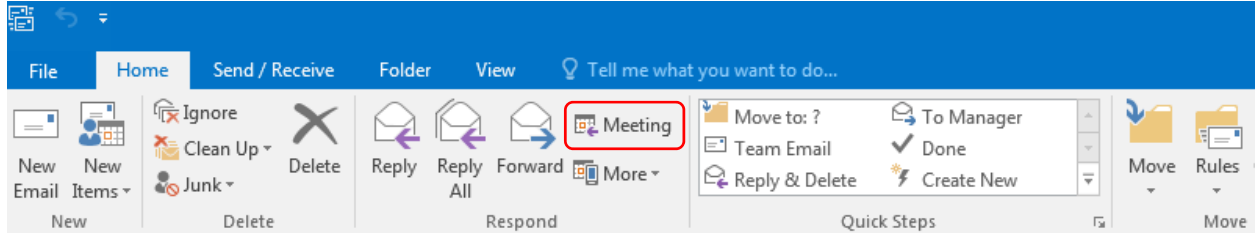
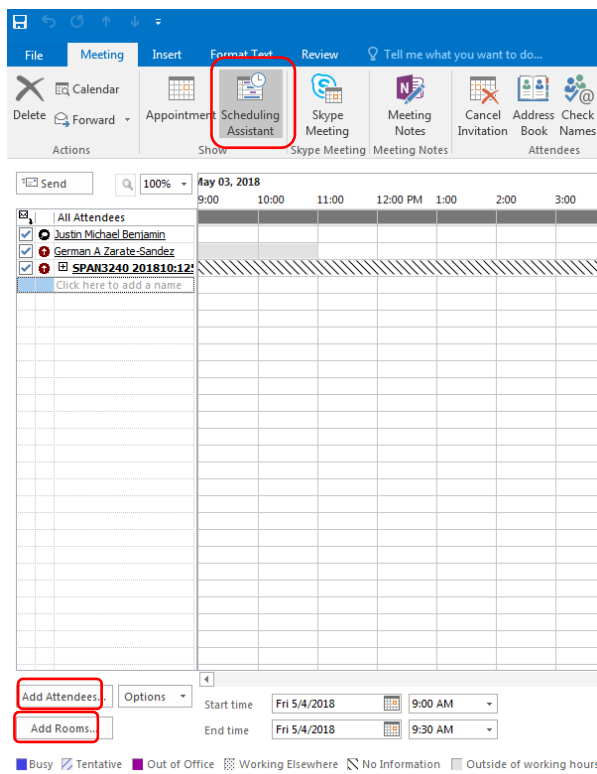


How To Schedule Meetings Through Outlook

1. Open up Microsoft Outlook on your computer

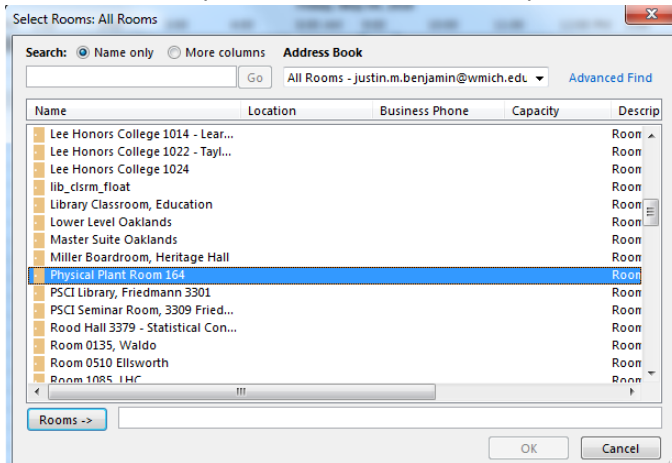


2. Select "Meeting" from the Home Tab
3. Select "Scheduling Assistant"
4. Click on "Add Attendees" to add the people you want to invite to your meeting

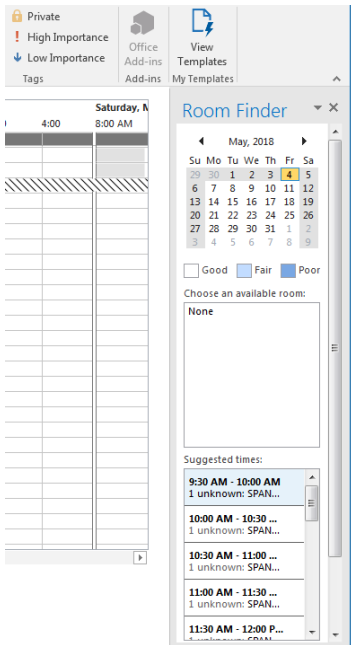


5. Click on "Add Rooms" at the bottom of the assistant

6. Select the room you would like to schedule your meeting in (ie. Physical Plant Room 164)



7. Select the time that you would like to book your meeting for and verify that the room is available for that time via the Room Finder on the right side of your screen



8. When you have verified all your information, you can click "send" in the upper left portion of your screen