OUTLOOK CONFERENCE ROOM RESERVATIONS

To view the availability of the a Conference Room

1. Log into your WVM Outlook account on your campus computer
2. Click on Calendar
3. Click on “Open Calendar” in the ribbon at the top
4. From the pull down list select “ From Room List”
5. Scroll down the list and double click on the room you want to schedule
6. This will place the room in the “Rooms” field at the bottom of the box
7. Click OK
8. The calendar and all scheduled meetings for your selected room should be displayed for you. \*\*Please consider the room **reserved** even if the appointment is labeled as **tentative**. You will be able to determine the availability of the room for your meetings.

To Schedule a meeting:

1. Determine the date and time you would like to schedule a meeting and check the availability of the room on the Calendar. Please remember that even Tentative meetings should be regarded as Confirmed meetings.
2. Go to **YOUR OWN** calendar in Outlook.
3. Click on the day and start time of meeting to open an appointment page.
4. Click on “Invite Attendees” in the ribbon at the top. This will add the Location field to the page.
5. Enter your attendees, (if you want to notify them of the meeting by email) in the “To” field. You may also leave this field blank.
6. Enter the subject/Committee/ Program Name in the “Subject” field
7. Click on the “Rooms” button to the right of the “Location” field, type “MC conf” in the search window
8. Scroll down and double click on desired MC Conference Room so it appears in the “Room” field.
9. Click OK (the room will automatically display in the “To” and “Location” fields on the page.
10. Set the date/Start time/End Time fields
11. Enter any announcements or notes in the message area of the page
12. Click “Send”

This should

* send out notification to your participants (if any),
* save the meeting on the Conference Room calendar, and
* send an email notifying the “Conference Room Manager” of the room

\*\*As discussed, most rooms are set to auto reserve and are confirmed at the time the request is submitted. In some limited instances however, the “Conference Room Manager” receives notice of the reservation and must approve the request. Those requests may display as **tentative** until they are confirmed. Tentative reservations displaying on a room calendar should be respected as **Confirmed** for scheduling purposes.

To cancel a meeting:

1. Go to **YOUR OWN** calendar in outlook.
2. Double Click on the meeting you want to cancel to open the appointment/meeting box.
3. Click on “Delete” or “Cancel Meeting” in the ribbon at the top of the page.
4. Click on “Send Update” “Send Cancellation” or “Send”

This should

* remove the meeting from your calendar,
* remove the meeting from the Conference Room Calendar and
* send notices of cancellation to any attendees that received an invitation email at the time the meeting was scheduled.

You will receive a message from Conference Room Managers if the room is not available.

Conference Room Managers:

TAV-130 Greg Shaw

TAV-140 Greg Shaw

TAV-124 Greg Shaw

SE3-104 Linda Angelotti

MC2IT Linda Angelotti

MB-S1 Patty Egusa

MBS1-305 Zita Melton

MB-SS Project Room My Loi

GC-215 Tanya Hanton

GC-315 Gerry Oliver