



## Viewing and Reserving Conference Rooms in Microsoft Outlook

*All conference rooms are reserved through Microsoft Outlook Exchange. This document outlines the steps to view availability of a conference room, schedule a meeting and cancel a meeting using [Microsoft Outlook desktop application](#) and [Microsoft Outlook through web browser](#).*

### Microsoft Outlook Desktop Application

#### *How to view the availability of a conference room:*

1. Log into your campus computer and open Outlook application.
2. Click on Calendar.
3. Click on "Open Calendar"
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.

#### *How 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 booking.

\*\* A few rooms are set to auto reserve and are confirmed at the time the request is submitted. In most 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. You will receive a message from Conference Room Managers if the room is not available.

***How 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.

## Microsoft Outlook through Web Browser

### *How to view the availability of a conference room:*

1. In your web browser, login into your WVM email account in Office 365.
2. Click on Calendar.
3. Click on “Import Calendar”.
4. Click on “From directory”
  - a. On the pop-up, in the “From directory” field, enter the conference room: MC Conf
  - b. Click Search Directory and it will bring up all conference rooms.
  - c. All MC Conference rooms will appear.
  - d. Scroll down the list and click on the room you want view.
  - e. Click “Add”
5. This will open the room calendar.
6. 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.

### *How to schedule a meeting:*

1. Go to YOUR OWN calendar in Outlook.
2. Click on **+New Event** or double click on the day of meeting to open an appointment page.
3. Enter title of your event
4. Invite any attendees by entering their email address(es).
5. Set date and start/end times.
6. Click the **room or location field** and click “Browse more rooms” and search for the conference room you would like to book. Select the room and it will populate the field.
  - MC Conf Room SEC 135
  - MC Conf Room SEC 239
  - MC Conf Room SEC 339
  - MC Conf Room SEC 354
  - MC Conf. Hall TAV 130
  - MC TV Studio TAV 140
  - MC Conf Room CC219/220
  - MC Conf Room CC217
  - MC Conf Room GC215
  - MC Conf Room GC315
7. Enter additional information in the message area.
8. When ready, 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 booking.

\*\* A few rooms are set to auto reserve and are confirmed at the time the request is submitted. In most 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. You will receive a message from Conference Room Managers if the room is not available.

***How 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 “Cancel”
4. You have an option to enter a message to notify attendees.
  - a. Click “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.