Scheduling Rooms and Meetings with Outlook 2010 (for Windows)

This document provides instructions for reserving a conference room using the Outlook 2010 calendar and meeting scheduling features. It assumes familiarity with the basic scheduling features of the Outlook 2010 calendar.

Reserving a Room

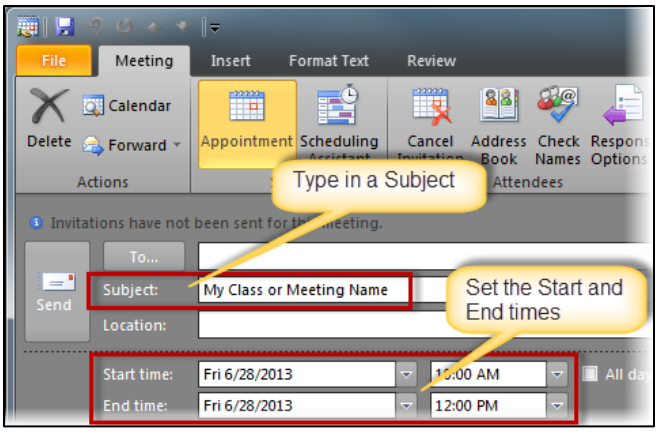
The following procedure allows you to submit a room reservation request. If you want to schedule a meeting with invited attendees, see the instructions that follow on Page 3.

1. In the Outlook Calendar view, choose ***New Meeting*** in the ribbon.

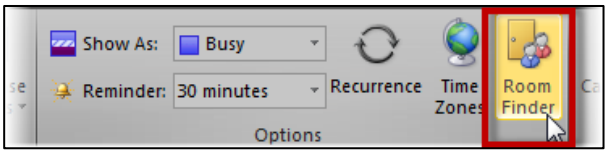
A new Meeting window will open.

2. Enter a ***Subject***. This should be the name of the event that will be using the room.

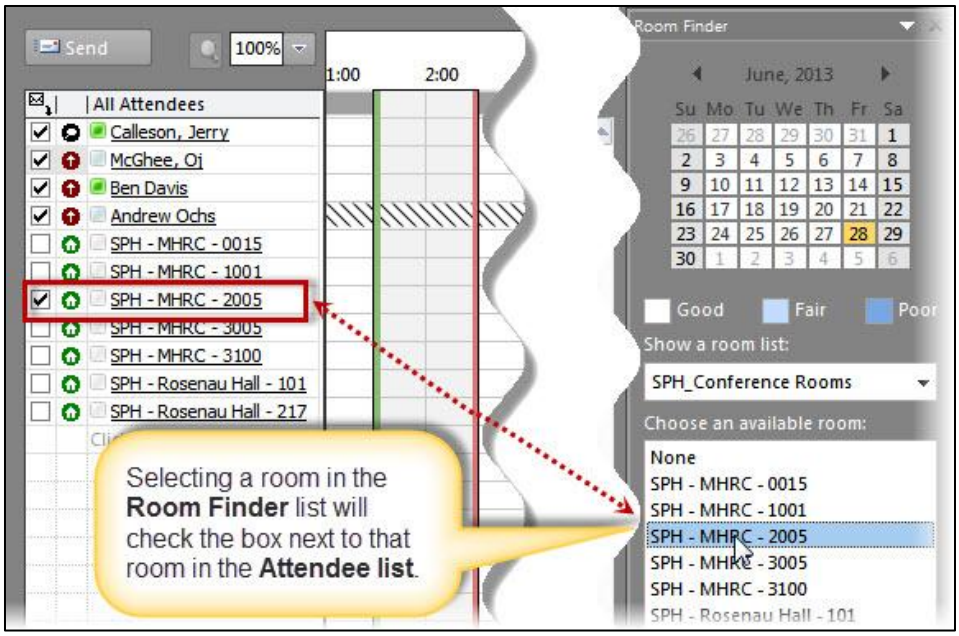
3. Enter the ***Start*** and ***End*** times.



4. If the ***Room Finder*** pane is not already visible on the right side of the Outlook window, click on the ***Room Finder*** in the ribbon.



5. Choose SPH_Classrooms, SPH_Conference Rooms, or SPH_Event Spaces from the room list menu.



6. Click on one of the available rooms displayed in the room finder. Only rooms available for your selected start and end times will show in the list.

NOTE: The Room Finder pane can be expanded by dragging the left border. Michael Hooker Research Center has been abbreviated to MHRC to make room numbers more easily viewable.

This will add that room to the **To:** *field and the* **Location:** *field*

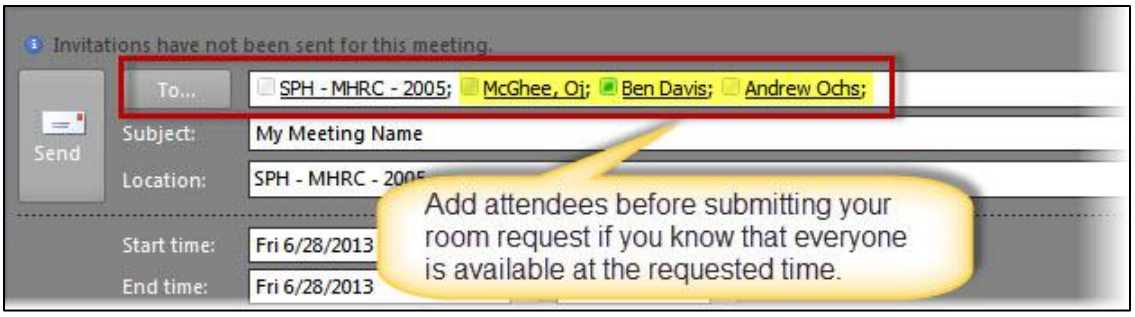
7. Click ***Send.***

You will receive an automatic email reply noting that the room is tentatively reserved. You will receive another email when the reservation is confirmed.

This is typically only a formality. Rooms that show as available when you make the request should be quickly confirmed.

Scheduling a Meeting Room and Inviting Attendees

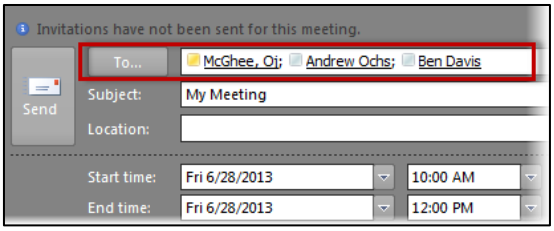
If you already know that all of the meeting attendees are available at the desired time, you can use the same procedure above for reserving a room and simply add the attendees in the **TO:** *field before sending the request.*



If you need to check attendee availability before submitting the room request, you can do this with the **Scheduling Assistant***.*

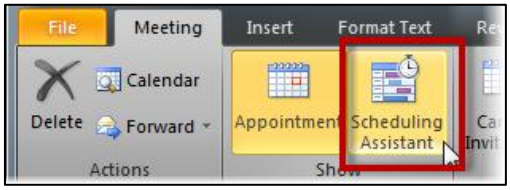
1. ***Follow Step 1 through Step 3 above*** just as you would to submit a room reservation request.

2. ***Add attendees*** to the ***TO:*** field

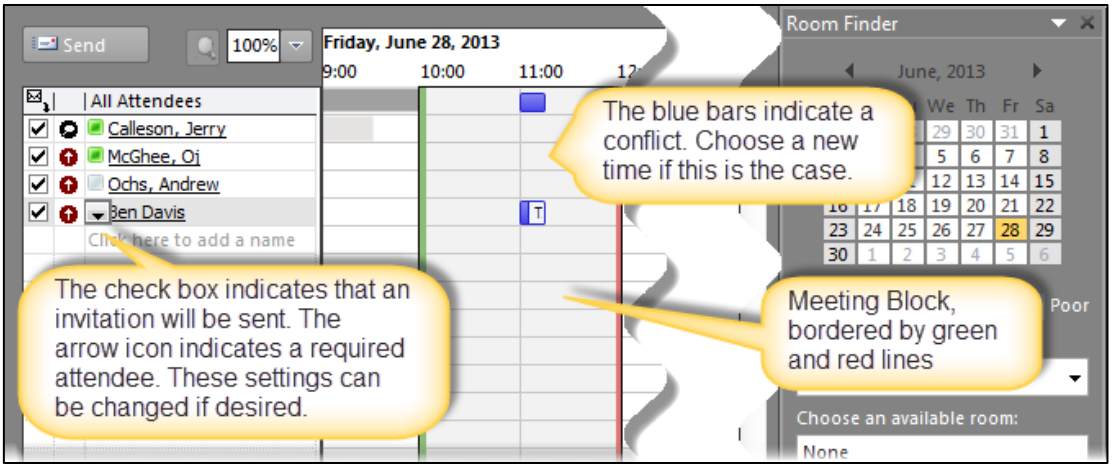


Now you will use the **Scheduling Assistant** *to make sure that everyone is available at the desired time, change the time if needed, and then reserve an available room.*

3. Click on the ***Scheduling Assistant*** option in the ribbon.

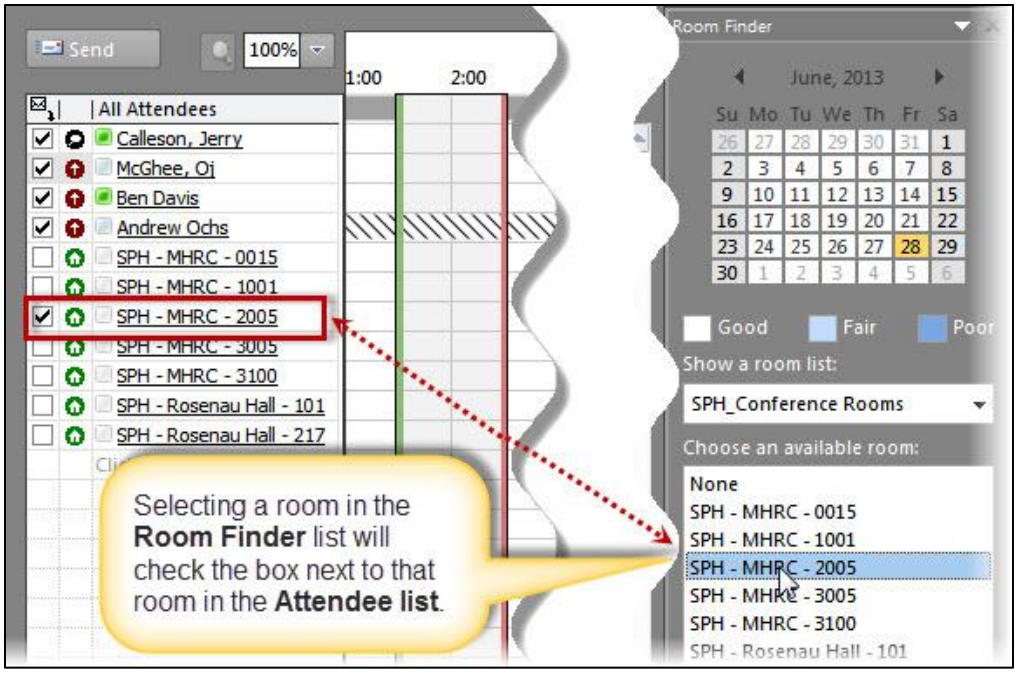


This will open the Scheduling view. Attendees will display in the left column. Your desired meeting time will appear in the central section with a green line indicating the start time and a red time indicating the end time. The Room Finder panel will open on the left.



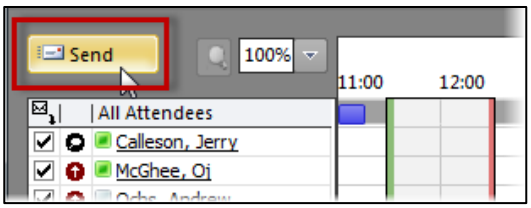
4. Change the meeting time if needed to avoid conflicts.

5. After you have found a time when all attendees are available, use the ***Room Finder*** to select an available room.



When you choose a room type from the room menu list (e.g., SPH_Conference Rooms or SPH_Classrooms), all available rooms will display in the Room Finder list and in the Attendee list. Selecting a room in the Room Finder will check the box next to that room in the Attendee List.

6. After selecting an available room, ***click Send***.



This will send the meeting invitation to the attendees and submit the reservation request for the selected room.

As when submitting a request for a room only, you will receive an automatic email reply noting that the room is tentatively reserved. You will receive another email when the room reservation is confirmed.