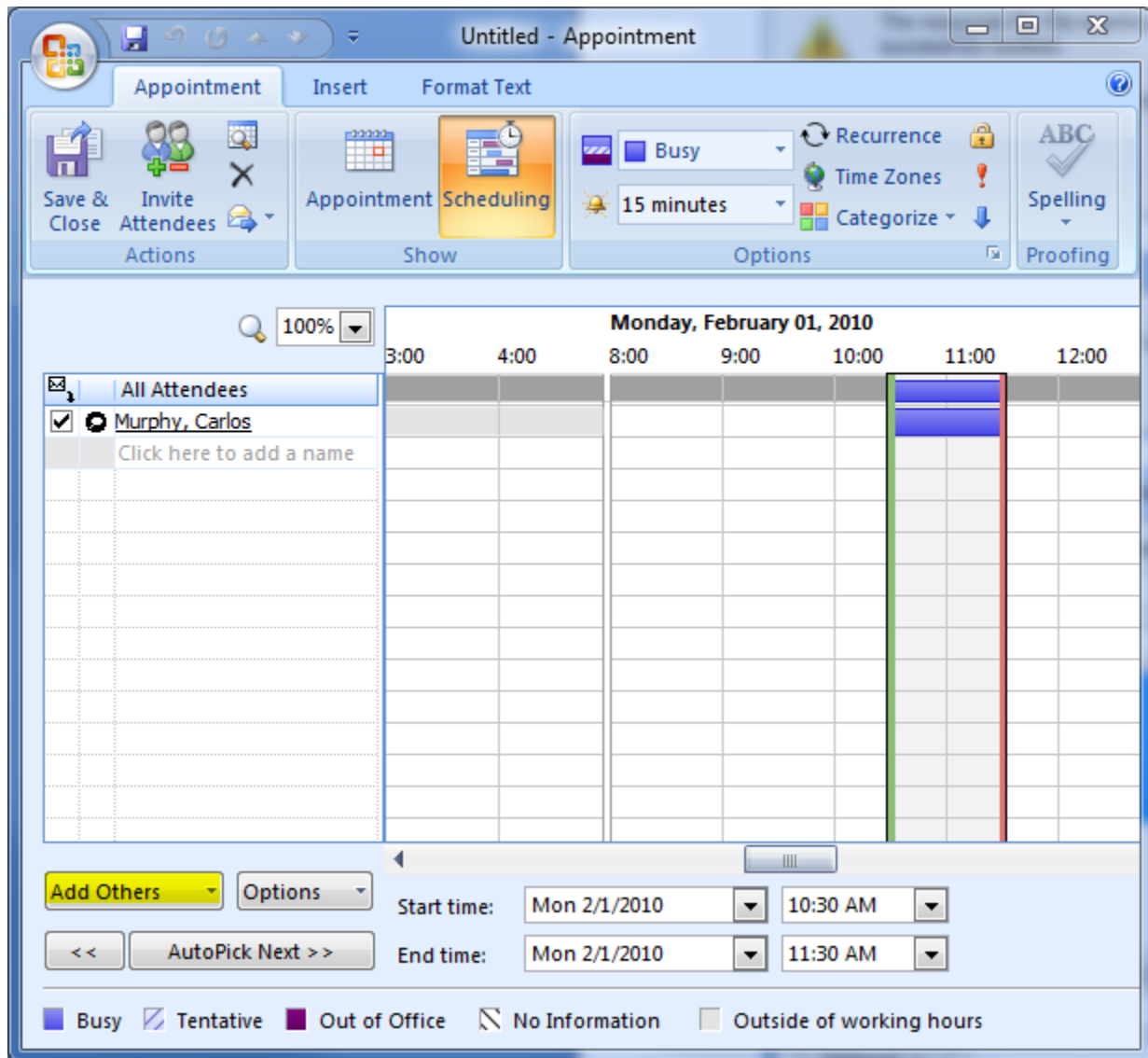


## How to Book Conference Rooms: Facilities

1. Create a New Appointment
2. Click on the Scheduling tab at the top
3. Click on “Add Others” outlined in yellow below



4. Type in “Facilities” into the search field. You’ll see all five conference rooms listed.
  - a. Make sure to add them as “**Resources**” and **not** as “Required” or “Optional”.

Select Attendees and Resources: Global Address List

Search: ☒ Name only ☐ More columns **Address Book**

Facilities  Global Address List [Advanced Find](#)

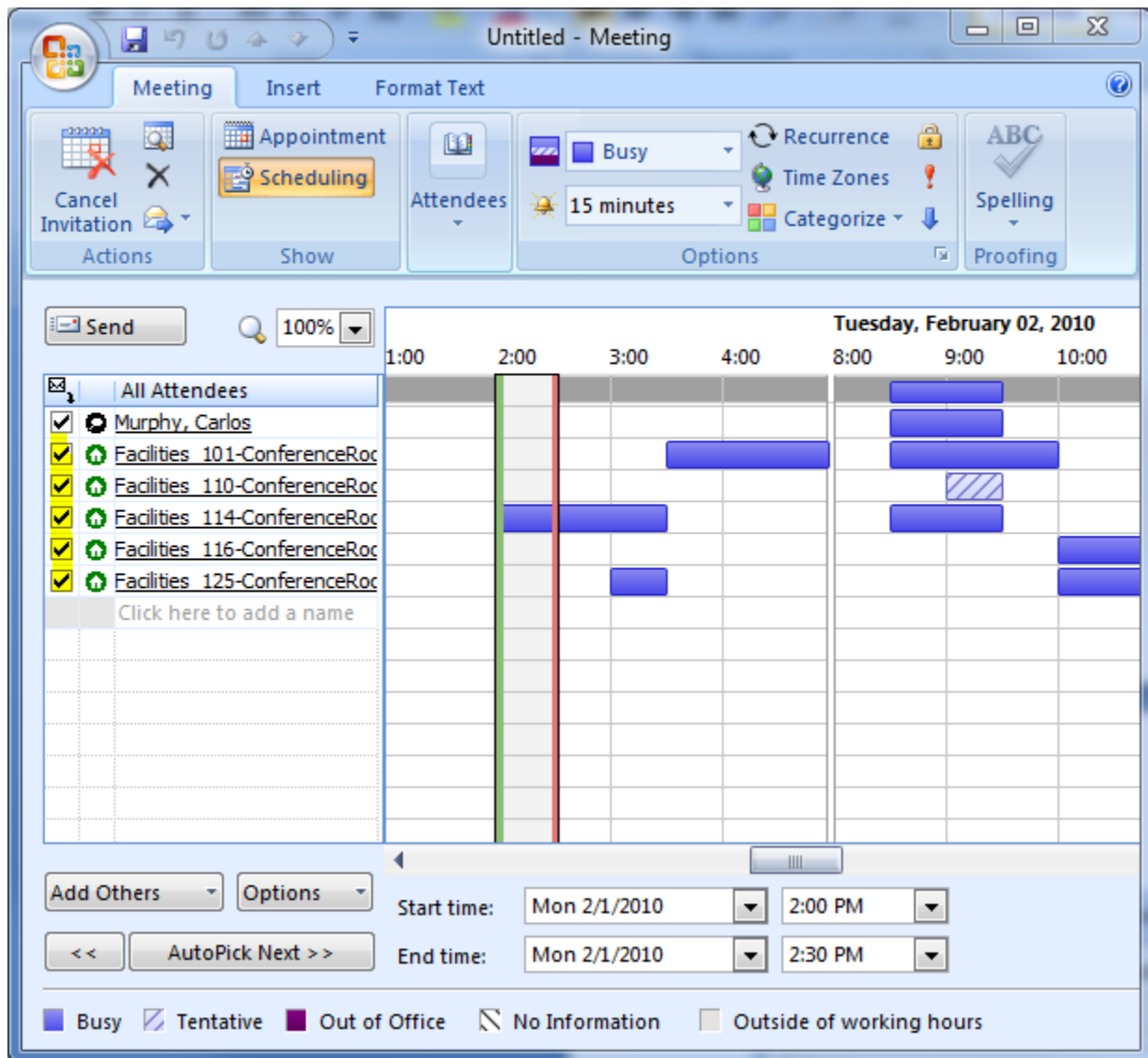
Name	Title	Business Phone	Location
Facilities_101-ConferenceRoom			
Facilities_110-ConferenceRoom			
Facilities_114-ConferenceRoom			
Facilities_116-ConferenceRoom			
Facilities_125-ConferenceRoom			
Facility Coordinator			
facultysupport			ODDL
FAGG, DEBBIE	Business Off Clerical Etc	850-644-5129	A010
Fahey, Colleen	Spec Comp Applicatns	850-645-3327	0200

Required ->

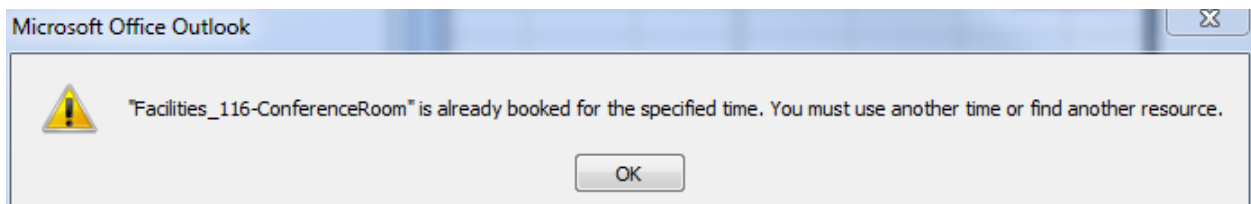
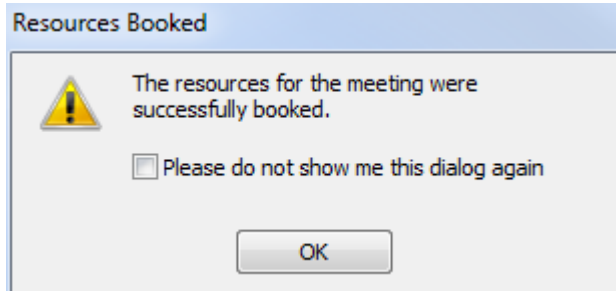
Optional ->

**Resources ->** Facilities\_101-ConferenceRoom; Facilities\_110-ConferenceRoom;  
Facilities\_114-ConferenceRoom; Facilities\_116-ConferenceRoom;  
Facilities\_125-ConferenceRoom

5. Select the Conference room that suits your needs by checking or un-checking it on the left side of the screen. This can be seen in the following screenshot.
  - a. Blue filled bars indicate there is another appointment present for that time frame.
  - b. You can mouse over existing appointments to show a description of what they are.
  - c. Make sure you only have **ONE** room selected when finished.



6. Finish adding attendees as needed and click on the “Appointment” button to finish filling out your meeting request. Once all information is filled in, send the invitation just as you normally would.
7. You’ll receive one of the following two messages:

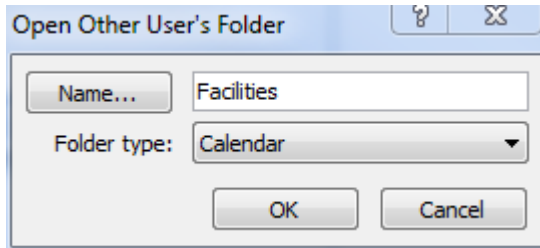


- a. If you receive the second message, go back to your Scheduling and find a different room to use. Your invitation will not actually be sent until a valid conference room is selected.

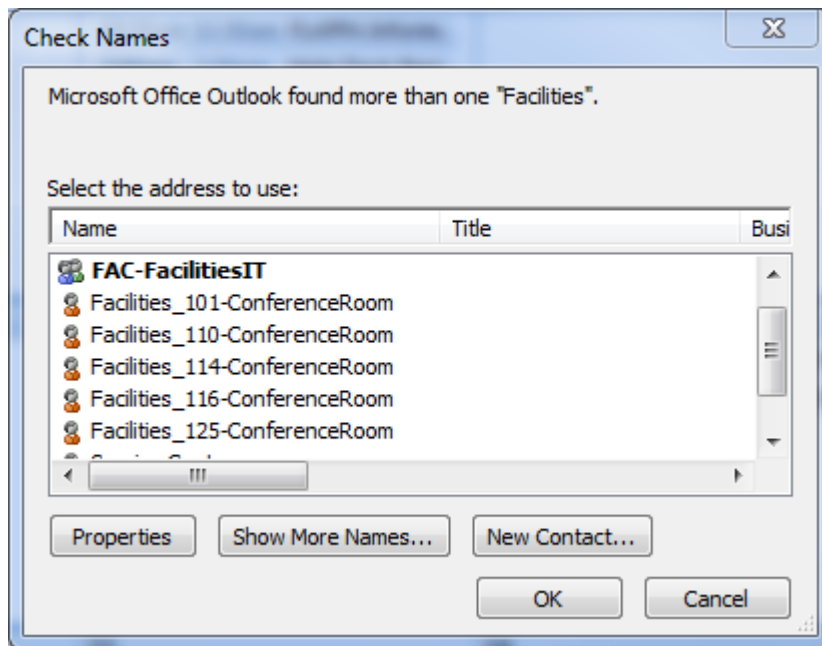
## How to View Conference Room Availability: Facilities

There are two methods for viewing availability. The first was outlined above in the Booking Conference Rooms section. The second is outlined below:

1. While inside of Outlook, click on File -> Open -> Other User's Folder...



2. Make sure the Folder Type is set to Calendar
3. Type in "Facilities" and press OK



4. Select the Conference Room from the list and press OK
5. You'll now see the conference room calendars listed under your calendar.

People's Calendars

Murphy, Emilia C.

Trumbower, Donna L

Facilities\_116-ConferenceRoom

Facilities\_101-ConferenceRoom

How to Share Calendars

Open a Shared Calendar...

Share My Calendar...

Send a Calendar via E-mail...

Publish My Calendar...

Add New Group

Mail

Calendar

Contacts

Tasks