Scheduling the Blue Room

The following steps describe how to schedule a meeting, including how to schedule the Blue Room (H209, Germantown) and select/notify meeting attendees. <u>If you are already familiar with how to schedule meetings through Outlook, look at steps 6-8 to see how to reserve the Blue Room.</u>

To schedule a meeting, including reserving the Blue Room, follow these 14 steps:

1. In Outlook, click on Calendar.
2. In the Toolbar, select either Day, Work Week, or Week. On the upper right hand side of the screen you will see a calendar month displayed.
3. Use the arrows to move between the months and then click on the preferred day for your meeting.
4. Click on 'Actions' in the toolbar; and from the pull-down menu, choose 'New Meeting Request'. An 'Untitled-Meeting' screen will appear.
5. Under 'Subject,' type in the subject of your meeting.
6. Click on the tab 'Attendee Availability.'
7. Click on 'Invite Others.' –A 'Select Attendees and Availability' screen appears.
8. When the Global Address List appears, type in **'CR-SC Blue Room.'** When the Blue Room is highlighted at the top of the list, click 'Required.'
9. Select attendees for the meeting. Click on 'OK.'
10. Next to each attendee, including the Blue Room, you will see one of four (4) colors: Light Blue – Tentative Availability / Dark Blue – Not Available / Purple- Out of Office / Gray (no color) – Available.
11. You can then choose an available time and date under 'Meeting Start Time' and 'Meeting End Time.'
12. Click back on the 'Appointment' tab. Verify that you have all the correct information chosen.
13. Click on 'Send.'
14. You will then be notified via e-mail that the Blue Room has been scheduled. Other attendees will be given the option to accept or decline the meeting.