

# Scheduling a Shared Conference Room

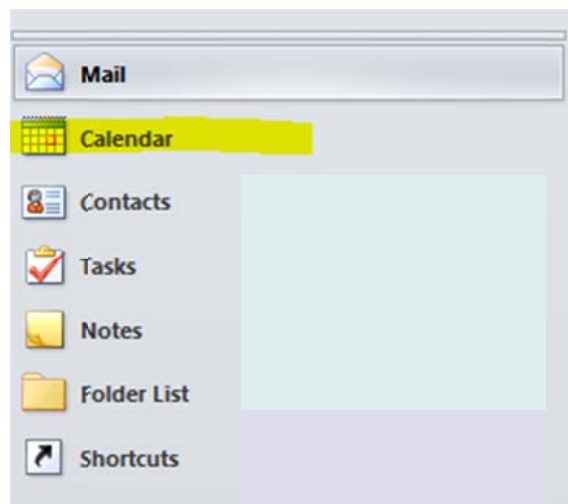
The following document describes the process for scheduling a shared conference room using the Outlook 2010 client. If you do not currently have Outlook 2010 installed please contact your unit IT provider or the AIT FirstCall help desk ([first-call@tamu.edu](mailto:first-call@tamu.edu)).

## Quick Instruction Guide:

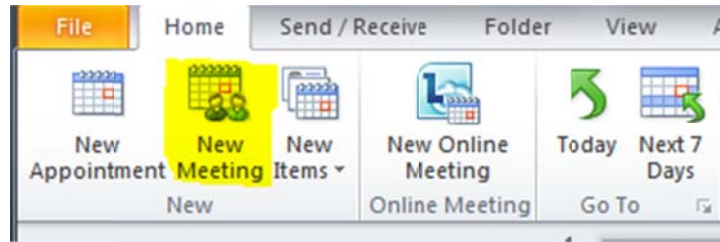
1. In the lower left corner of the main Outlook screen select the **"CALENDAR"** button.
2. Select **"New Meeting"** in the upper left corner of the Calendar view screen.
3. In the **"TO"** Field add those who are being invited to the meeting.
4. In the **"SUBJECT"** Field type in description for the meeting as appropriate.
5. Click the **"ROOMS"** button and then select the appropriate room you would like to reserve.
6. Select the appropriate **DATE** and **TIME** period for your meeting.
7. Type in any comments or agenda you would like to send to the meeting attendees.
8. Click the **"SEND"** Button to send in your request.
9. If the room is setup with Auto-Attendant you will receive a response verifying your reservation has been accepted or not. For those rooms not in auto attendant mode you will receive a manual response from the room manager.

## Detailed Instruction Guide:

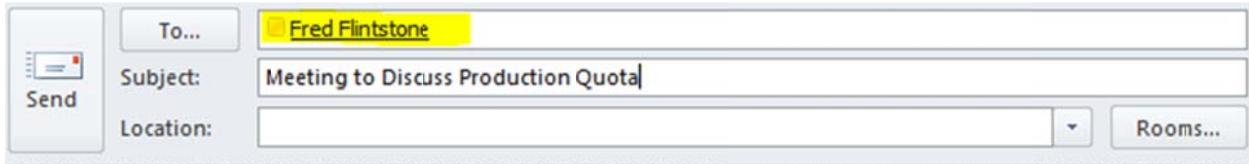
1. In the lower left corner of the main Outlook screen select the **"CALENDAR"** button.



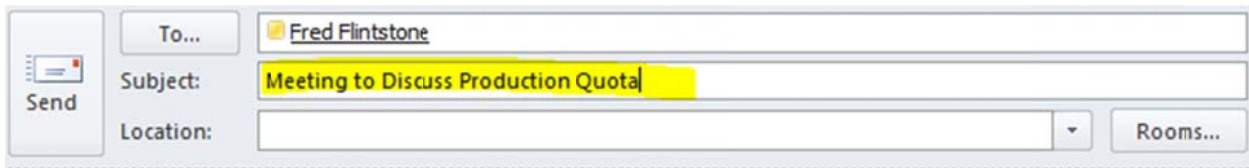
2. Select **"New Meeting"** in the upper left corner of the Calendar view screen.



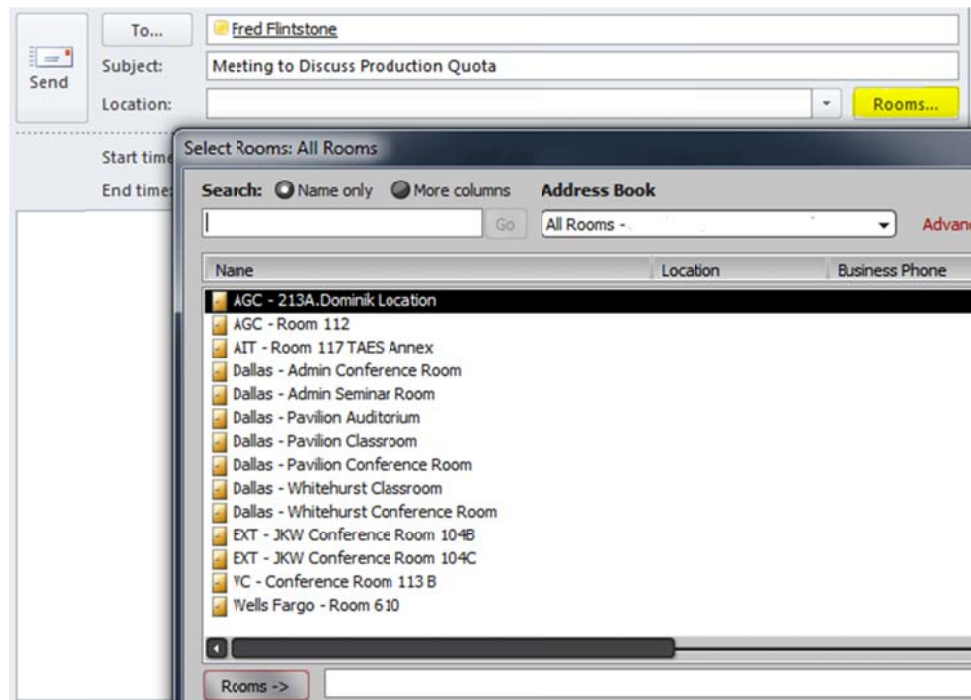
3. In the **"TO"** Field add those who are being invited to the meeting.



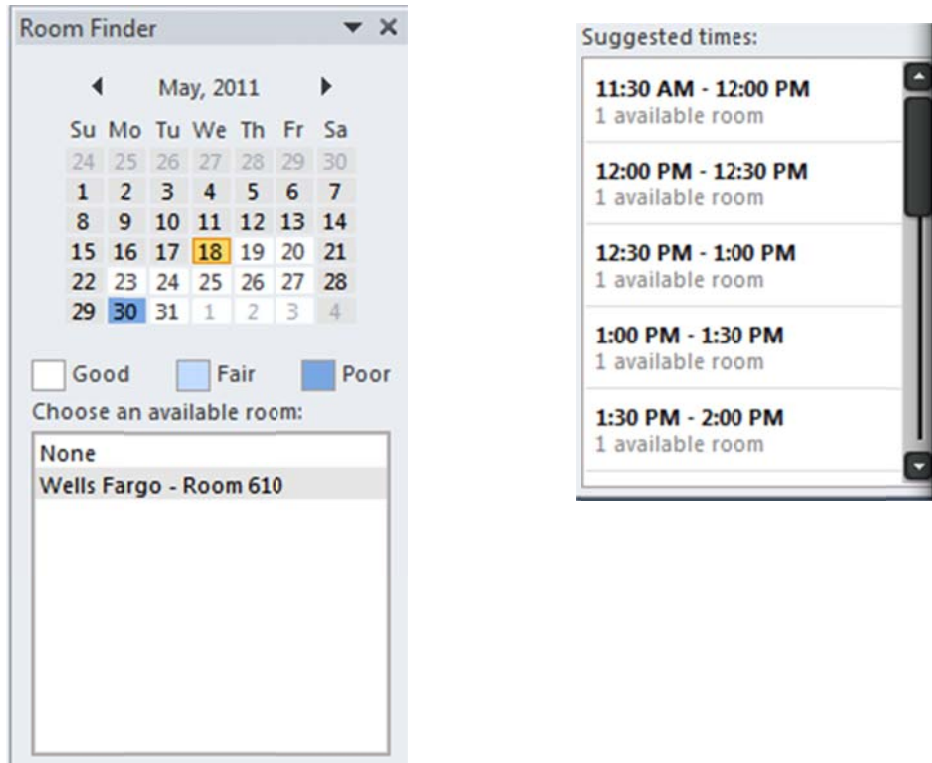
4. In the **"SUBJECT"** Field type in description for the meeting as appropriate.



5. Click the **"ROOMS"** button and then select the appropriate room you would like to reserve.

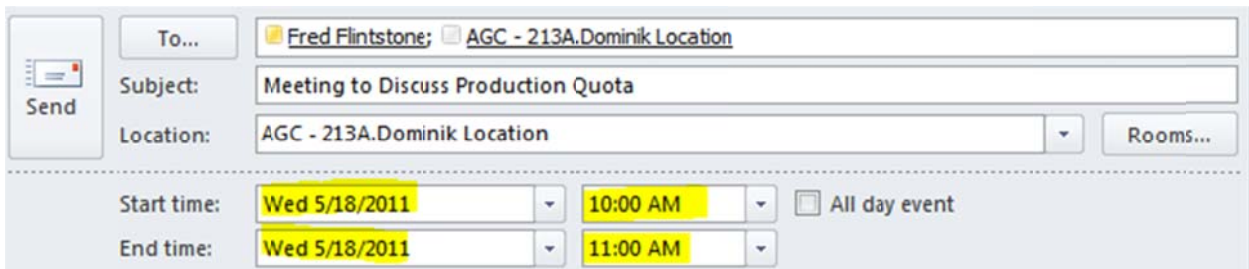


NOTE: The “Room Finder” will display a color coded availability status for the room you’ve selected. Suggested times are also presented for when the room is most available. This can help to determine alternative times and dates when the particular room selected is available.



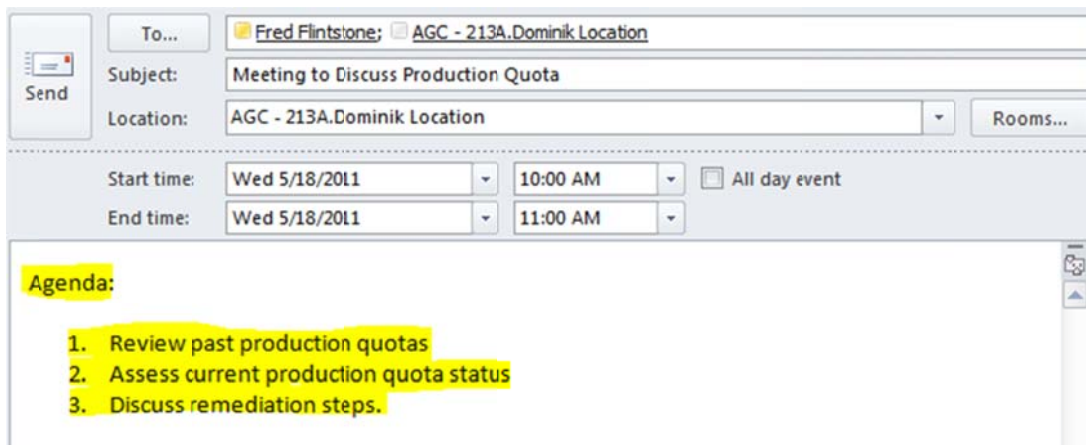
The image shows two overlapping windows from a software interface. The 'Room Finder' window on the left displays a calendar for May 2011. The date 18 is highlighted in orange, and 30 is highlighted in blue. Below the calendar are three radio buttons labeled 'Good', 'Fair', and 'Poor'. Underneath, it says 'Choose an available room:' followed by a list box containing 'None' and 'Wells Fargo - Room 610'. The 'Suggested times' window on the right lists five time slots, each with '1 available room': 11:30 AM - 12:00 PM, 12:00 PM - 12:30 PM, 12:30 PM - 1:00 PM, 1:00 PM - 1:30 PM, and 1:30 PM - 2:00 PM.

6. Select the appropriate **DATE** and **TIME** period for your meeting.



The image shows a meeting creation form. The 'To...' field contains 'Fred Flintstone; AGC - 213A.Dominik Location'. The 'Subject' is 'Meeting to Discuss Production Quota'. The 'Location' is 'AGC - 213A.Dominik Location'. The 'Start time' is 'Wed 5/18/2011' at '10:00 AM'. The 'End time' is 'Wed 5/18/2011' at '11:00 AM'. There is an 'All day event' checkbox which is unchecked. A 'Send' button is on the left, and a 'Rooms...' button is on the right.

7. Type in any comments or agenda you would like to send to the meeting attendees.



The image shows the same meeting creation form as above, but with an 'Agenda' section at the bottom. The agenda items are: 1. Review past production quotas, 2. Assess current production quota status, and 3. Discuss remediation steps.

8. Click the “SEND” Button to send in your request.

Invitations have not been sent for this meeting.  
Conflicts with another appointment on your Calendar.

**Send**

To...  Fred Flintstone;  AGC - 213A.Dominik Location

Subject: Meeting to Discuss Production Quota

Location: AGC - 213A.Dominik Location

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Start time: Wed 5/18/2011 10:00 AM  All day event

End time: Wed 5/18/2011 11:00 AM

Agenda:

1. Review past production quotas
2. Assess current production quota status
3. Discuss remediation steps

9. If the room is setup with Auto-Attendant you will receive a response verifying your reservation has been accepted or not. For those rooms not in auto attendant mode you will receive a manual response from the room manager.

### Accepted: Meeting to Discuss Production Quota

AGC - 213A.Dominik Location

AGC - 213A.Dominik Location has accepted this meeting.

When: Wednesday, May 18, 2011 10:00 AM-11:00 AM (UTC-06:00) Central Time (US & Canada).

Location: AGC - 213A.Dominik Location

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**Your request was accepted.**

Sent by Microsoft Exchange Server 2010