How to book a room using Outlook.

1. Open **Outlook**.
2. Click on **Calendar** in the bottom bar and find the date you want to reserve a room on.

 

1. Next, find the specific start time under that date. Click on it.
2. Click the "**New Meeting**" button on the ribbon menu at the top right.

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1. Beside the **Location** box, click the "**Rooms...**" button
2. Find your room on the room list.
3. Once you have located your room, highlight it and click "OK".



1. Double check to make sure that your date, start, and ends times are correct.



1. You can check to be sure that the room is open for your date/time request by clicking the **Scheduling Assistant**link. Any conflicts will show up there as a dark blue bar. The image below is an example of what it would look like in Scheduling Assistant if there were a conflict

 

1. In the subject line please type your meeting or training name (example: Student Affairs RA training).
2. Click the "**Send**" button.
3. You will receive an automatic response and the room request will appear on your calendar. This is to let you know that your request was successful.