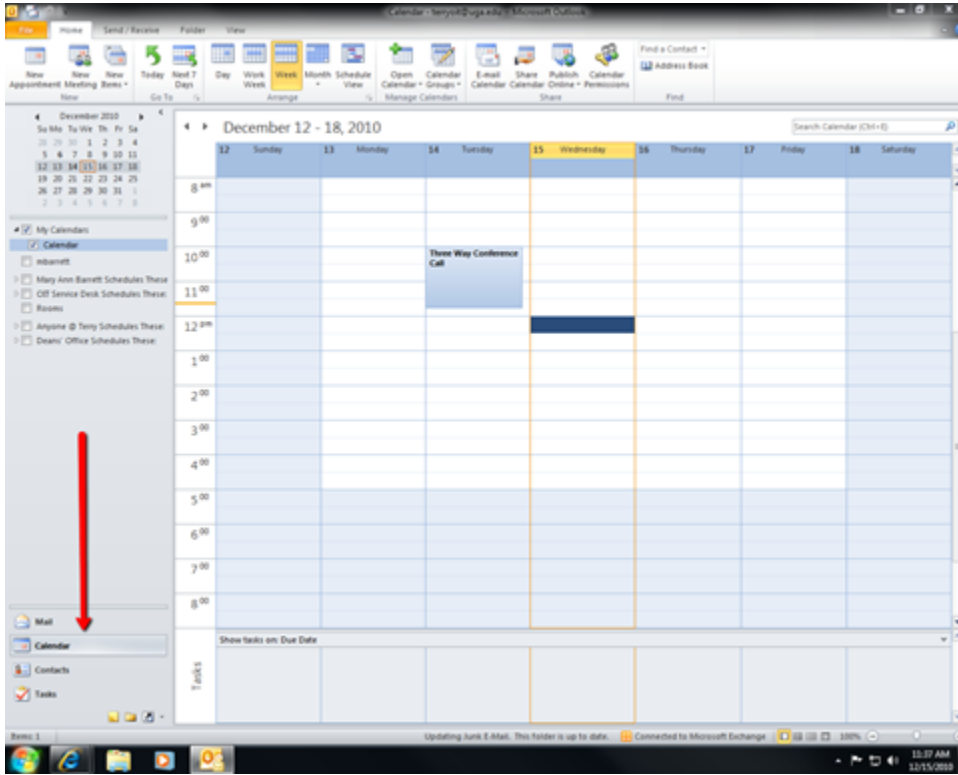
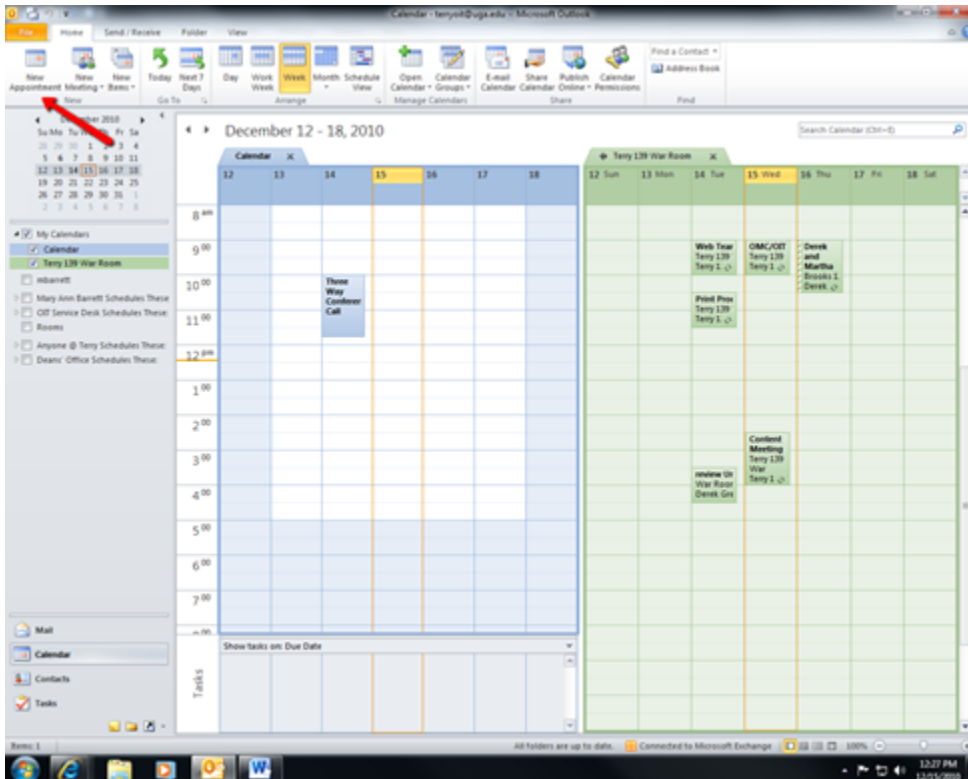


# How to Book/Invite a Room in Outlook

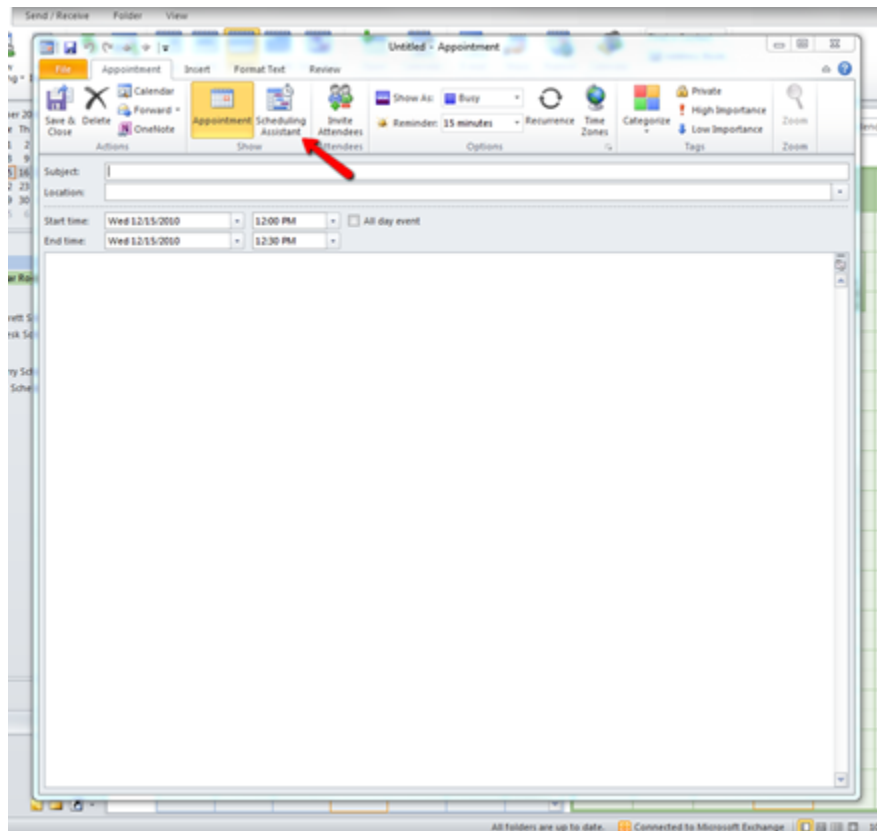
Select the 'Calendar' tab as shown.



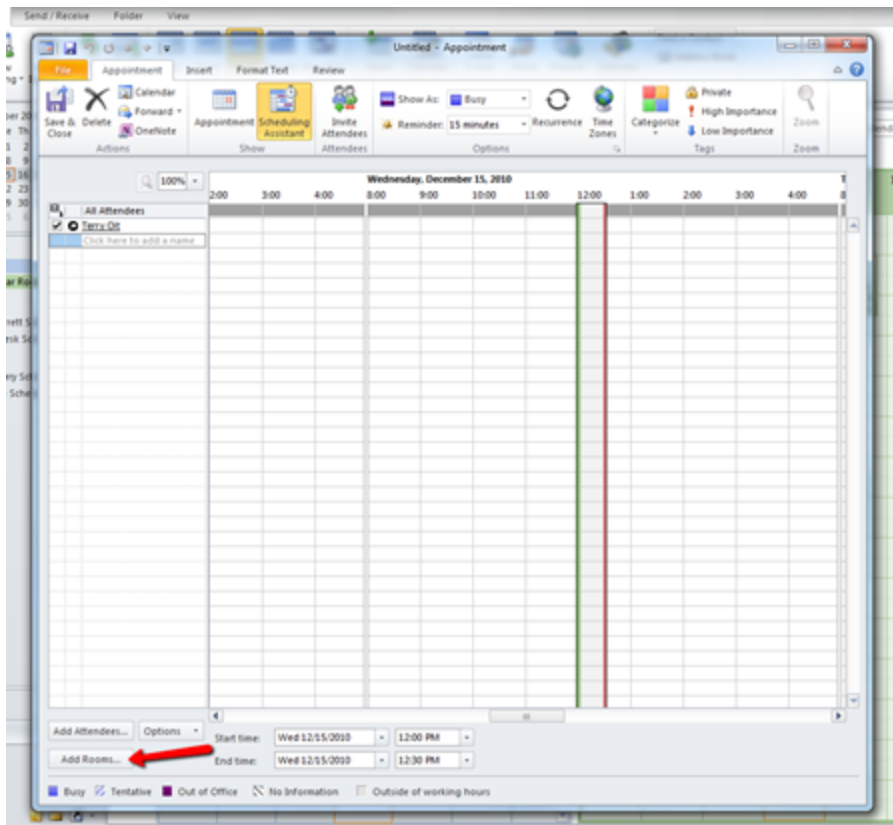
Click on 'New Appointment'. This will create an appointment on your calendar that you can "invite" the room to.



A separate window will appear. Click on 'Scheduling Assistant'.

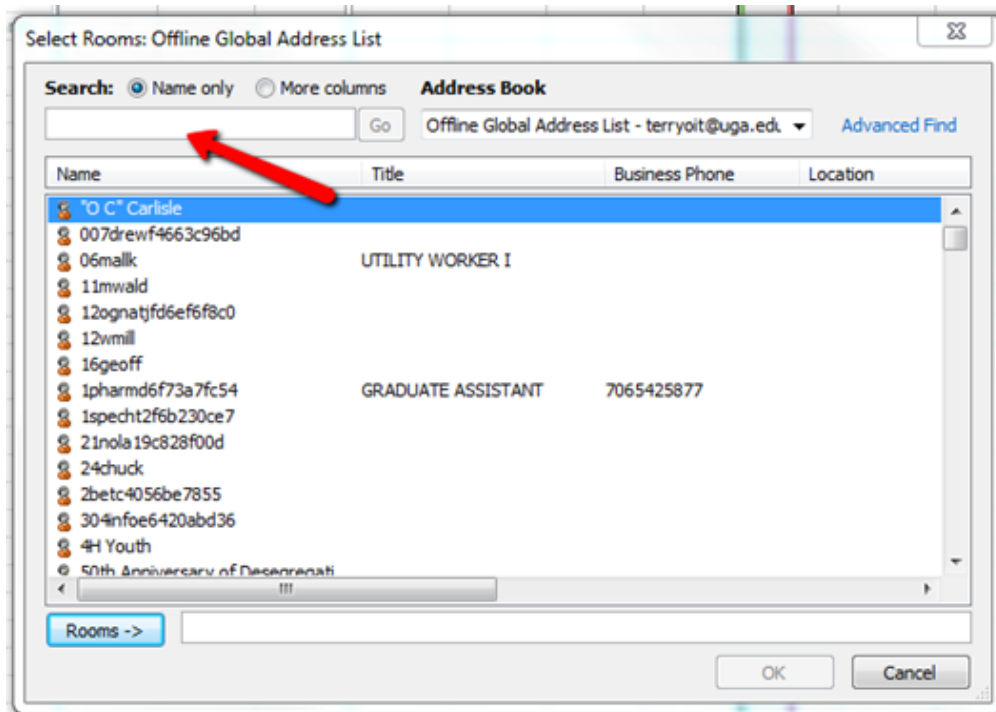


Another window will appear. Click on 'Add Rooms...' at the bottom of the window.



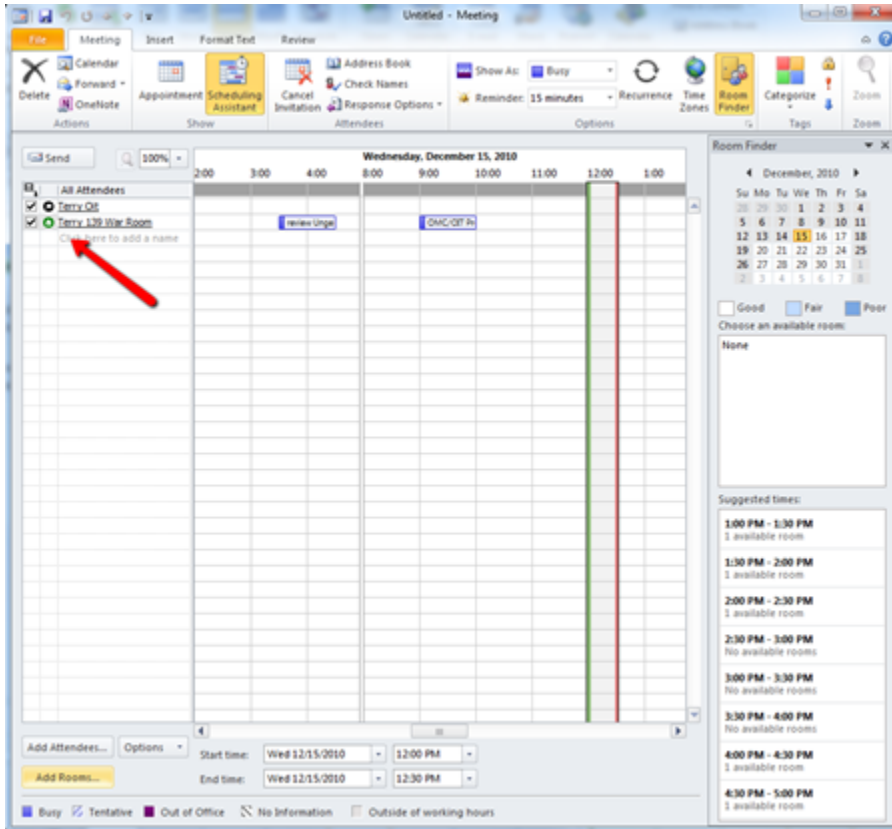
Search for the room you wish to add in the space provided. Type "Terry" followed by the building name and room number (e.g. Terry Correll 402, Terry Sanford 109, Terry Caldwell 101).

Double click on the room in the list and click 'OK'.

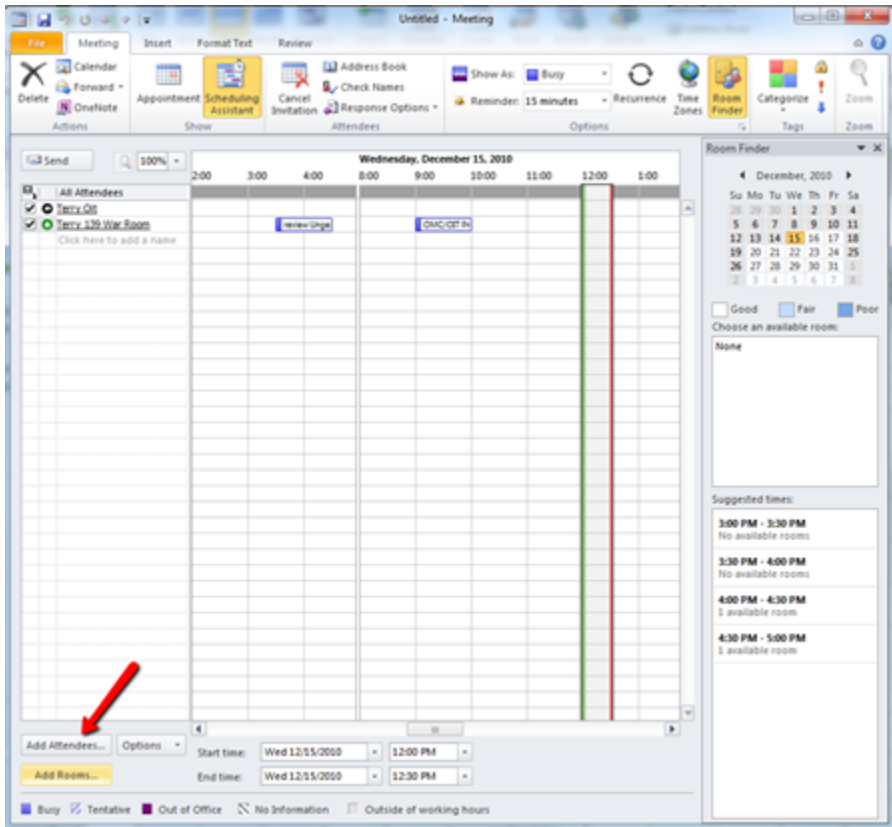


The room should now be added to your appointment, indicated by a green house, as shown to the left.

You will be able to see if the room has a conflict in this window.

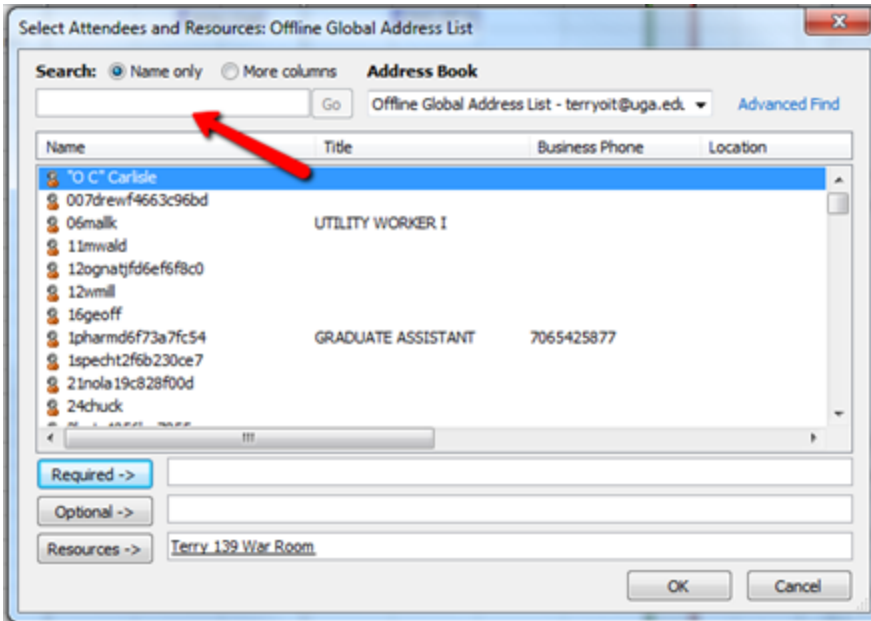


To add other attendees separately, click on 'Add Attendees...' at the bottom.

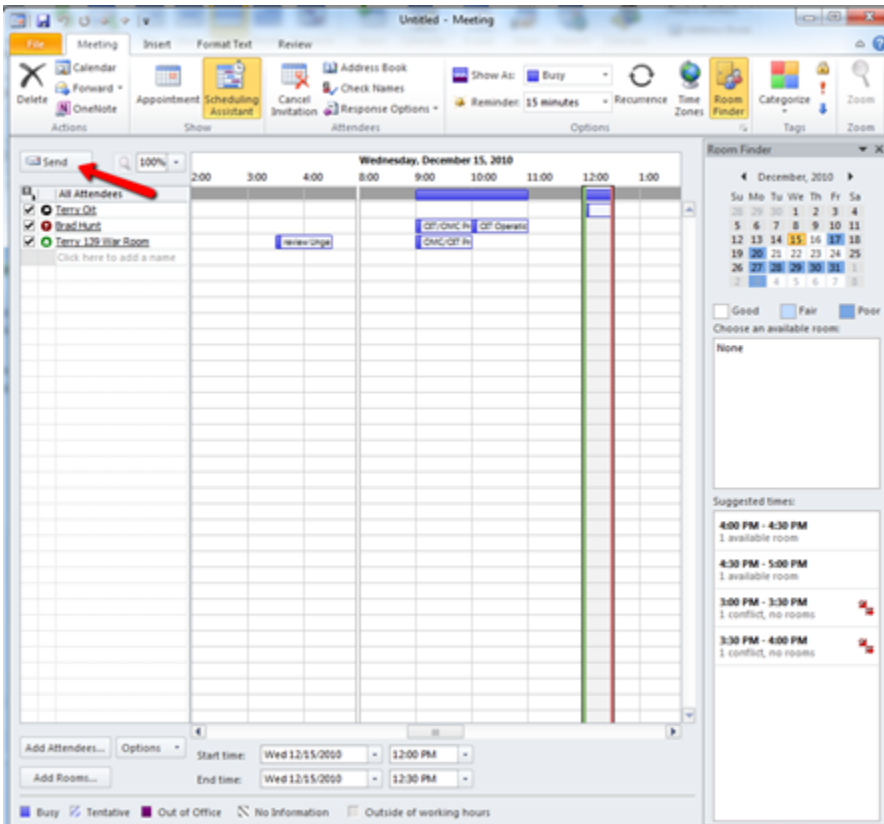


Search for the attendee you wish to add in the space provided.

Double click on the attendee in the list and click 'OK'.



To send the invitation to the rooms and attendees, click 'Send'.



Once you send the invite, you should receive a message that confirms the appointment has been sent and outlines other appointment information.

\*[This screen shot is from the online UGAMail calendar, not from Outlook Express]

