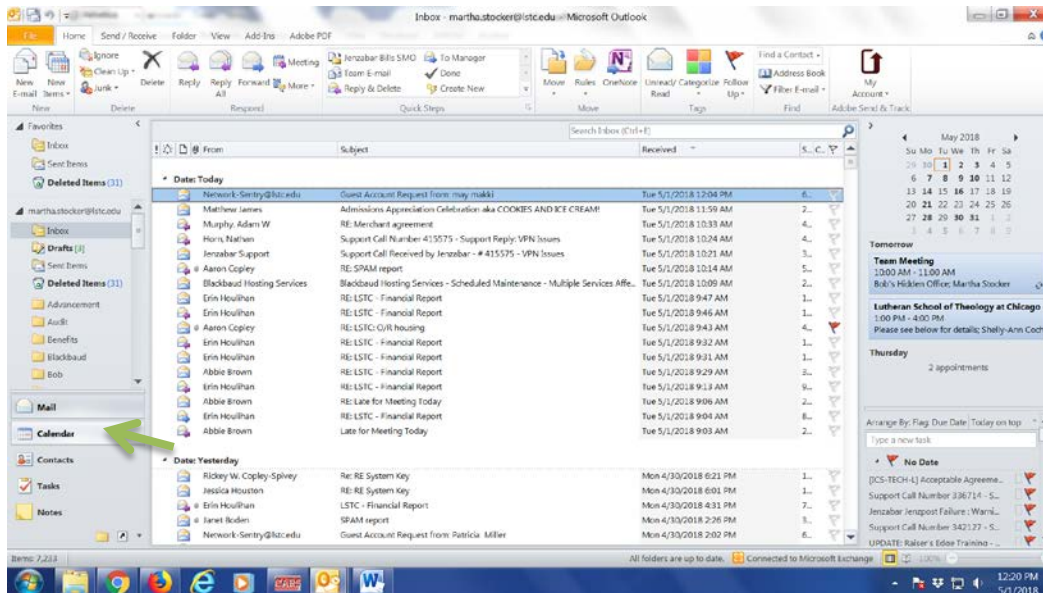
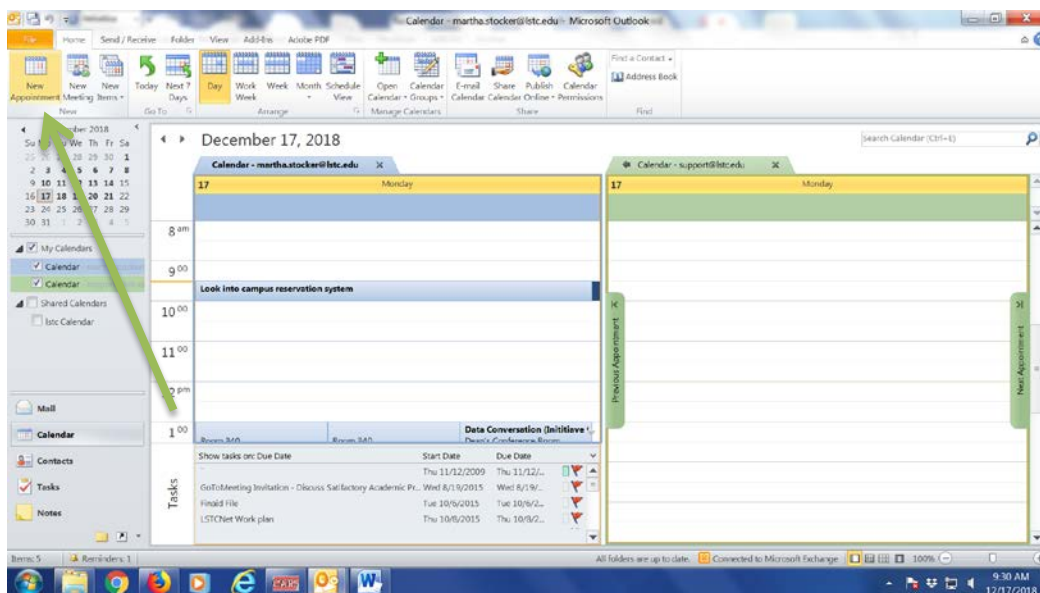


## Reserving Room 309 through Outlook

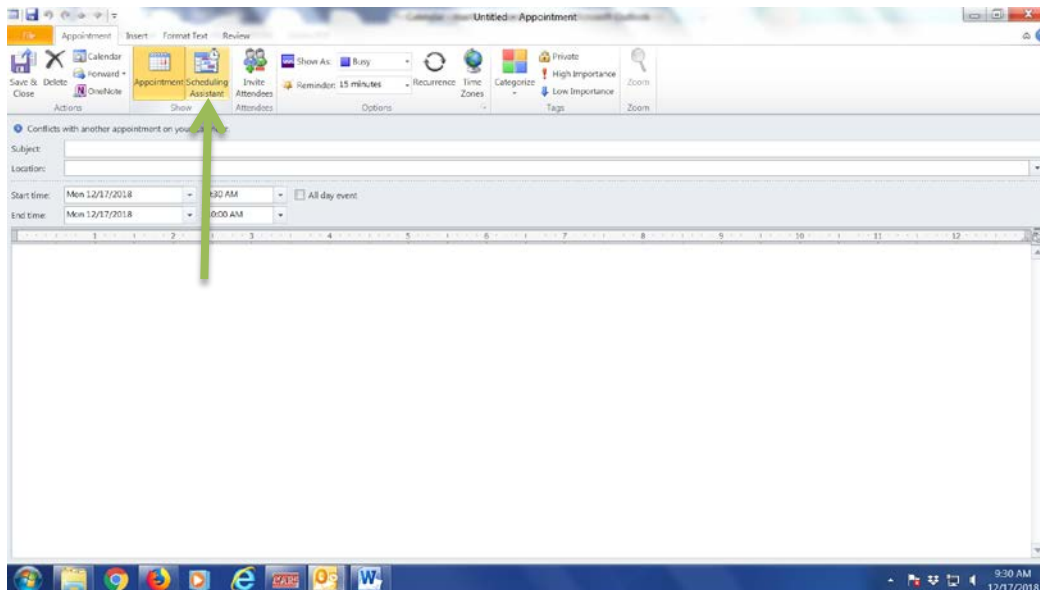


Make sure you are logged into Outlook and hit the Calendar view.

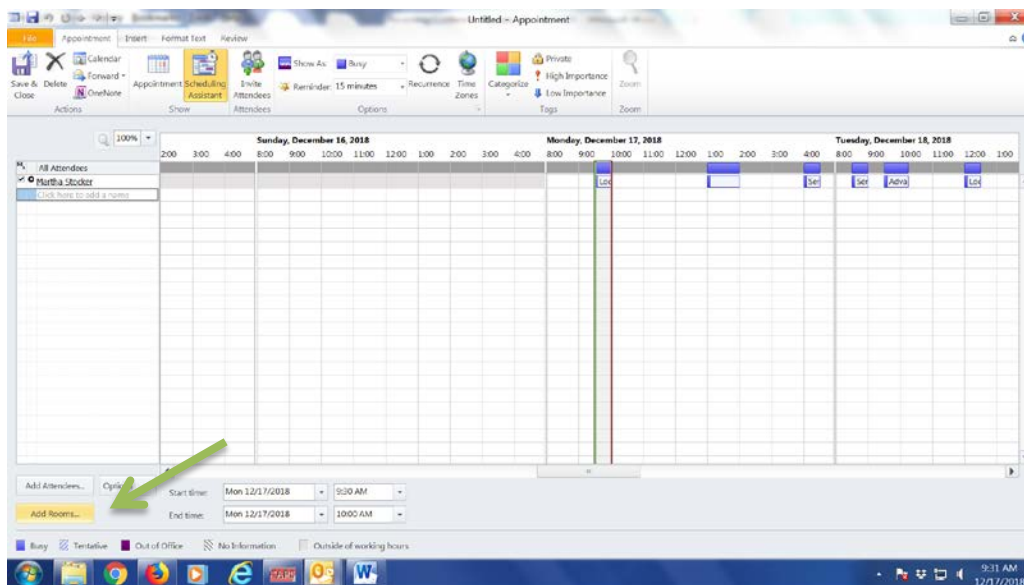


Once in the calendar view select the <New Appointment> button

## Reserving Room 309 through Outlook

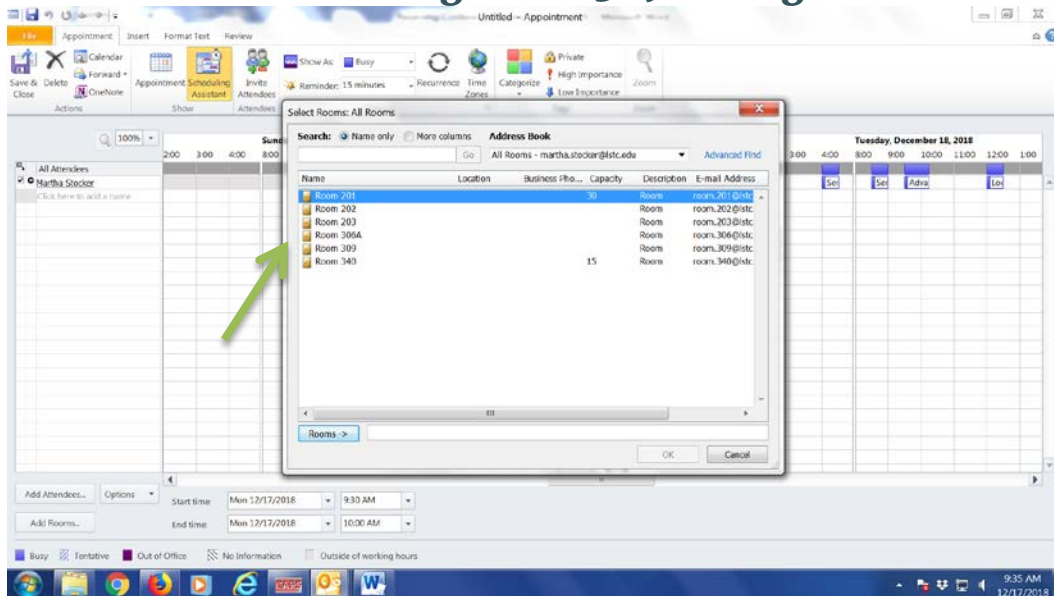


Select the <Scheduling Assistant> button at the top of the page.

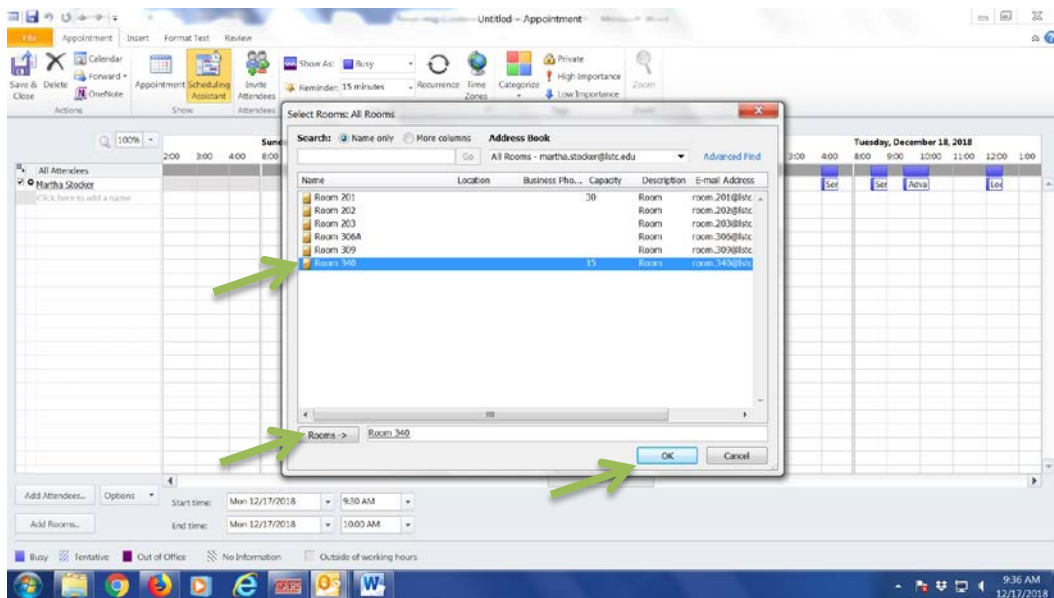


Then select the <Add Rooms> button at the bottom left of the page.

## Reserving Room 309 through Outlook

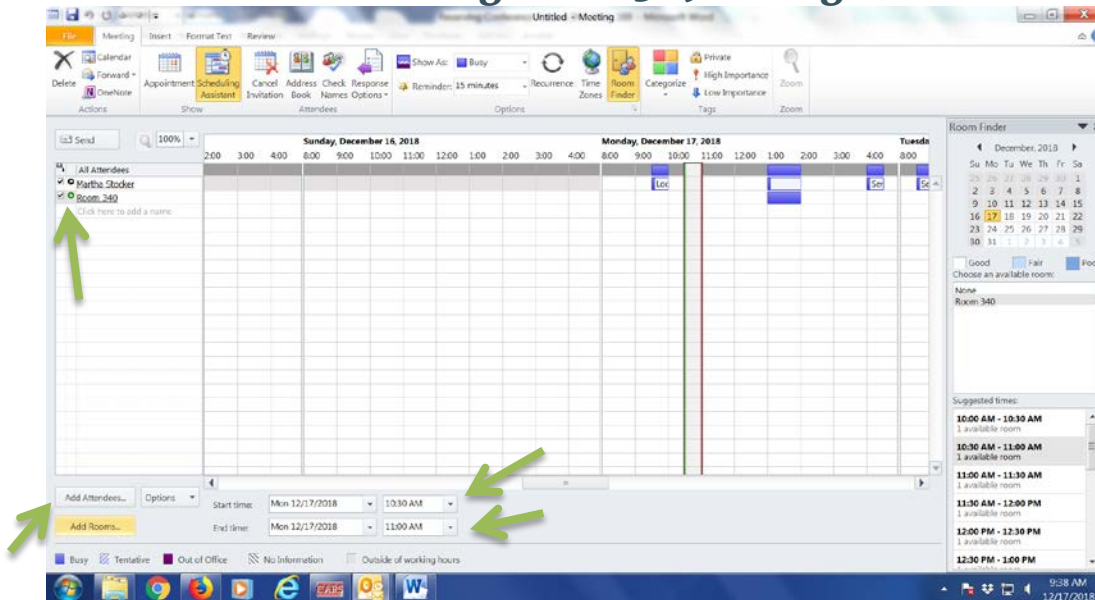


A pop up box will appear. From there you can select Room 309 and check availability.

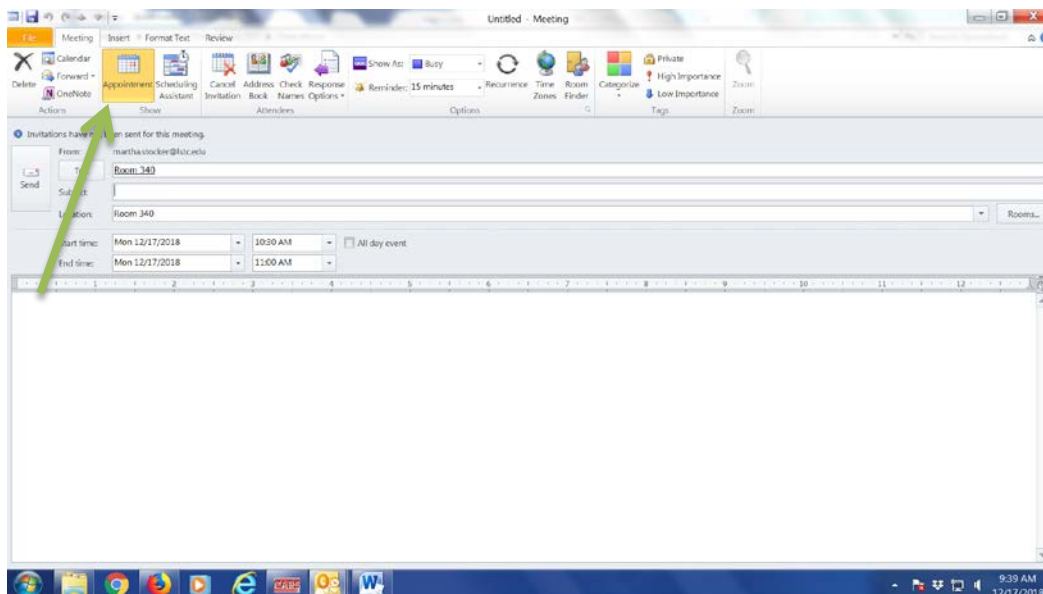


Select **Room 309**, click the <Rooms> button, then hit the <OK> button. You will be able to see if it is available during the timeslot that you are requesting.

## Reserving Room 309 through Outlook



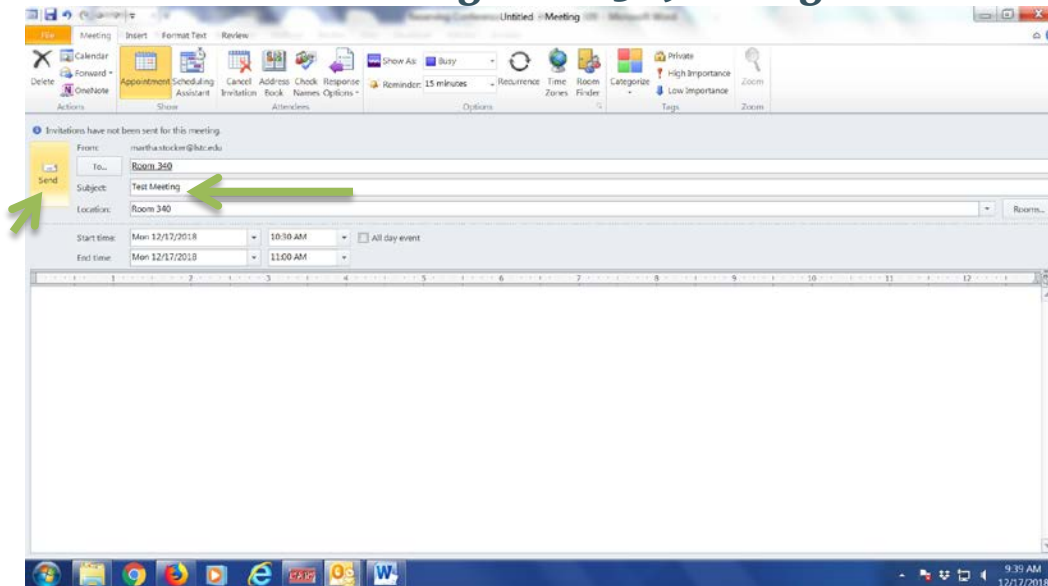
From this view you can check the timeslot in the graph for your room selection. Place in your dates start time and end time at the bottom box. You can also add attendees by hitting the <Add Attendee> button.



Select the <Appointment> button at the top of the page.

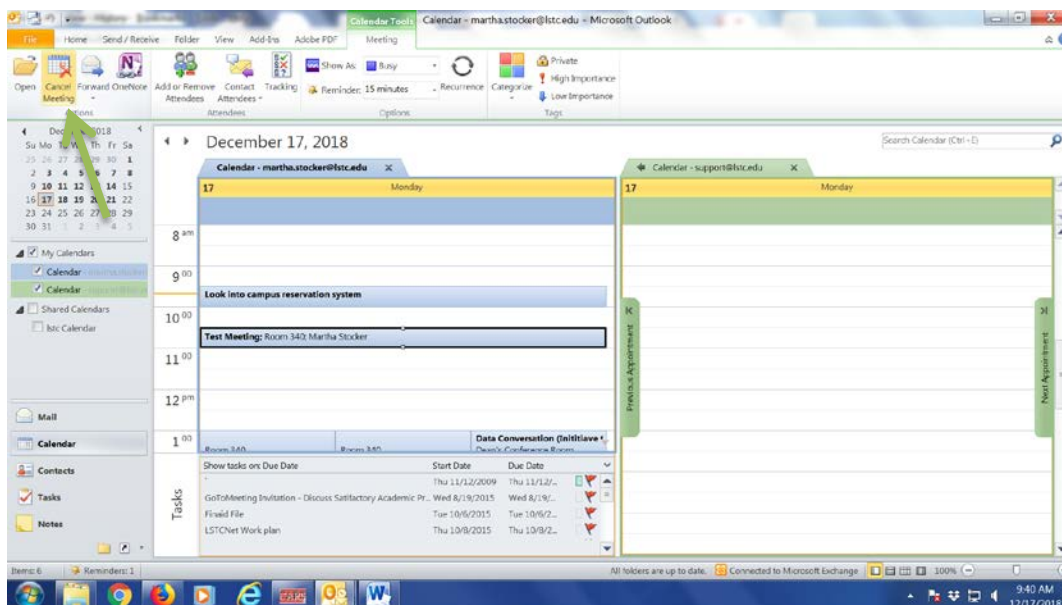


## Reserving Room 309 through Outlook



You will want to add the Subject line or description of the meeting for attendees. Then hit the send button you should receive approval for the space. See below on how to cancel a meeting if you are not using the space you are required to free up the space for others.

### To Cancel the Meeting:



Simply select the meeting and hit the <Cancel Meeting> button.