointment' window. The title bar reads '\*Place Your Meeting Subject Here\* - Appointment'. The menu bar includes File, Edit, View, Insert, Format, Tools, Actions, and Help. The toolbar contains icons for Save and Close, Recurrence..., and Invite Attendees. The window is divided into two tabs: 'Appointment' and 'Scheduling'. The 'Appointment' tab is active, showing the following fields:

- Subject:** \*Place Your Meeting Subject Here\* (highlighted with a green box and a callout: **\*Place Your Meeting Subject Here\***)
- Location:** (empty)
- Label:** Business (highlighted with a green box and a callout: **Label Appropriately**)
- Start time:** Fri 11/2/2007, 8:00 AM (highlighted with a green box)
- End time:** Fri 11/2/2007, 8:30 AM (highlighted with a green box)
- All day event
- Reminder:** 15 minutes (highlighted with a green box and a callout: **Place Reminders as Needed**)
- Show time as:** Busy (highlighted with a green box and a callout: **Show Time As: BUSY**)

At the bottom of the window, there are fields for 'Contacts...', 'Categories...', and a 'Private' checkbox.

3. From within the new Calendar entry form, click the "Scheduling" tab



Choose: **Add Others**

Choose: **Add from Address Book**

4. Click the "Add Others" button

5. Click the "Add from Address Book..." option

Type Name to find User Accounts

**<Conference Room> C1-118**  
Daniel Technology Center Room 118  
**Delegate:** Dianne Condon / Karen Calvert

**<Conference Room> F1-225**  
V. Earl Dickinson Bldg Room 225  
**Delegate:** Sharee Robinson

**<Conference Room> F1-225**  
V. Earl Dickinson Bldg Room 225  
**Delegate:** Sharee Robinson

**<Conference Room> F2-126**  
Workforce & Technology Center Room 126  
**Delegate:** Leigh Morris

**<Conference Room> L1-100**  
D. French Slaughter Jr. Bldg Room 100  
**Delegate:** Judy Napier

Name	Business Phone
*FAC FACULTY*	
*FAC STAFF ONLY*	
*GCAT STAFF ONLY*	
*LGC FACULTY*	
*LGC STAFF ONLY*	
*MANAGERS*	
<ConferenceRoom> C1-118	Daniel Technology Center Room
<ConferenceRoom> F1-212	V. Earl Dickinson Bldg Room 212
<ConferenceRoom> F1-225	V. Earl Dickinson Bldg Room 225
<ConferenceRoom> F2-126	Workforce & Technology Cente
<ConferenceRoom> L1-100	D. French Slaughter Jr. Bldg R

Required Attendees

Optional Attendees

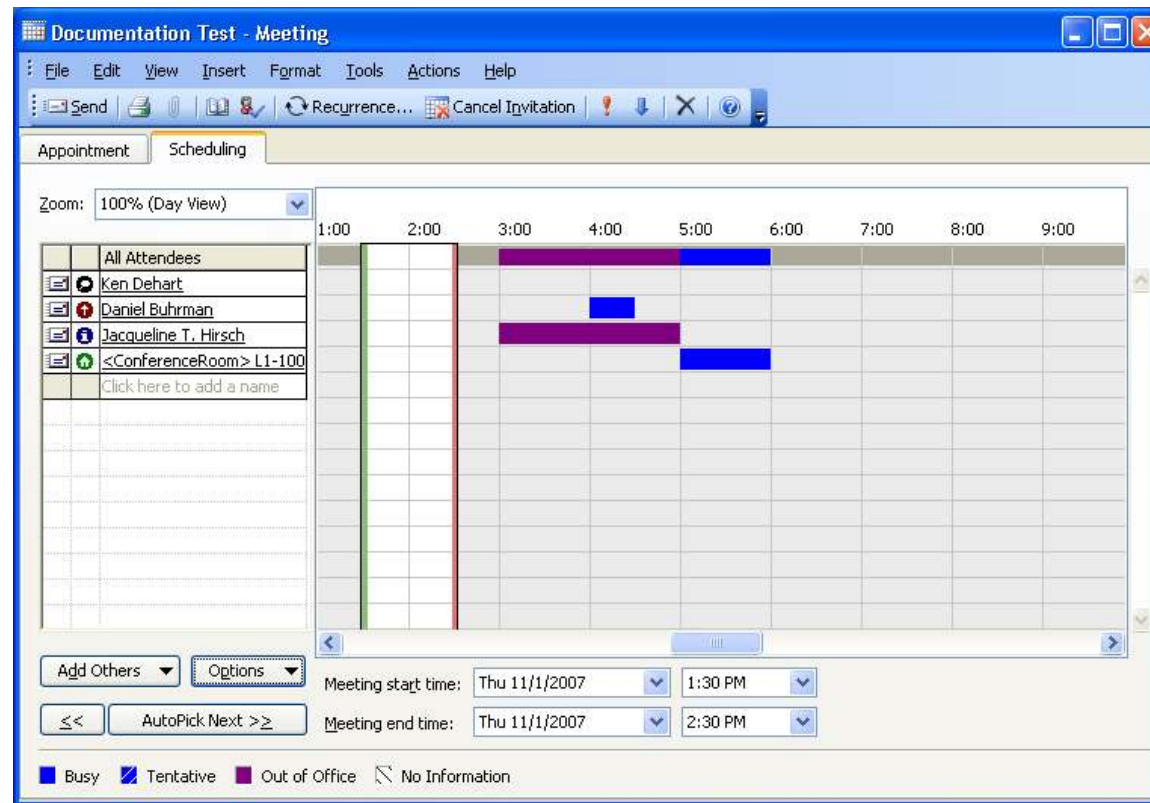
Conference Room requested for Meeting

6. Select individual(s) you wish to invite to the meeting in the "Required ->" or "Optional ->" buttons

7. To invite (and book) the conference room as a resource, highlight your desired conference room and then click the "Resources ->" button

8. After adding your conference room into the "Resources ->" field, click the OK button

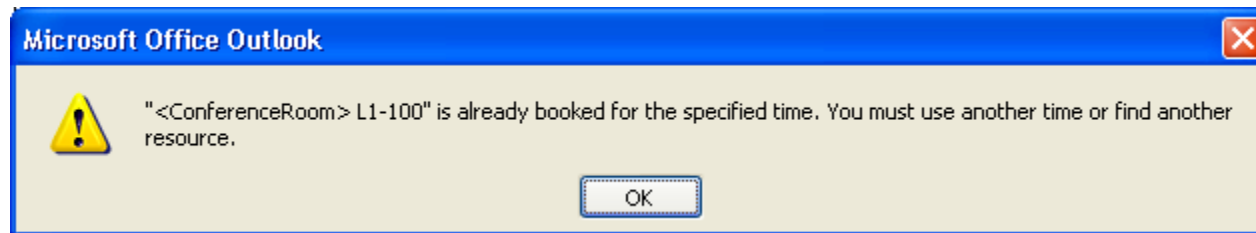
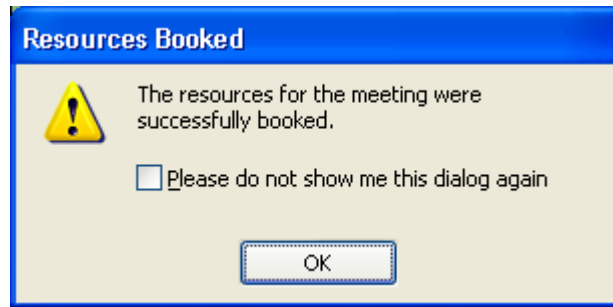
9. You will be able to see what times are available for those invited, including the conference room



10. Choose an appropriate time for your meeting; while avoiding conflicting schedules.

11. Once a time period has been established, click the "Send" button.

12. You should then receive one of the following messages:



**Note:**

**Conference Room Free/ Busy times are shown for 13 months (Oct 07 - Oct 08)**

**And are updated to the Server every 10 minutes**

**Room Delegates may also Schedule, Re-Schedule, Modify and/or Cancel any meetings posted to these calendars.**

If you have any questions about how to invite a conference room, please contact Technical Services at your local location.

If you have any questions concerning your conference room specifically, please contact your Room Delegate.