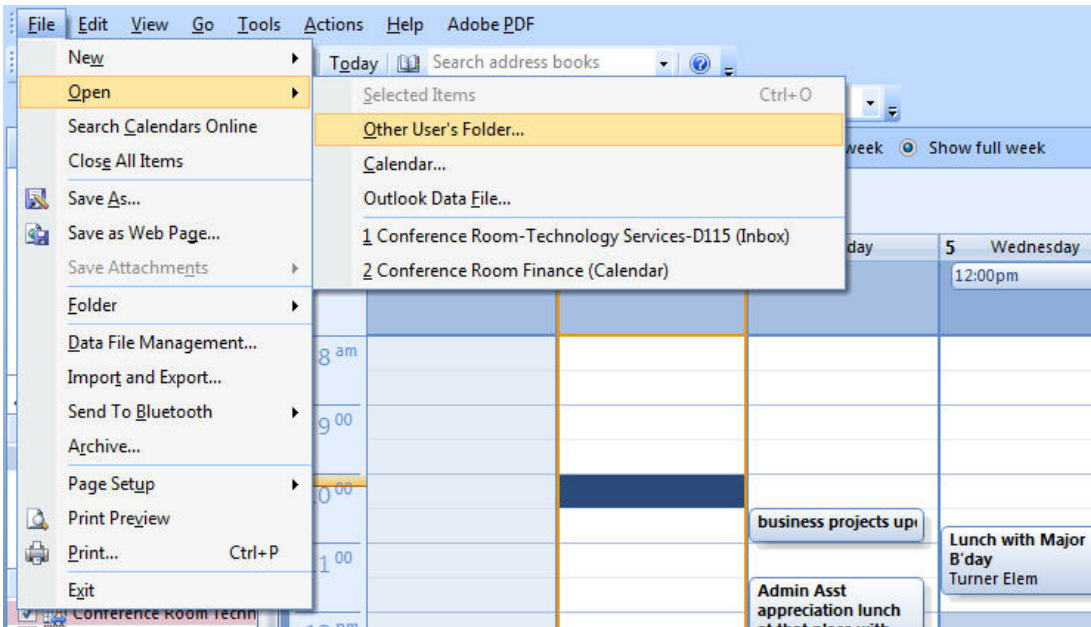


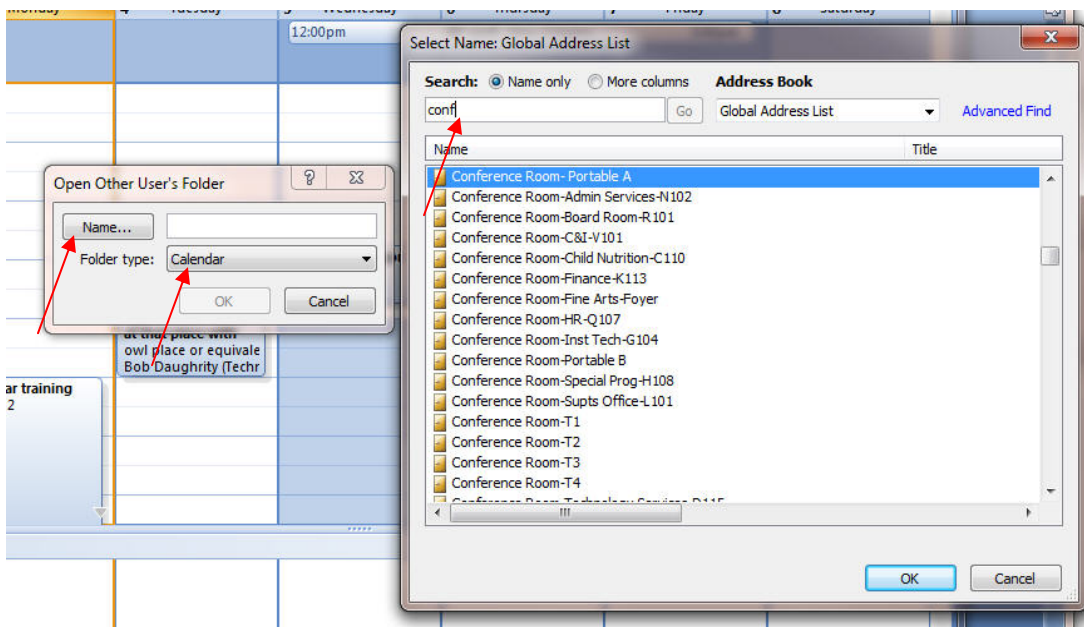
Room Scheduling Through Outlook

Effective May 17, 2010, all new requests for conference rooms in the Administration Building will be scheduled using MS Outlook Calendars and Meeting Scheduling. Each conference room will have a person responsible for reviewing meeting requests made for their conference room. From May 3-14, existing room requests will be transferred from OARS to Outlook. It is the responsibility of the person who made the room request in OARS to reenter the request into Outlook.

To view calendar for a conference room or multiple conference rooms, go to the calendar view in Outlook. Select File/Open/Other User's Folder:

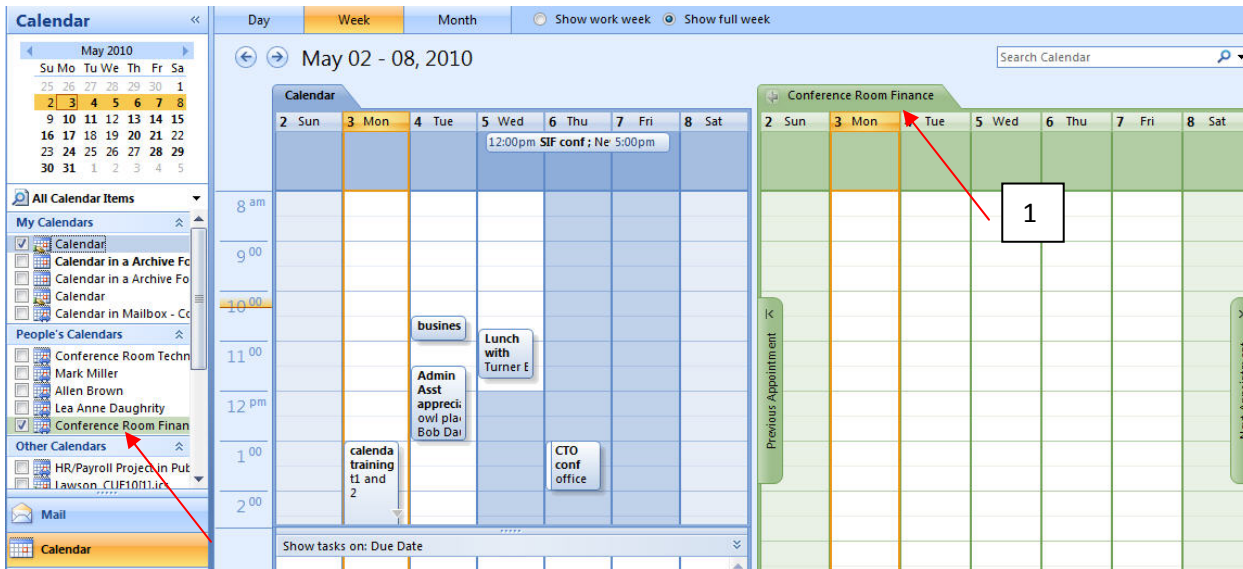


Now select Name... to access the Address list and type "conference" to see listing of conference rooms. Select the conference room you wish to view. Make sure the Folder Type is set to Calendar. Select OK.



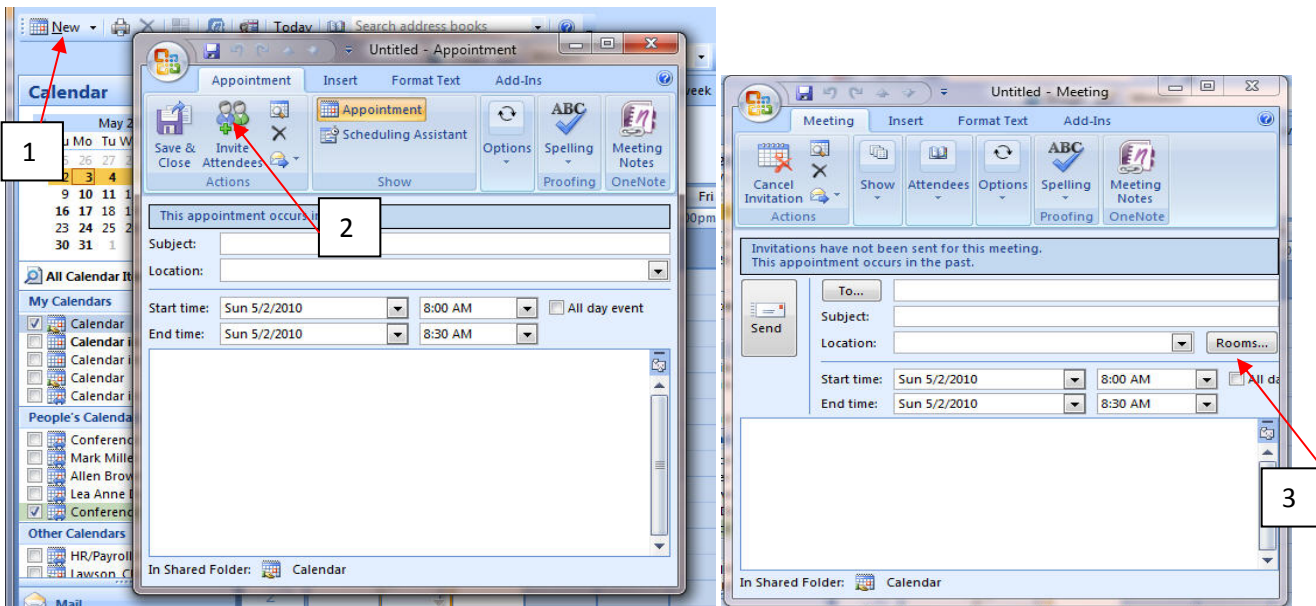
1. The additional calendar you selected should now show. You may repeat the above step to select and show more calendars side by side for review.

- Notice that once you have access another calendar is appears as an option for you to open on the sidebar area for "Peoples Calendars". Select or Unselect the check box to view these additional Calendars. Users personal calendar can also be checked or unchecked if desired.

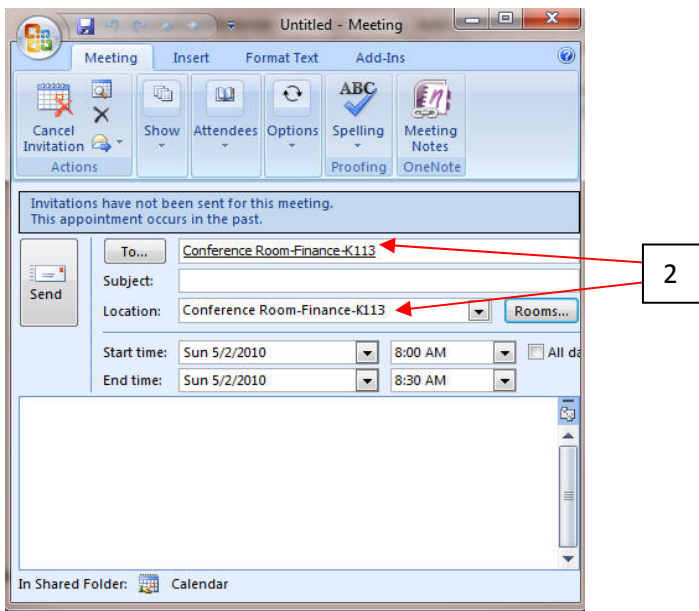
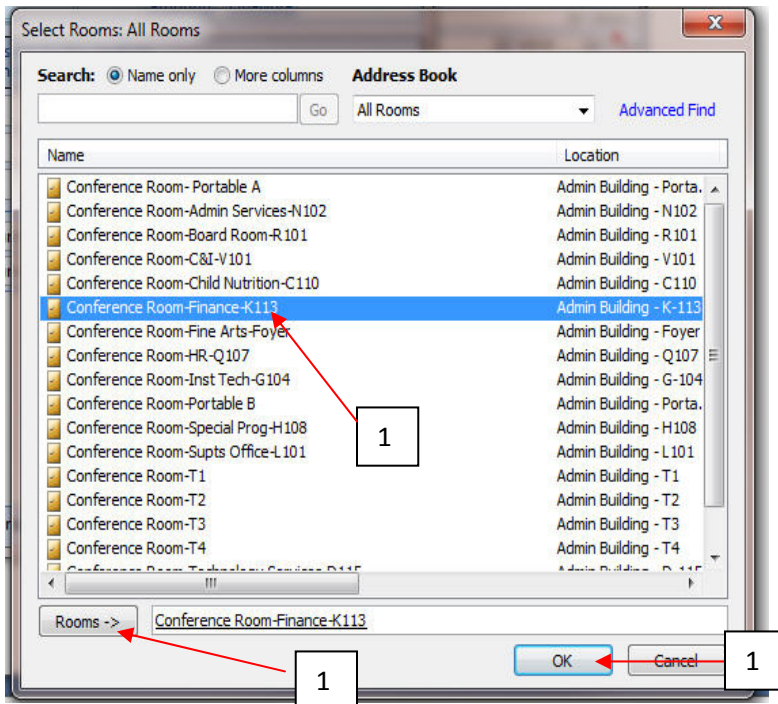


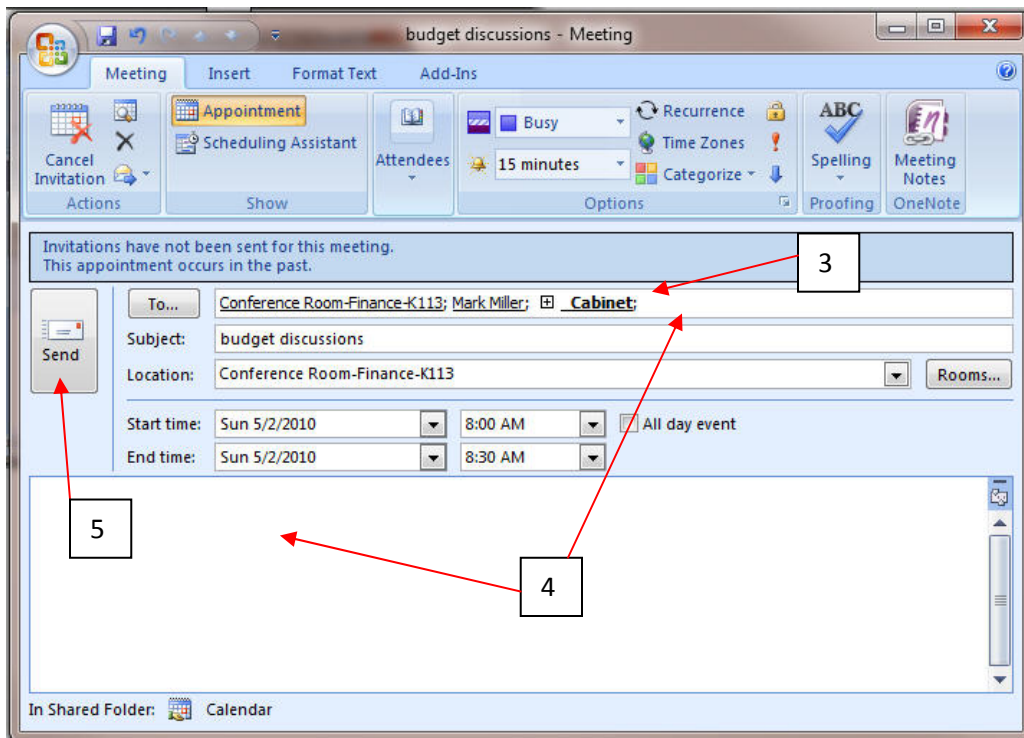
To request a conference room:

- Select New Appointment From Calendar Page.
- Select Invite Attendees from appt. action window options.
- Notice that Rooms icon now appears next to Location field. Select Rooms icon.



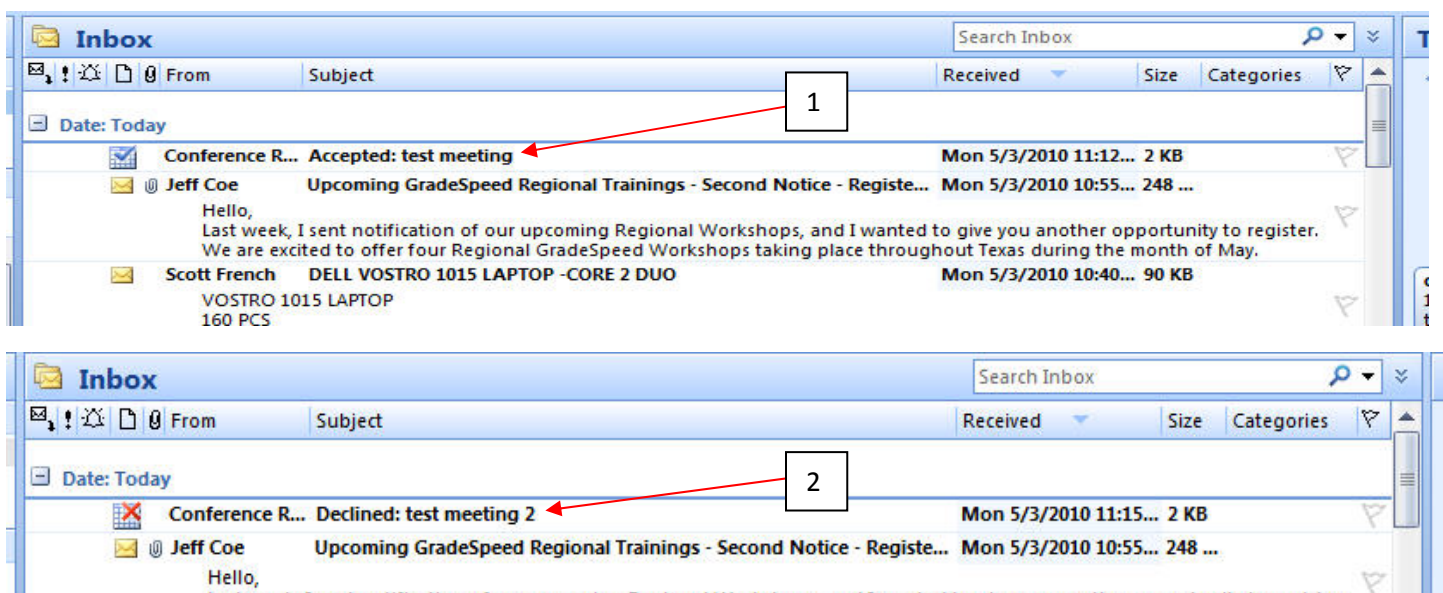
1. Select the desired conference room for meeting. Add to Rooms field. Select OK.
2. Result will populate both the location field and add conference room as an attendee for meeting.
3. Add any other people to meeting invite, add subject of meeting .
4. If any room organization or catering is required, add notes to meeting text area and include responsible Custodian and Child Nutrition personnel as invited attendees so they will receive your requests.
5. Send Meeting invite.

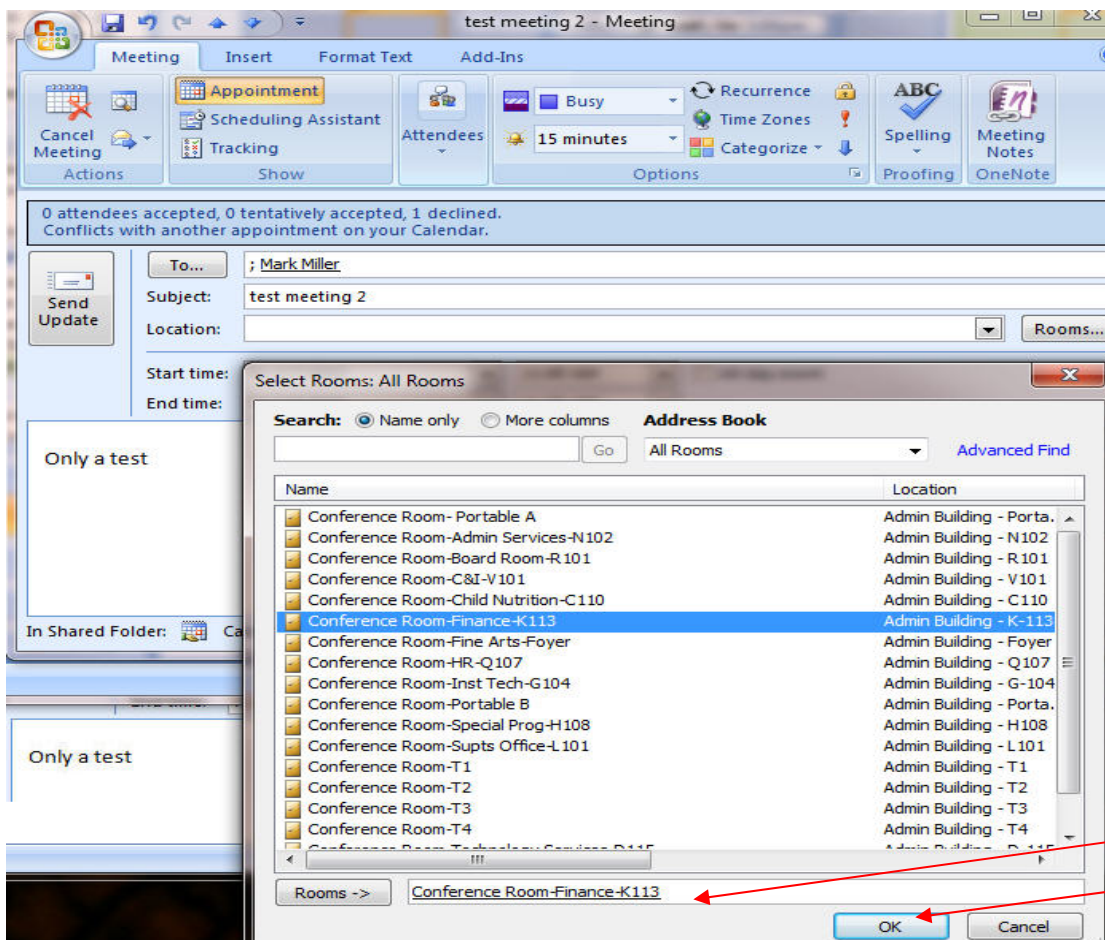
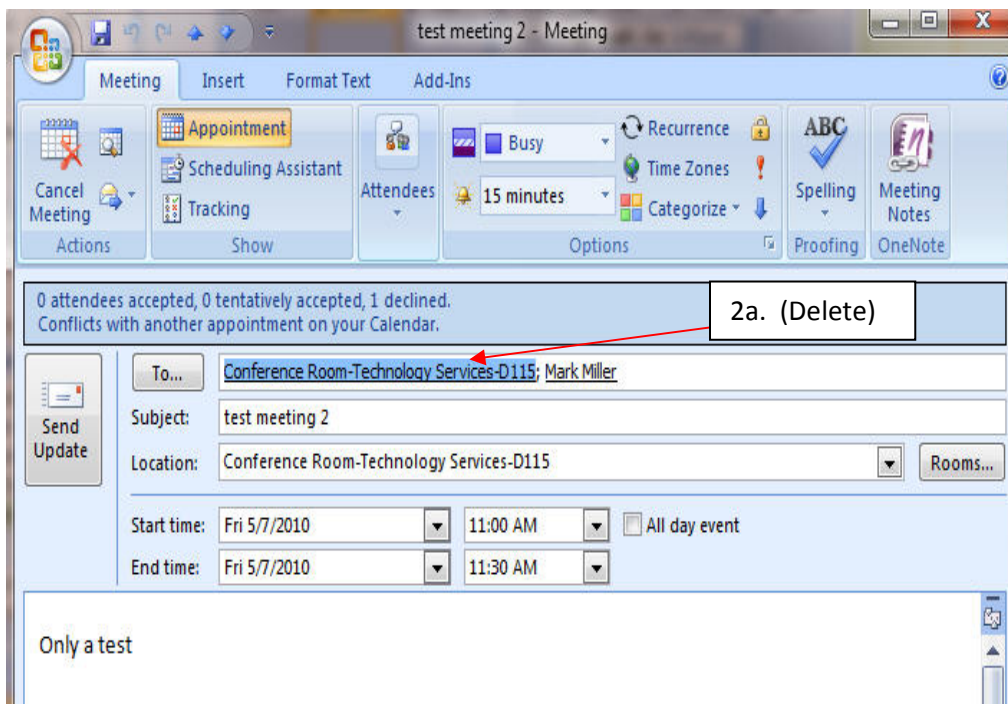




Person responsible for conference room will receive email meeting request and review for availability.

1. If room is available, requester will receive email confirmation of meeting Acceptance.
2. If room is not available, requester will receive email confirmation of meeting Declined.
 - a. If Declined email is received, requester can access meeting appointment, delete the unavailable conference room and select an alternative.
 - b. Select Send Update.





test meeting 2 - Meeting

Meeting Insert Format Text Add-Ins

Cancel Meeting Actions Appointment Scheduling Assistant Tracking Show Attendees Busy 15 minutes Recurrence Time Zones Categorize Options Spelling Proofing Meeting Notes OneNote

0 attendees accepted, 0 tentatively accepted, 1 declined.
Conflicts with another appointment on your Calendar.

Send Update To... Mark Miller; Conference Room-Finance-K113

Subject: test meeting 2

Location: Conference Room-Finance-K113 Rooms...

Start time: Fri 5/7/2010 11:00 AM ☐ All day event

End time: Fri 5/7/2010 11:30 AM

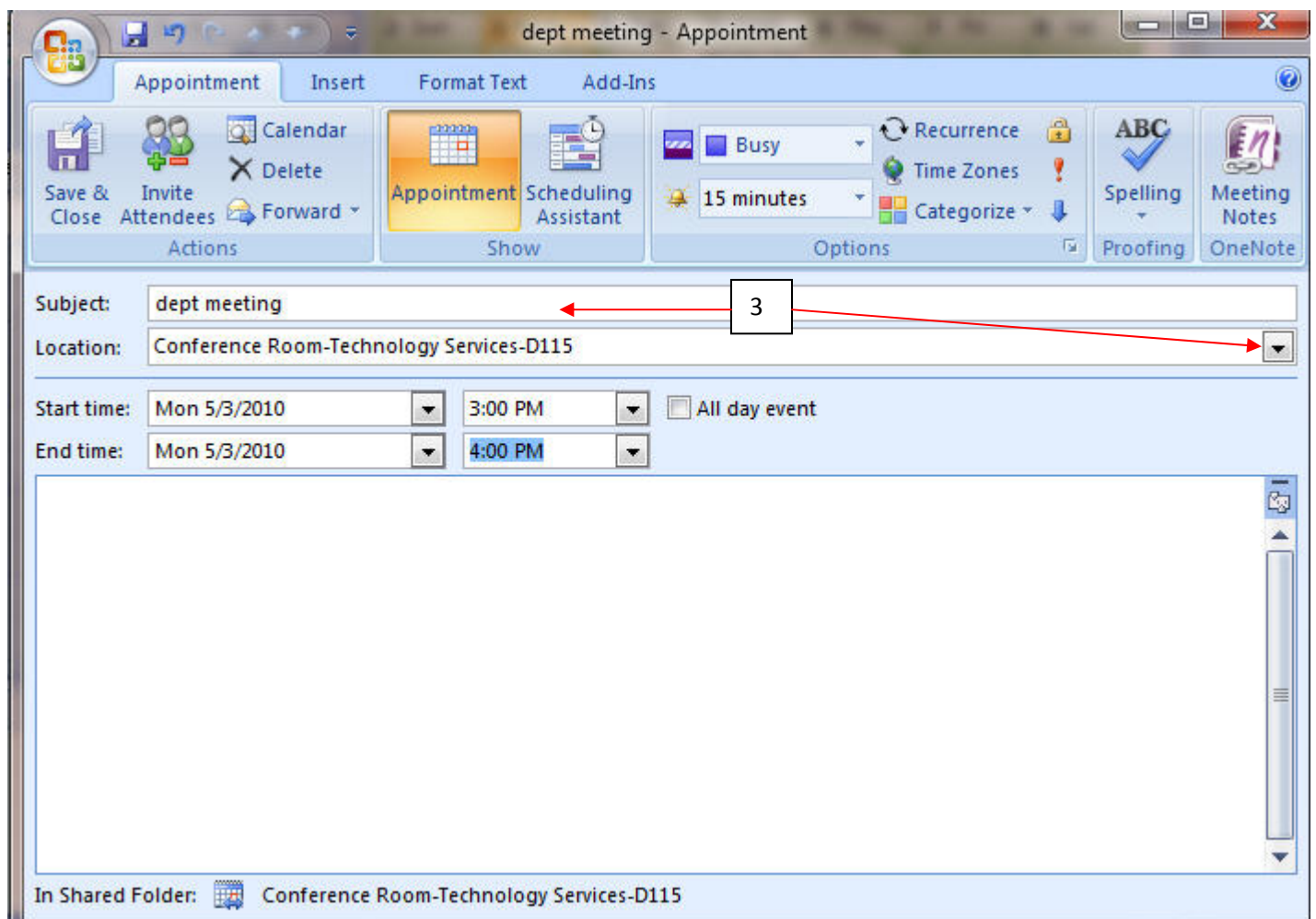
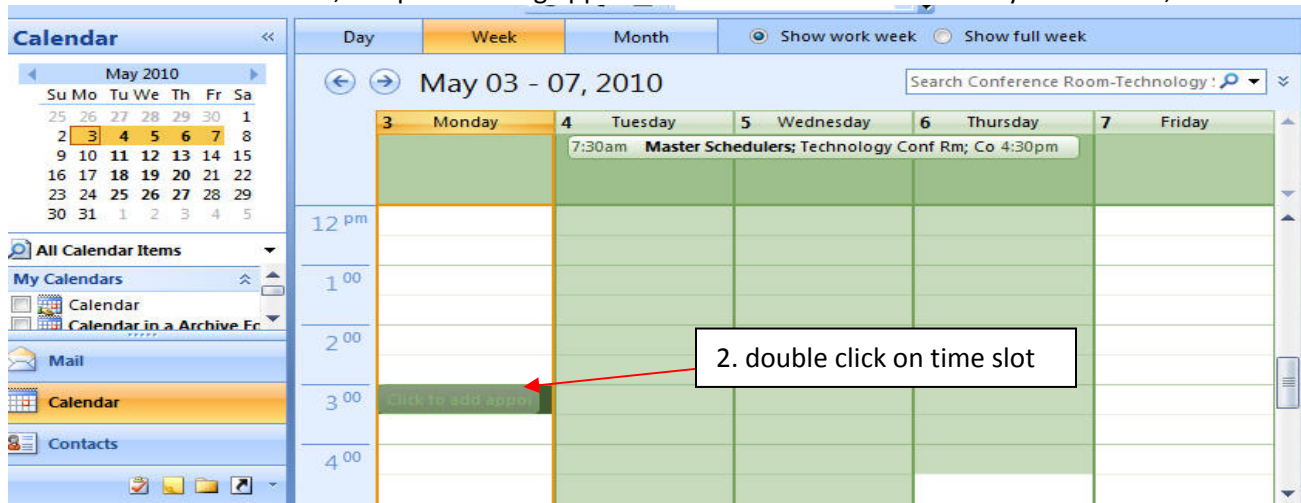
Only a test 2b.

In Shared Folder: Calendar Last modified by Bob Daugherty (Technology Services) at 11:19 AM

Conference Room "Owner" Room reservations:

The conference room assigned owner is able to reserve meeting times for the conference room directly.

1. Open Conference room calendar using previous instructions.
2. Click on conference room calendar the desired time for room reservation.
3. add any additional information in appointment window and select Save and Close.
4. NOTE: It is not necessary to send meeting invite to additional attendees at this time. To add attendees later or make modifications, re-open meeting appointment and add attendees or any other edits., then send update.



dept meeting - Meeting

Meeting Insert Format Text Add-Ins

Cancel Invitation Actions Appointment Scheduling Assistant Attendees Busy 15 minutes Recurrence Time Zones Categorize Options Spelling Proofing Meeting Notes OneNote

Invitations have not been sent for this meeting.

Send

To... Bob Daugherty (Technology Services); 4

Subject: dept meeting

Location: Conference Room-Technology Services-D115 Rooms...

Start time: Mon 5/3/2010 3:00 PM All day event

End time: Mon 5/3/2010 4:00 PM

In Shared Folder: Conference Room-Technology Sen Last modified by Conference Room-Technology Services-D115 at 12:05 PM