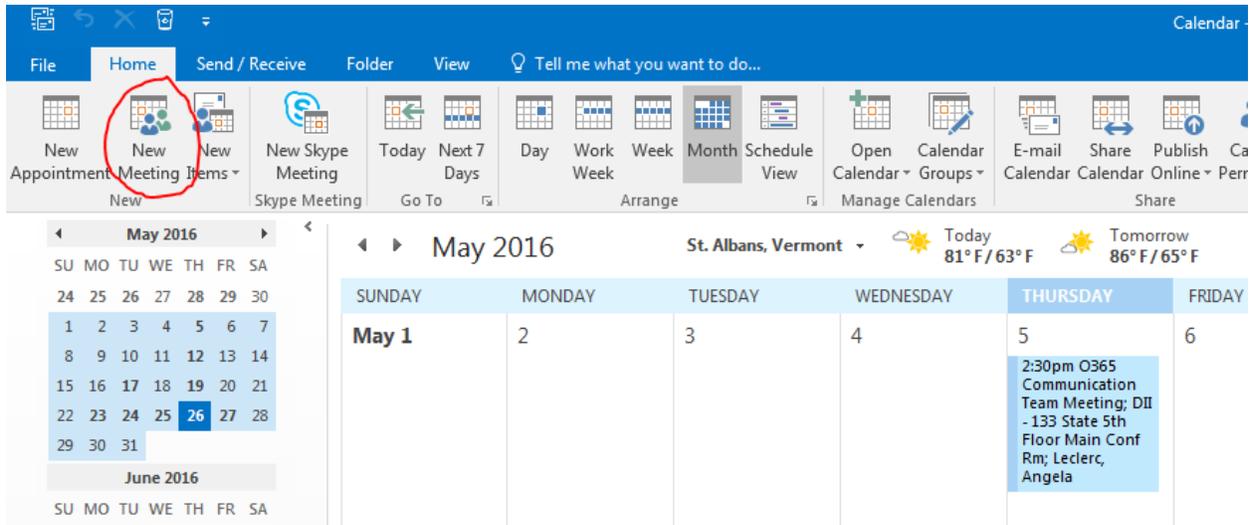


Resource Use (Booking a Conference Room)

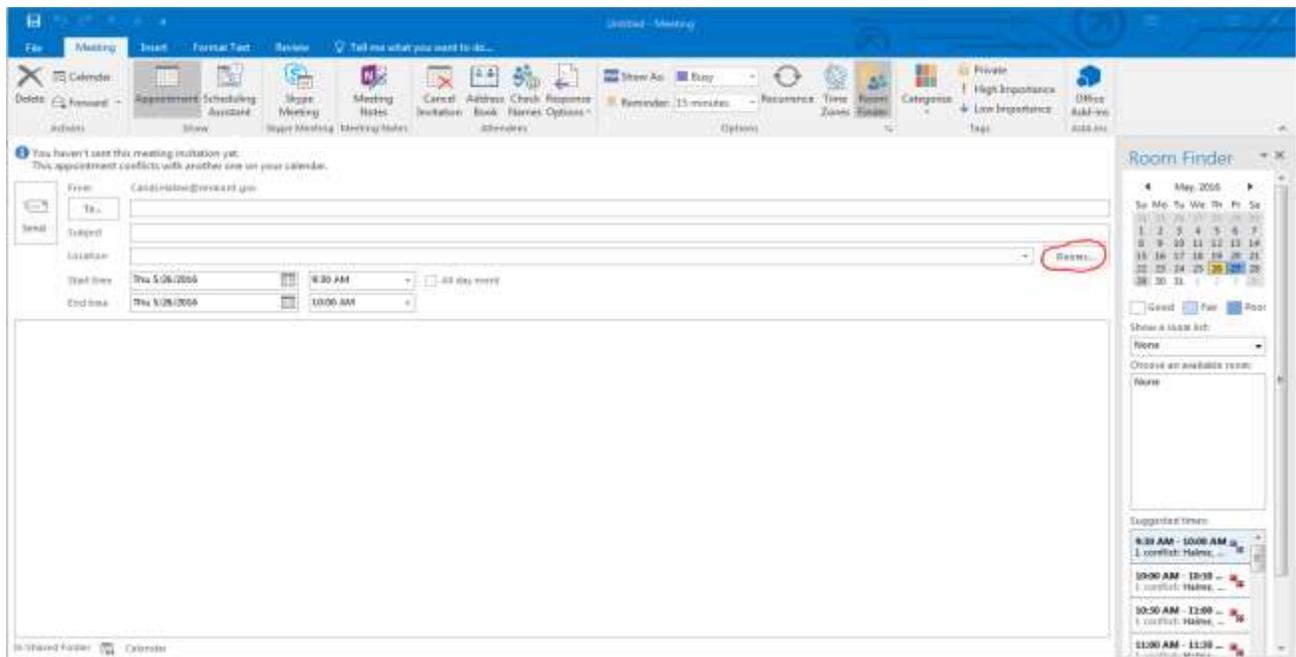
Creating a Meeting with a Resource (Conference Room) Microsoft Outlook

*Resources are calendars used for booking conference rooms, projectors, fleet cars, etc.

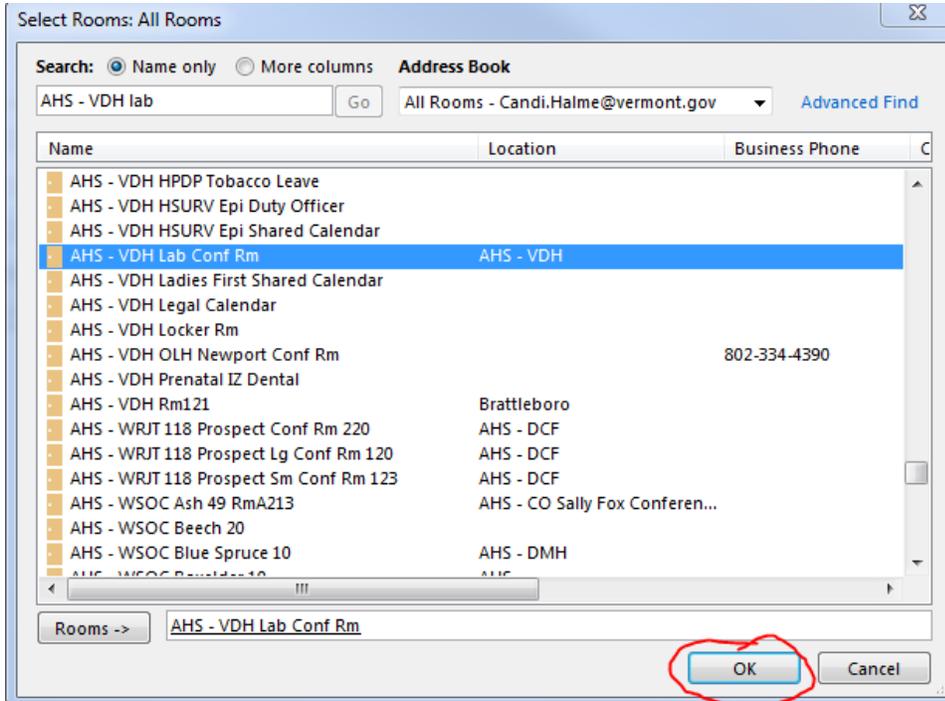
- 1) While in your calendar select New Meeting from top ribbon.



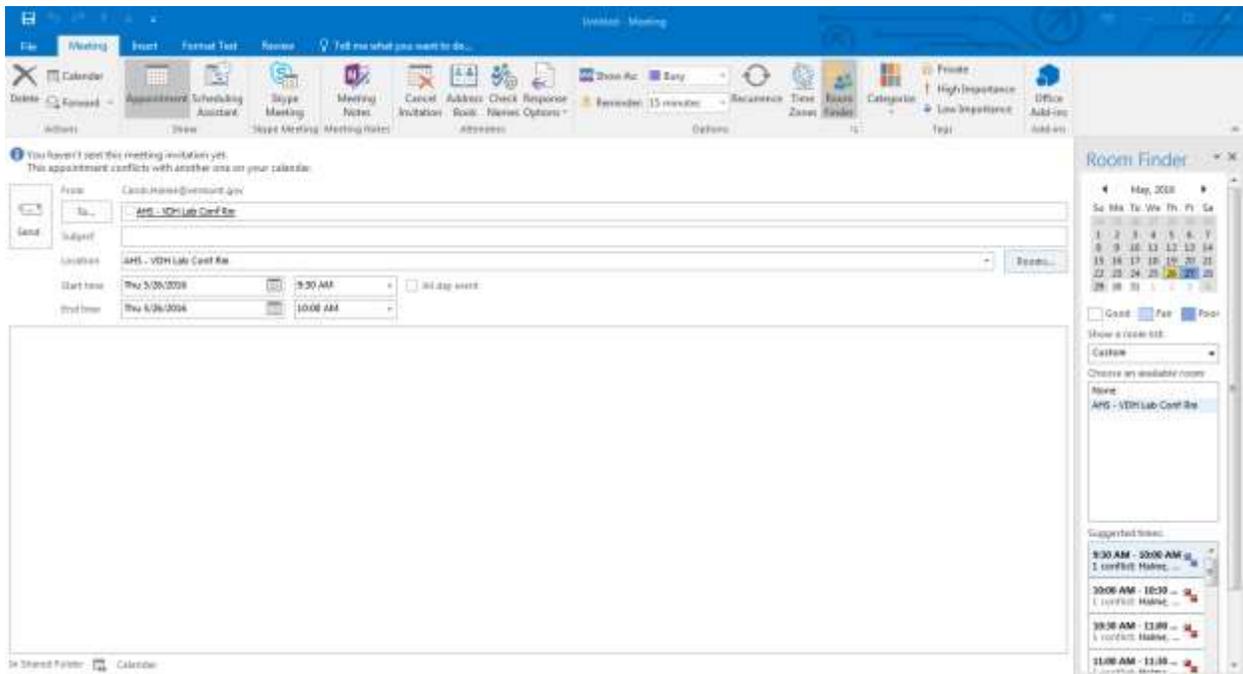
- 2) The meeting will open. Select the "rooms" button to select a resource location.



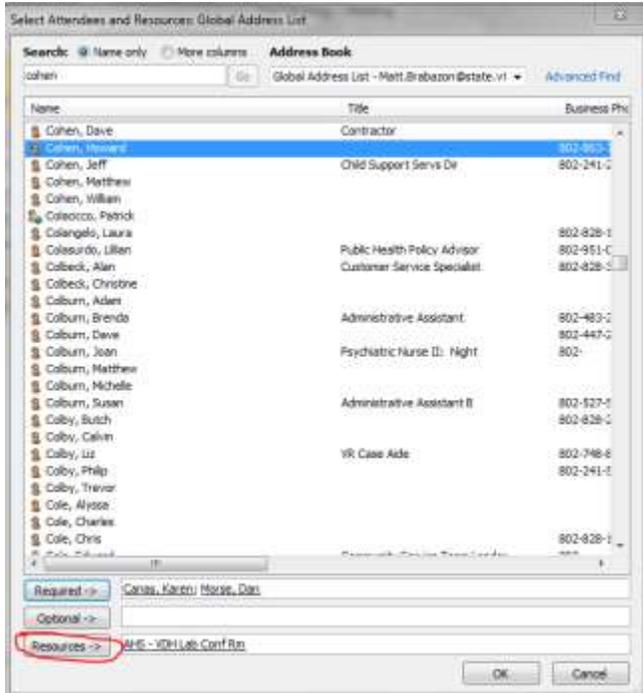
- 3) The address book will open, type your room name in the search bar. Double click on the room you want to use and click “ok”



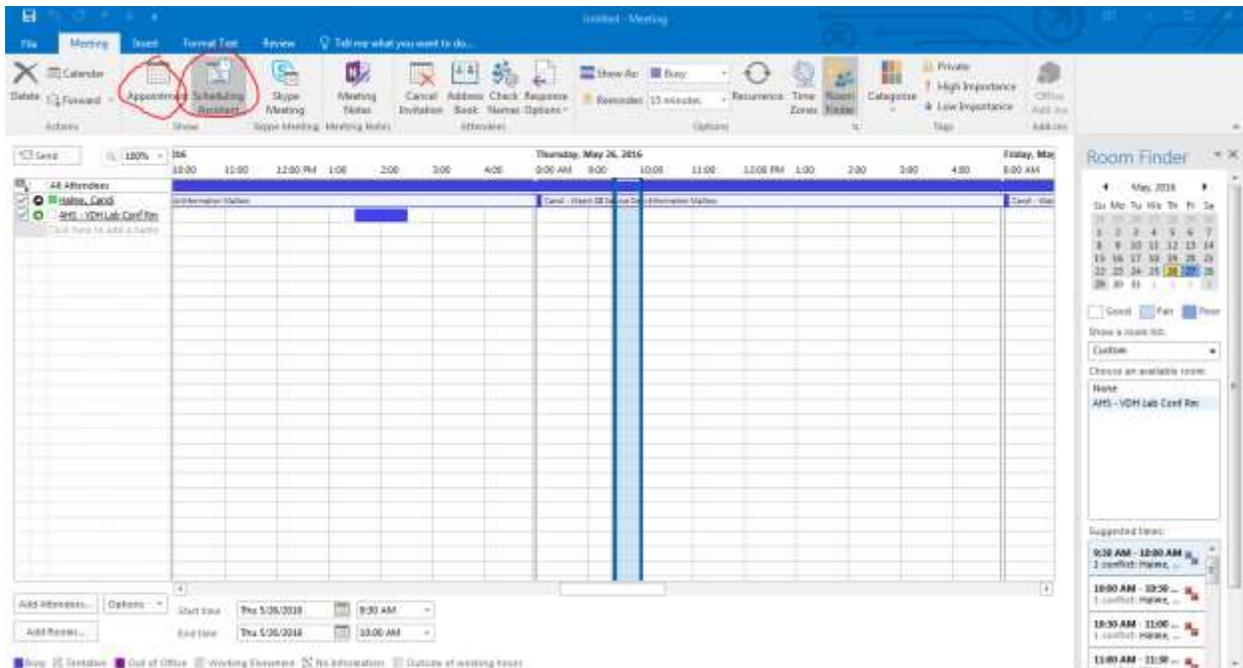
- 4) It will populate into the “to” and “location” fields. You can click the “to” button and add other invitees, fill in the info, and send the meeting.



- 5) When you are searching, after clicking “to”, you can highlight people and add them as either “required” or “optional.” You may also add something as a resource. This is for equipment items such as projectors, laptops, rooms etc.



- 6) You can use the “scheduling assistant” to check whether or not the conference room is free, or if your other invitees are free. This allows you to choose a meeting time when everybody can attend. Click Appointment to go back to the setup page.



Modifying a Meeting with a Resource

- 1) In order to delete or modify a meeting, two conditions must be fulfilled.
 - a. The modifier must be the meeting organizer
 - b. The modifier must be making the modification from their personal calendar
- 2) If these requirements are met, you may modify a resource meeting in the same way you would a normal calendar entry.