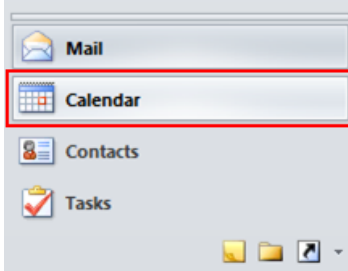
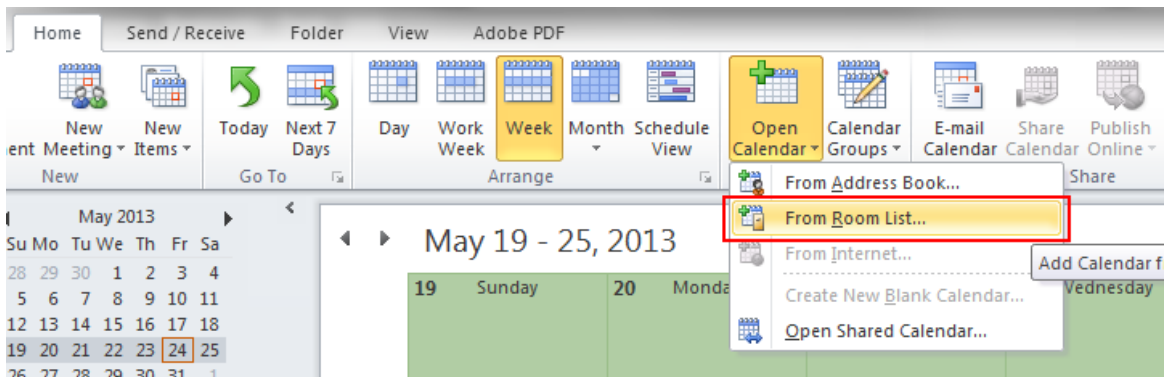


Room Booking with Outlook

- 1) Open your **Calendar** in the bottom left corner of Outlook



- 2) From your calendar list, open the calendar for the room you would like to book. If the room you want to book isn't on your calendar list, go to **Open Calendar > From Room List...** in the **Home** tab. On the following window, add the appropriate calendar from the room list (all Sauder rooms begin with **Sauder R-RM** in their name)



- 3) Click on **New Appointment** in the **Home** tab



- 4) Enter the **Subject**, **Location**, **Start time**, and **End time** for the booking

File Appointment Insert Format Text Review

Save & Close Delete Copy to My Calendar Calendar Forward OneNote Appointment Scheduling Assistant Invite Attendees

Adjacent to another appointment.

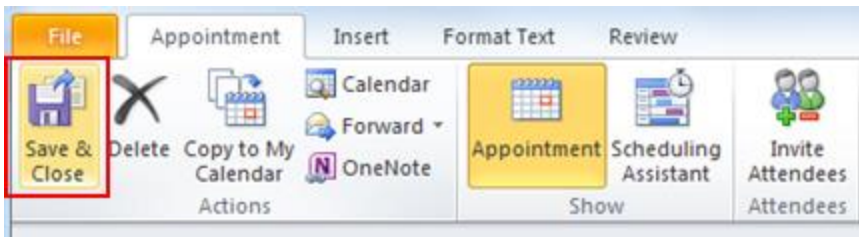
Subject: _____

Location: _____

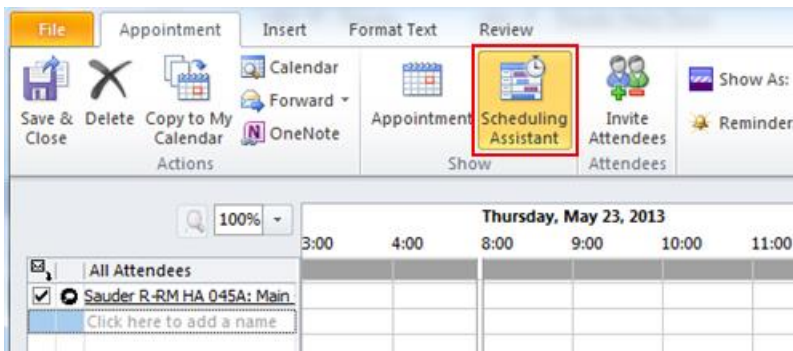
Start time: Thu 5/23/2013 3:00 PM All day event

End time: Thu 5/23/2013 3:30 PM

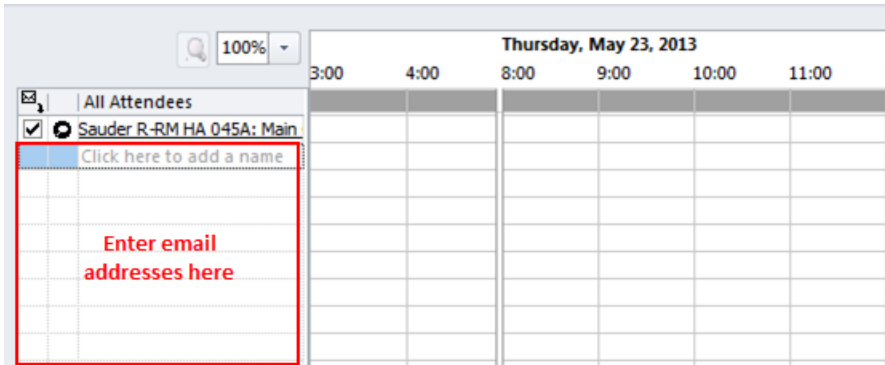
- 5) If you are booking the room for yourself, click **Save & Close** to enter the booking into your calendar and skip the rest of this guide



- 6) If you are booking the room for a meeting and want to send an invitation to other people, click **Scheduling Assistant**



- 7) Enter the email address for each individual you would like to invite in the **All Attendees** section



- 8) Click **Appointment** and enter a message to be sent along with the invitation if required. When you are finished, click **Send**. This will enter the booking into everyone's personal calendars

