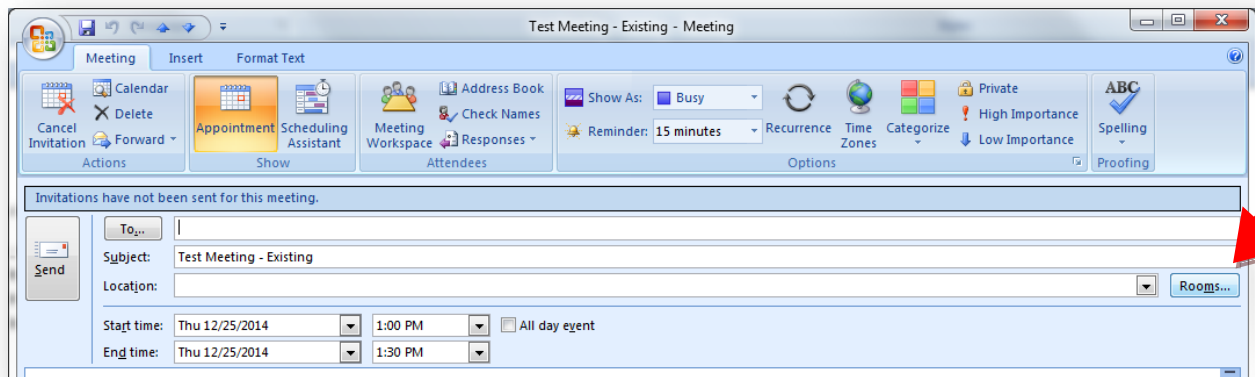
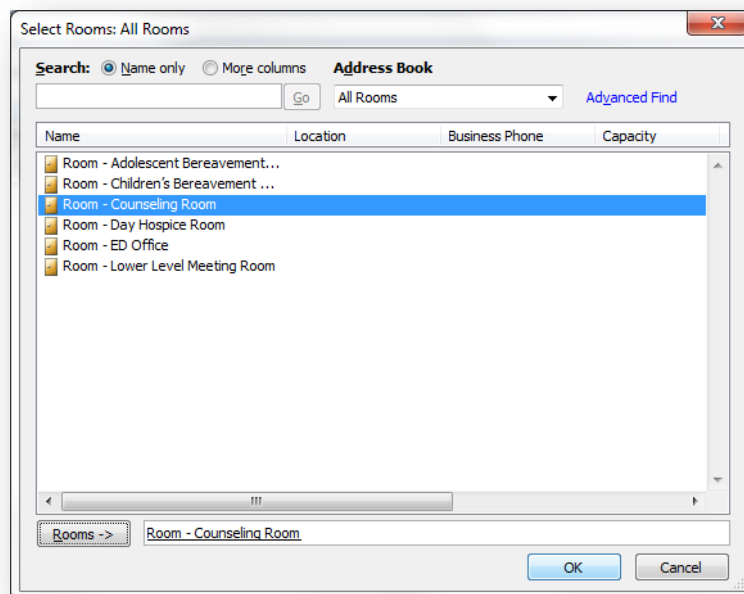


## Adding Rooms or Equipment to a Meeting in your Outlook Calendar

1. Select Calendar tab in your Outlook
2. If already existing, double click on the meeting for which you would like to add a Room or Equipment. If you are creating a new meeting, double click in the Calendar to add a meeting.
3. Complete all meeting information as you normally would (Subject, times, etc)
4. Select 'Invite Attendees'
5. In the 'To' section, invite your attendees as you would normally.
6. You may also select Equipment at this time by selecting the 'To' Button and scrolling through the '**Global Address List**' to all entries beginning with "Equipment". Once selected, they will appear on the 'To' line along with your invitees.
7. Beside the 'Location' section select the 'Rooms' button

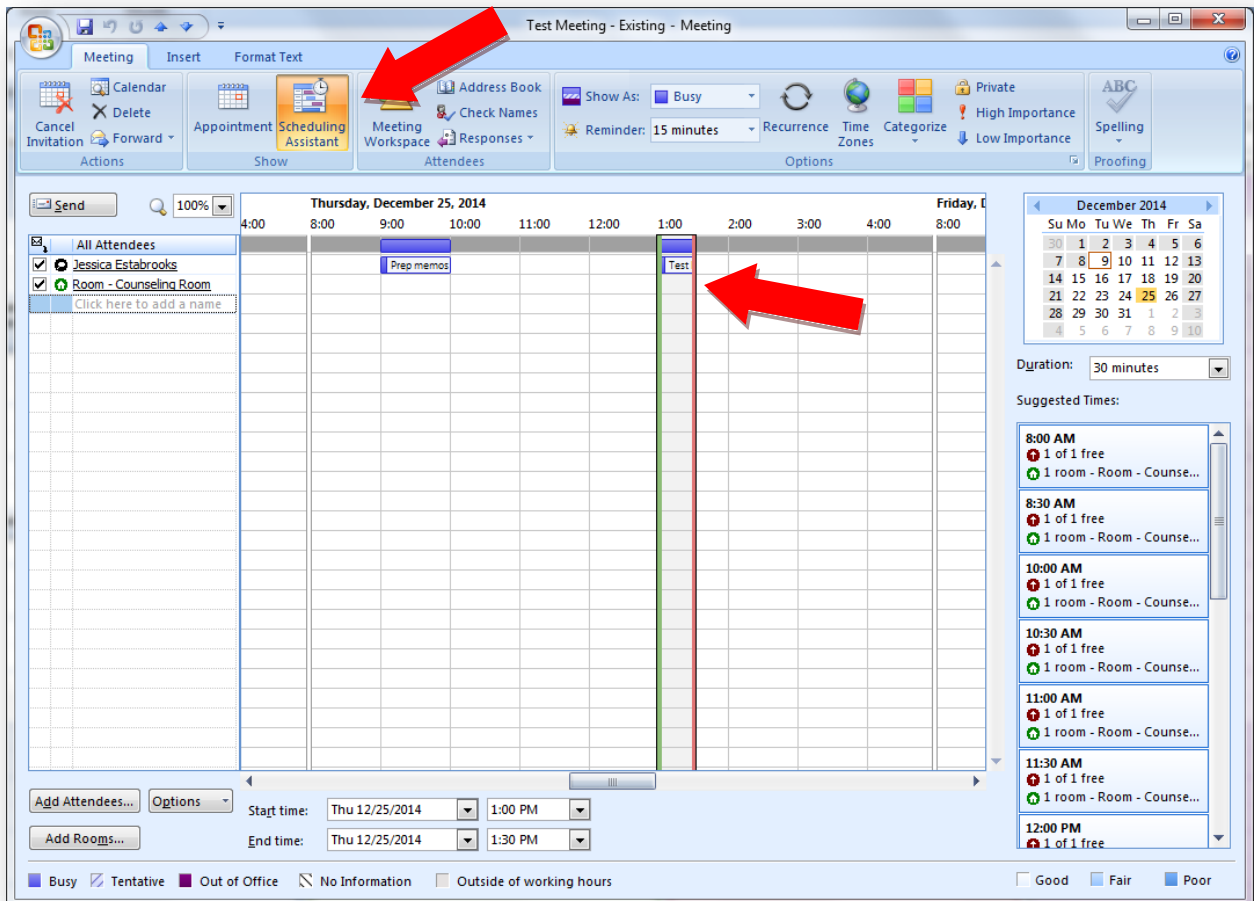


8. Select the Room in which you would like to have the meeting and select OK.



9. Notice that the Room will appear both on the 'Location' line, and the 'To' line on the main booking screen. This is important as it is essentially sending a request to the Room to join the meeting.
10. Select 'Scheduling Assistant'

11. Double check to ensure that the meeting space is not already booked. The green line represents the meeting start time and the red line represents the meeting end time. All Invitees are listed on the left. If the expected attendees are not available during that time, their booked time will show up in purple between the green and red lines. If you share calendars with that individual, you will be able to see a description of their booking. All Rooms and Equipment will show up as a purple line if they are booked. If you forget to do this step, and attempt to book a resource that has already been booked, you will be sent a Decline email from that resource.



12. Select 'Send' or 'Send Update' if this was an existing meeting.
13. The Room and any Equipment will now be booked for your timeslot. You will receive an approval or decline email from the resource, based on availability.

