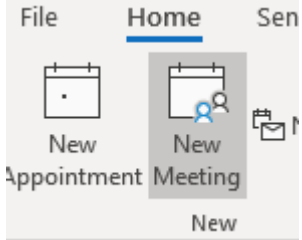
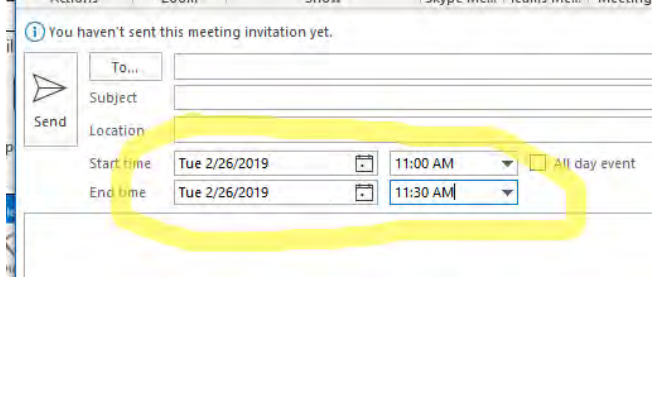
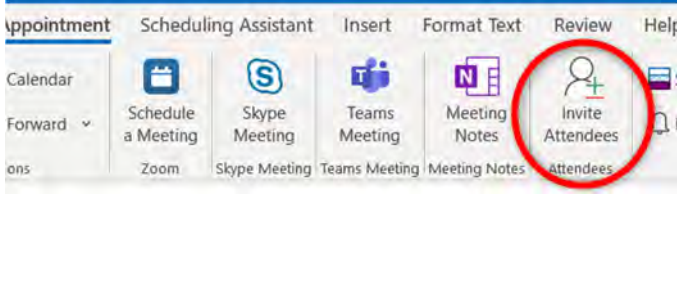
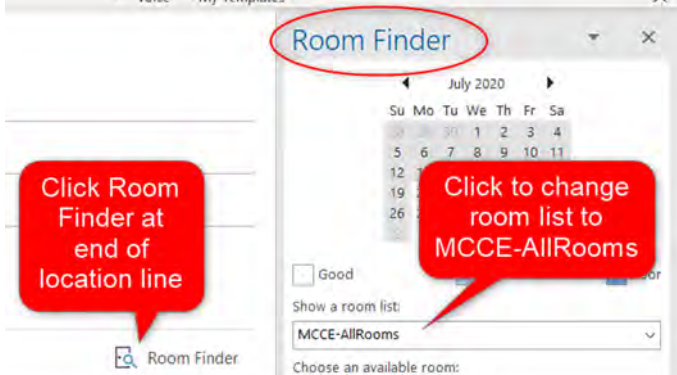


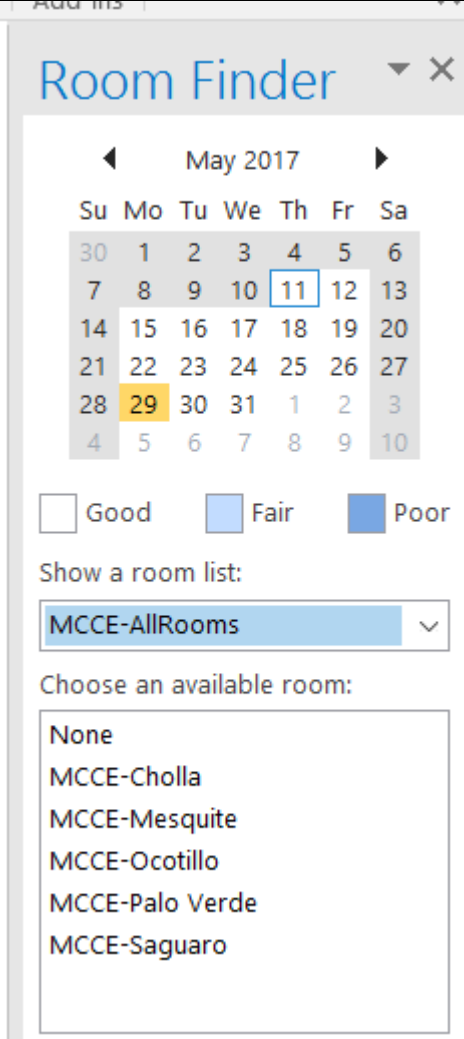
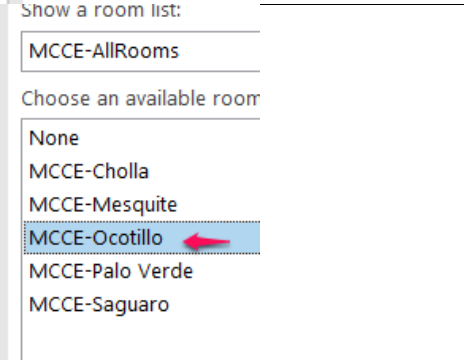
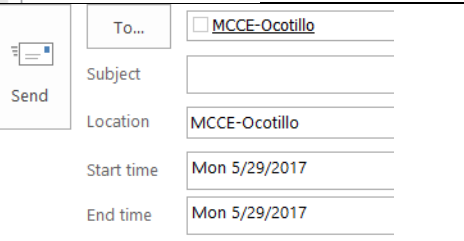
Click to go to how to add a room reservation from:

- [Outlook 365 \(Windows desktop\)](#)
- [Outlook Web App](#)
- [Outlook 365 \(Mac desktop\)](#)

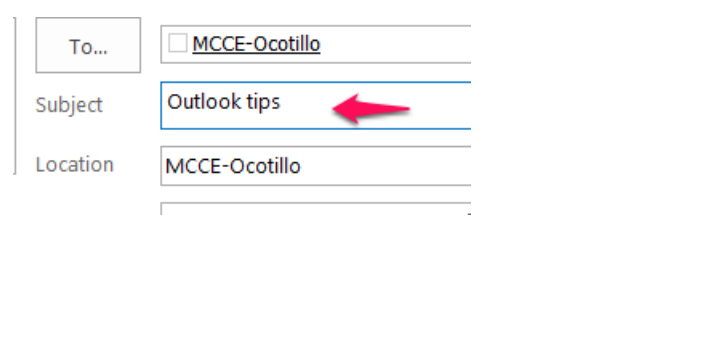
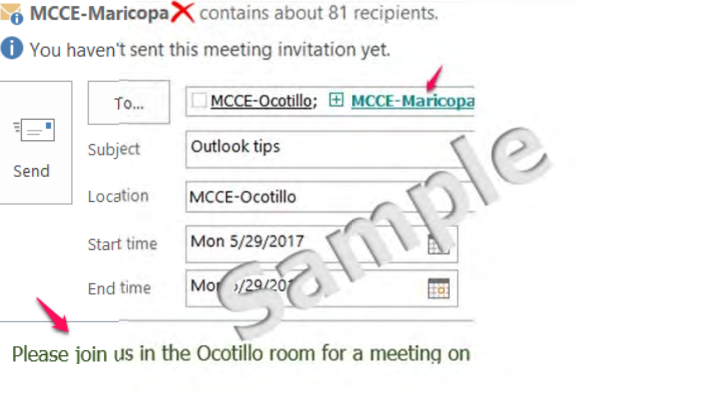
Reserve a room using Outlook 365 (Windows desktop page 1 of 3)

	<p>Open your calendar in Outlook. Click on New Meeting.</p>
	<p>Select the date and start and end times for your meeting.</p> <p>THE MAX TIME IS 23.5 HOURS.</p> <p>IF YOUR MEETING LASTS MORE THAN ONE DAY USE THE RECURRING FEATURE FOR ADDITIONAL DAYS.</p>
	<p>The room finder is available in "meeting" view only. Click "Invite Attendees" button to switch to meeting view (if needed).</p>
	<p>If the room finder still does not show click Room Finder at the end of the location line.</p> <p>Change the room list to MCCE-AllRooms.</p>

Reserve a room using Outlook 365 (Windows desktop page 2 of 3)

	<p>A list of rooms that are available will show below the list.</p> <p>Rooms that are not already reserved for that date and time will not be listed.</p> <p>Alternate times for that date with available rooms will be listed below the list of rooms. Click on one of the suggested times to see what rooms are available.</p>
	<p>Select the room you want to reserve by clicking a room on the list.</p>
	<p>The room name will be added to the To and Location lines.</p>


Reserve a room using Outlook 365 (Windows desktop page 3 of 3)

	<p>Enter a subject.</p> <p>The subject entered will show on the room calendar. Please phrase the subject so everyone viewing the calendar knows what the meeting is about – and so the front desk can direct visitors when needed.</p>
<ul style="list-style-type: none"> • An individual's contact name, email, and phone number is required for all reservations, whether or not the request is made by an employee of MCCE. Group requests that do not list an individual will not be accepted. • List the approximate number of non-employee attendees to help avoid parking conflicts. 	
	<p><u>Optional</u></p> <p>Invite attendees by adding them to the <i>To</i> line. You can enter text in the lower box just like a standard message, including graphics.</p> <p>Messages will show in your calendar and to anyone you invite, but they will not show in the room calendar.</p>

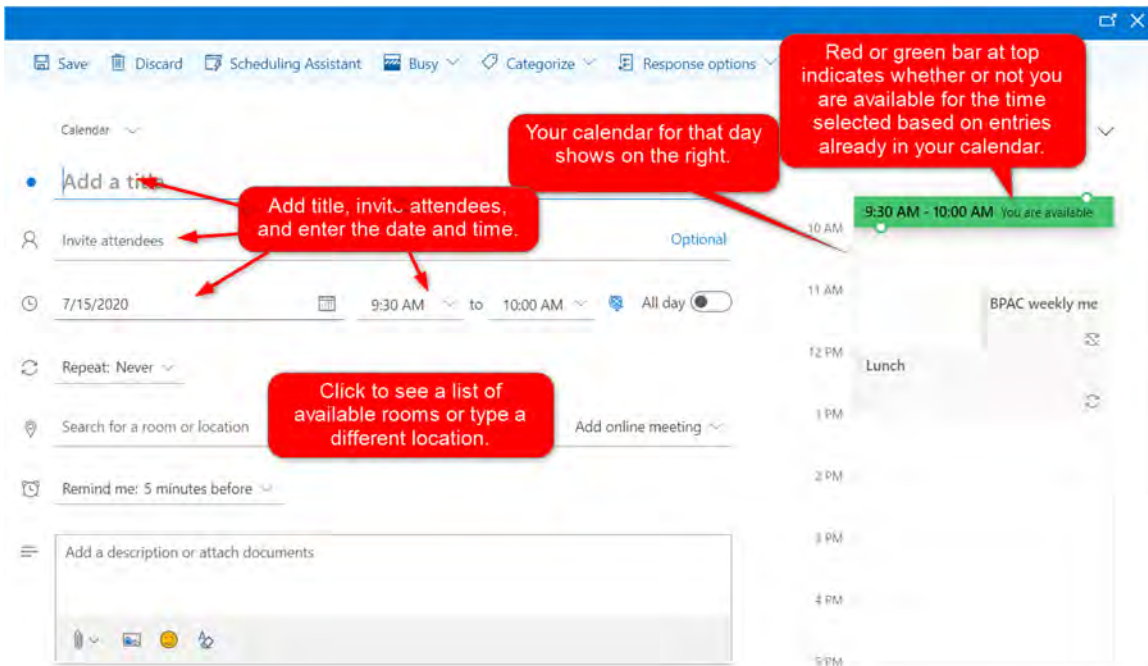
Scheduling a meeting using Outlook Web App (OWA)

- Sign in at <http://portal.office.com> using your NetID and password.

- Click  Outlook

- Click the calendar tile below the list of email folders 

- Add a new meeting by clicking “New Event” **New event** at the top of the screen or by double-clicking the date of the desired meeting on your calendar.
- Add the title and subject of the meeting, including phone and email contact information and the approximate number of non-employee attendees.
- Click the rooms box to show rooms and then click a room to select it.
- Rooms already booked – tentative or busy – will be listed but invitations won’t be accepted, so be sure the room you select shows *Free*.
- **THE MAX TIME IS 23.5 HOURS.**

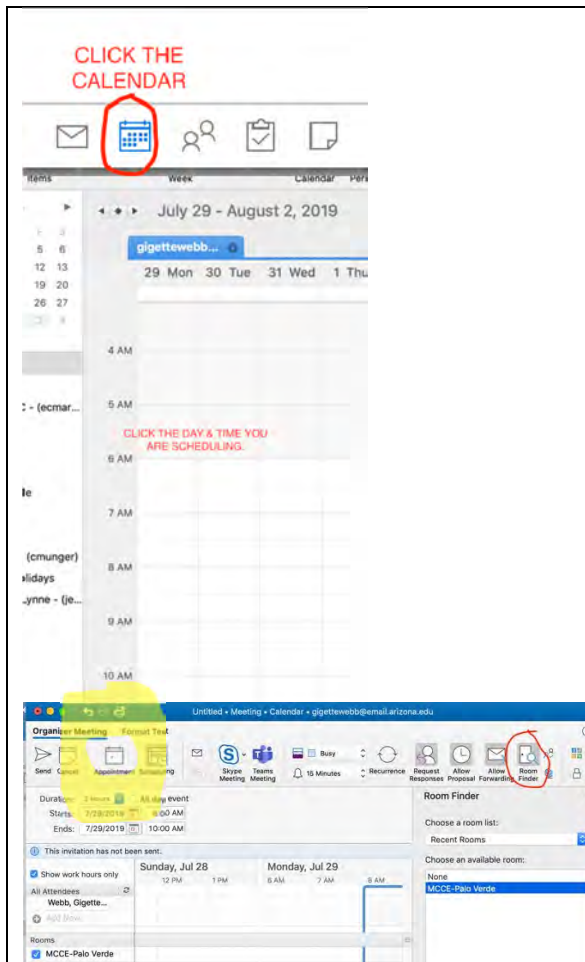


The screenshot shows the OWA meeting scheduling interface. Red callout boxes provide the following instructions:

- Add title, invit. attendees, and enter the date and time.** (Points to the 'Add a title' field, 'Invite attendees' field, and the date/time selection area.)
- Your calendar for that day shows on the right.** (Points to the calendar view on the right side of the screen.)
- Red or green bar at top indicates whether or not you are available for the time selected based on entries already in your calendar.** (Points to the green bar at the top of the 9:30 AM - 10:00 AM slot.)
- Click to see a list of available rooms or type a different location.** (Points to the 'Search for a room or location' field.)

The interface includes fields for 'Add a title', 'Invite attendees', '7/15/2020', '9:30 AM to 10:00 AM', 'All day' toggle, 'Repeat: Never', 'Search for a room or location', 'Add online meeting', and 'Remind me: 5 minutes before'. A calendar view on the right shows a green bar for '9:30 AM - 10:00 AM' with the text 'You are available' and other events like 'BPAC weekly me' and 'Lunch'.

Outlook 365 (Macintosh desktop page 1 of 2)



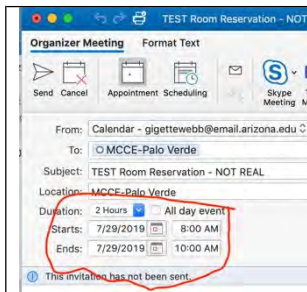
#1 -Click the calendar icon in Outlook.

#2 – Then click on the day & time within your calendar.

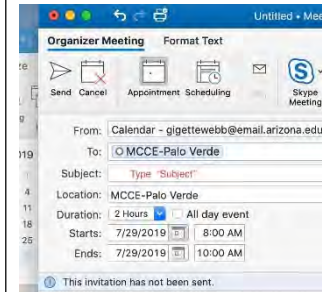
#3 – Click “**Room Finder**” then click “Appointment.”

#4 – An email will pop up & type “MCCE and the room you are inviting.”

Outlook 365 (Macintosh desktop page 2 of 2)



#5 – Enter time period of the reservation.



#6 - Enter Subject.

#7 – Click send.