



How to schedule a conference room in Outlook

FPS Inc



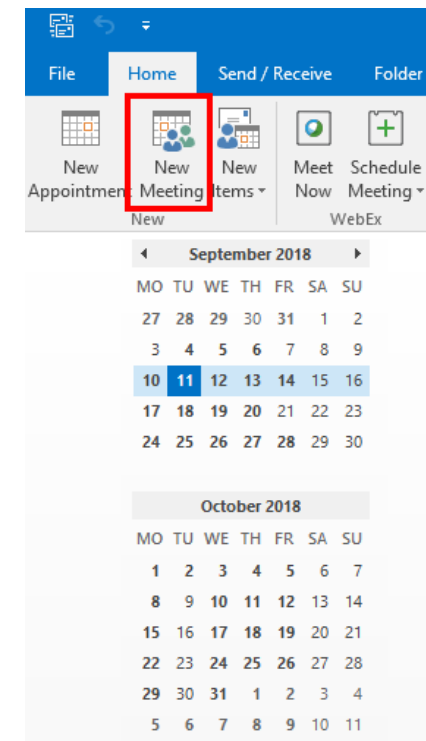
Scheduling a Conference Room in Outlook

- Why schedule a conference room in Outlook?
 - It is a quick and effective way to manage conference room reservations
 - When setting up a meeting it's very easy to find out which conference rooms are available on any given date and time
 - This is especially helpful at locations that have multiple conference rooms



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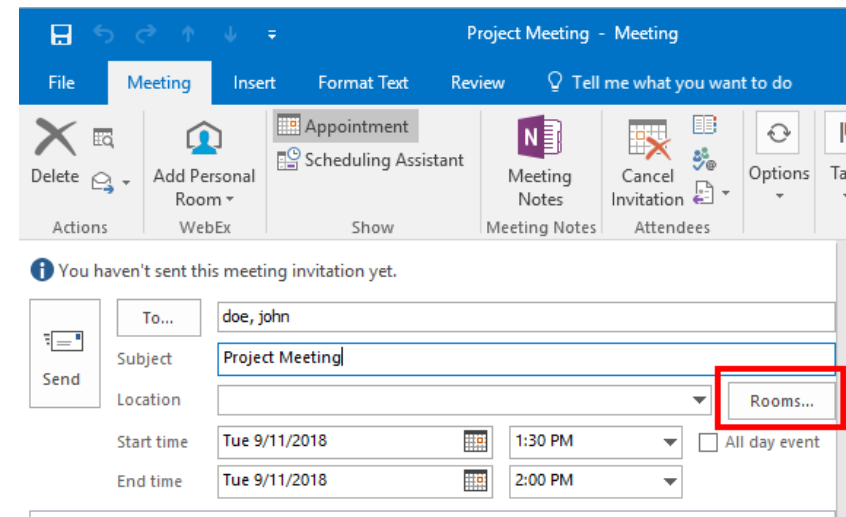
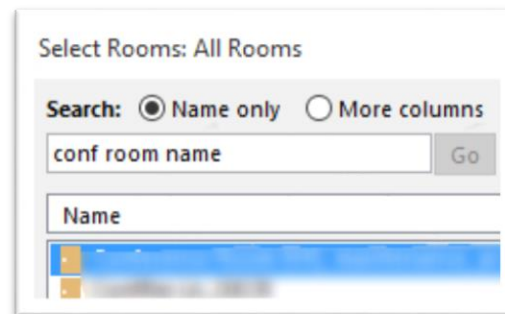
- How do I schedule a conference room in Outlook?
 - Open Outlook
 - Go to the calendar and click on **New Meeting**





Scheduling a Conference Room in Outlook

- Type the names of the attendees and meeting subject
- Click on **Rooms**
- Type the conference room name in the search field





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- Double-click on the conference room name once you find it
- Click on OK












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- The unsent meeting invitation now shows the conference room name in the **To** and **Location** fields

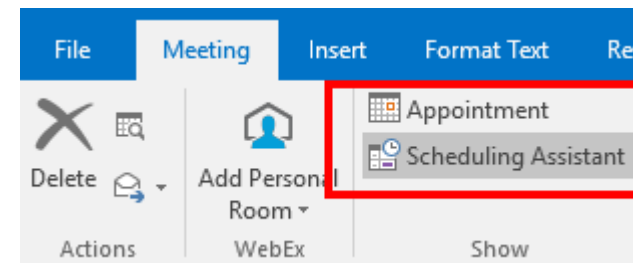
 You haven't sent this meeting invitation yet.

 Send	To...	Doe, John; 		
	Subject	Project Meeting		
	Location		Rooms...	
	Start time	Fri 9/14/2018 	9:30 AM 	<input type="checkbox"/> All day event
	End time	Fri 9/14/2018 	10:00 AM 	



Scheduling a Conference Room in Outlook

- Click on **Scheduling Assistant** to make sure the attendees and conference rooms are available on any given date and time
- Make any necessary date/time changes and click on **Appointment** to go back to the main meeting invitation screen
- Click on the **Send** button





Scheduling a Conference Room in Outlook

- Now, anyone who wants to book the same conference room will see that it's not available on this date and time

