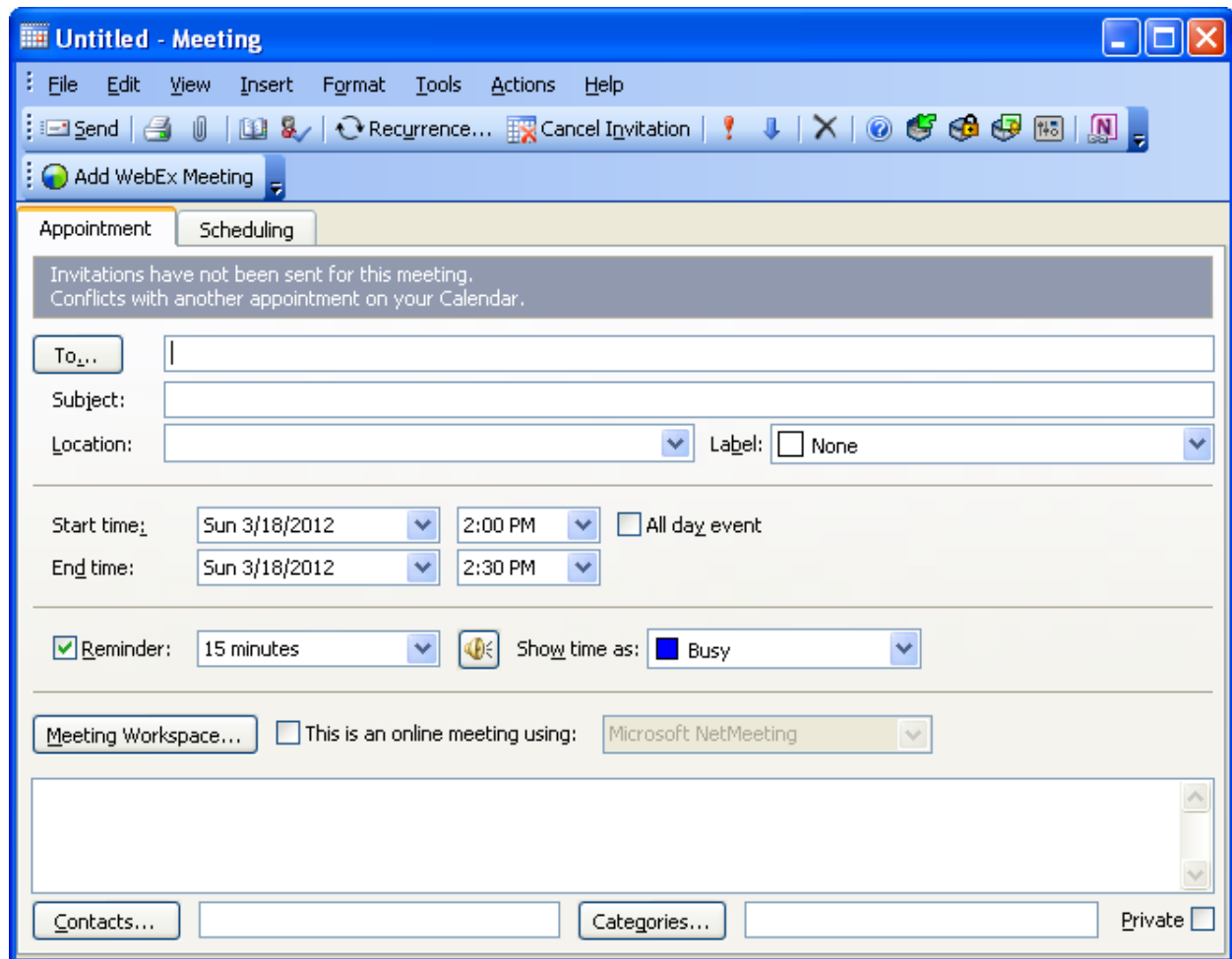
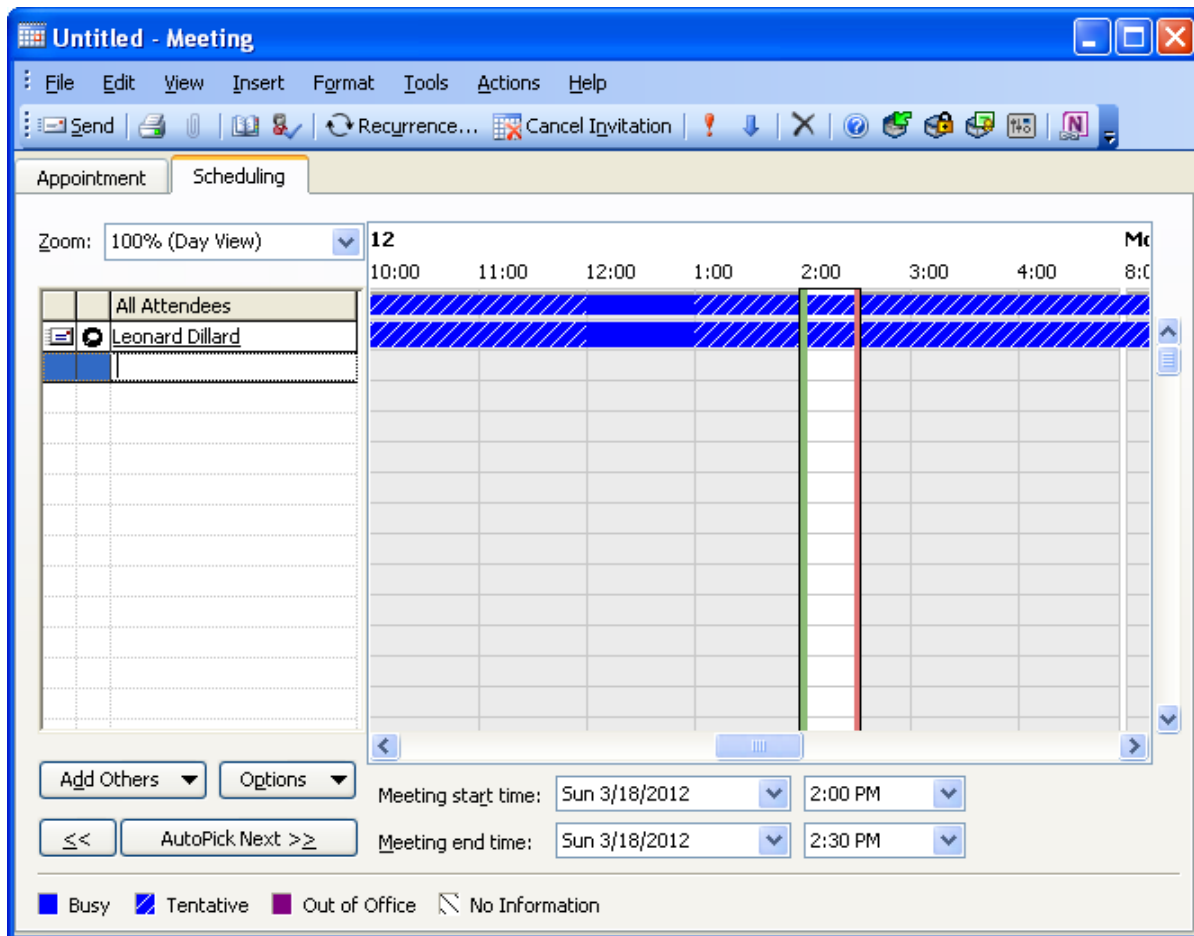


# How to schedule and reserve a conference room

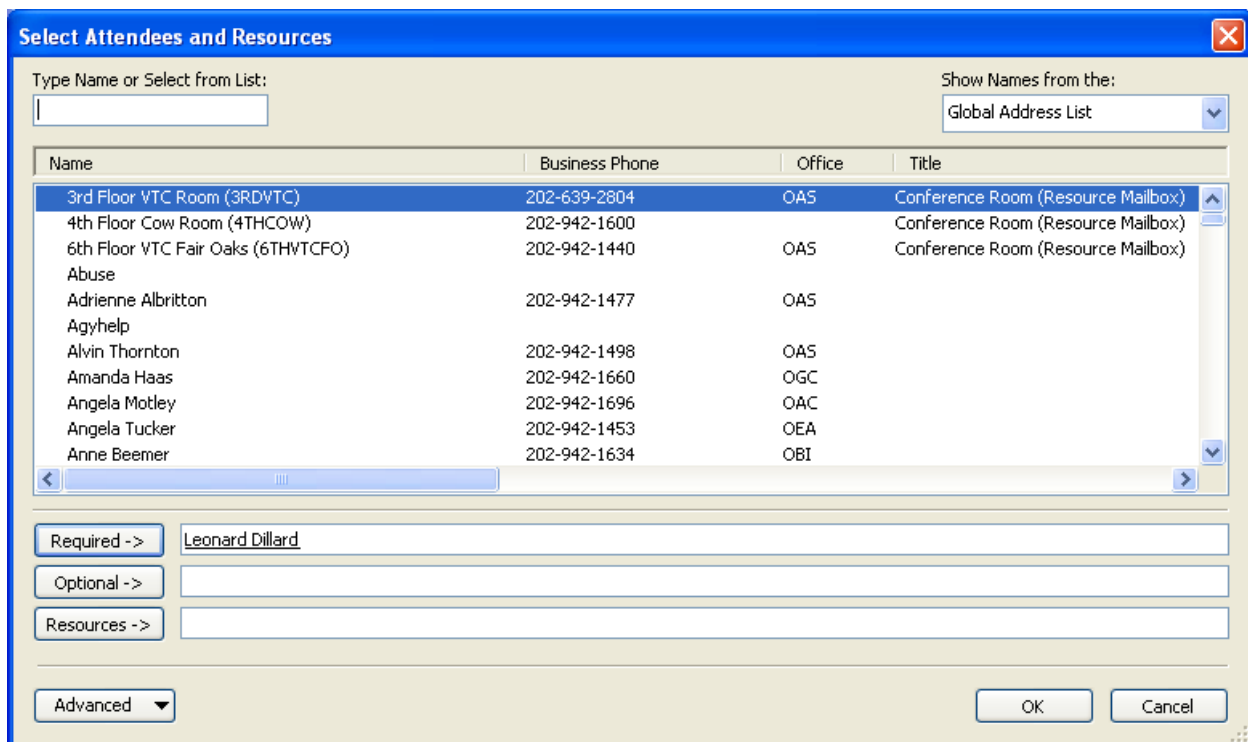
## Click Schedule meeting

A screenshot of a software window titled "Untitled - Meeting". The window has a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for Send, Attach, Recurrence, Cancel Invitation, and others. Below the toolbar is a tabbed interface with "Appointment" and "Scheduling" tabs. The "Scheduling" tab is active, showing a message: "Invitations have not been sent for this meeting. Conflicts with another appointment on your Calendar." Below this are input fields for "To:", "Subject:", "Location:", and "Label:". The "Start time:" is set to "Sun 3/18/2012" at "2:00 PM", and the "End time:" is set to "Sun 3/18/2012" at "2:30 PM". There is a checkbox for "All day event". Below the time fields is a "Reminder:" section with a checked box, "15 minutes", and a "Show time as:" section with a "Busy" status. At the bottom, there is a "Meeting Workspace..." section with a checkbox "This is an online meeting using:" and a dropdown menu set to "Microsoft NetMeeting". There is also a "Private" checkbox at the bottom right.

## Click the Scheduling tab



Click the Address book button



In the Type Name or Selection List box, type "room".

This will display the conference room resources. Highlight the conference room that you would like to reserve.

Select Attendees and Resources

Type Name or Select from List:

Show Names from the:

Name	Business Phone	Office	Title
Room10-001 (Board Room)			Conference Room (Resource Mailbox)
Room10-010 (Training Room)			Conference Room (Resource Mailbox)
Room10-011 (Audio Visual Room)			Conference Room (Resource Mailbox)
Room10-057 (Eastern Market Conference Room)			Conference Room (Resource Mailbox)
Room10-069 (U Street Conference Room)			Conference Room (Resource Mailbox)
Room11-002 (Exec Dir Conference Room)			Conference Room (Resource Mailbox)
Room11-012 (Capitol Hill Conference Room)			Conference Room (Resource Mailbox)
<b>Room11-013 (1600 Pennsylvania Ave Video Conference ...)</b>			<b>Conference Room (Resource Mailbox)</b>
Room11-059 (Mount Vernon Conference Room)			Conference Room (Resource Mailbox)
Room11-061 (Georgetown Conference Room)			Conference Room (Resource Mailbox)
Roy Friend	703-766-5507	OAS	

Required ->

Optional ->

Resources ->

Advanced ▼

OK Cancel

Click the Resources button.

Select Attendees and Resources

Type Name or Select from List:

Show Names from the:

Name	Business Phone	Office	Title
Room10-001 (Board Room)			Conference Room (Resource Mailbox)
Room10-010 (Training Room)			Conference Room (Resource Mailbox)
Room10-011 (Audio Visual Room)			Conference Room (Resource Mailbox)
Room10-057 (Eastern Market Conference Room)			Conference Room (Resource Mailbox)
Room10-069 (U Street Conference Room)			Conference Room (Resource Mailbox)
Room11-002 (Exec Dir Conference Room)			Conference Room (Resource Mailbox)
Room11-012 (Capitol Hill Conference Room)			Conference Room (Resource Mailbox)
<b>Room11-013 (1600 Pennsylvania Ave Video Conference ...)</b>			<b>Conference Room (Resource Mailbox)</b>
Room11-059 (Mount Vernon Conference Room)			Conference Room (Resource Mailbox)
Room11-061 (Georgetown Conference Room)			Conference Room (Resource Mailbox)
Roy Friend	703-766-5507	OAS	

Required ->

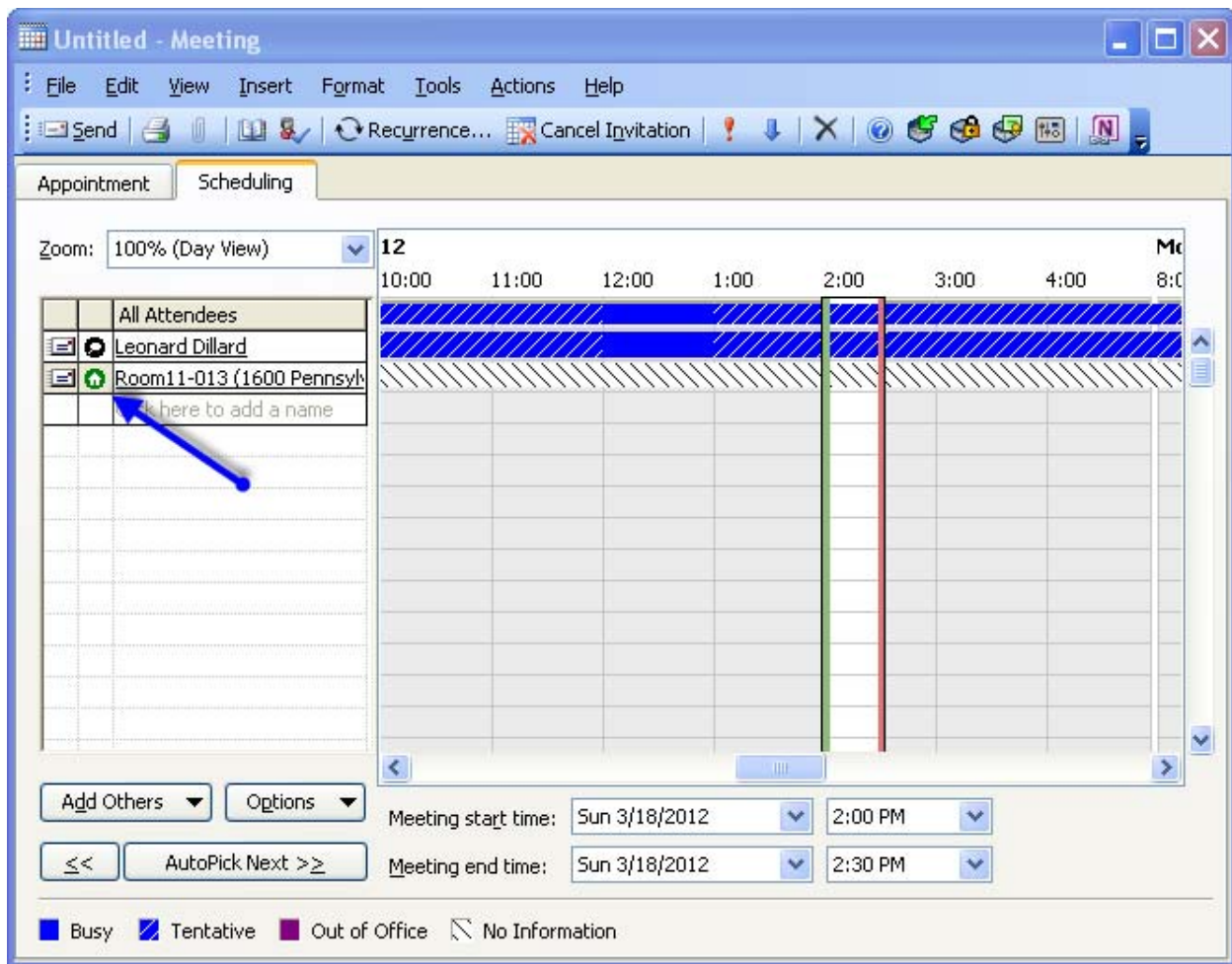
Optional ->

Resources ->

Advanced ▼

OK Cancel

Click OK



The conference room is scheduled to be booked as a resource. Notice the green resource icon. Click send.



The Resources Booked notification confirms your reservation of the conference room resource.

If you require additional assistance please contact [OATeam@Tsp.Gov](mailto:OATeam@Tsp.Gov) or call x1490.