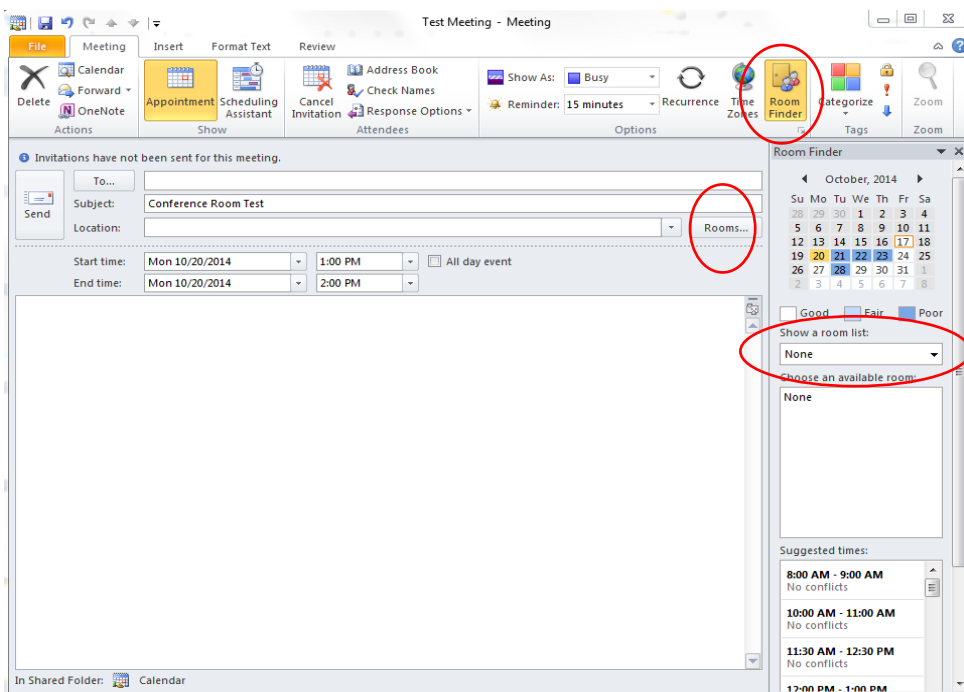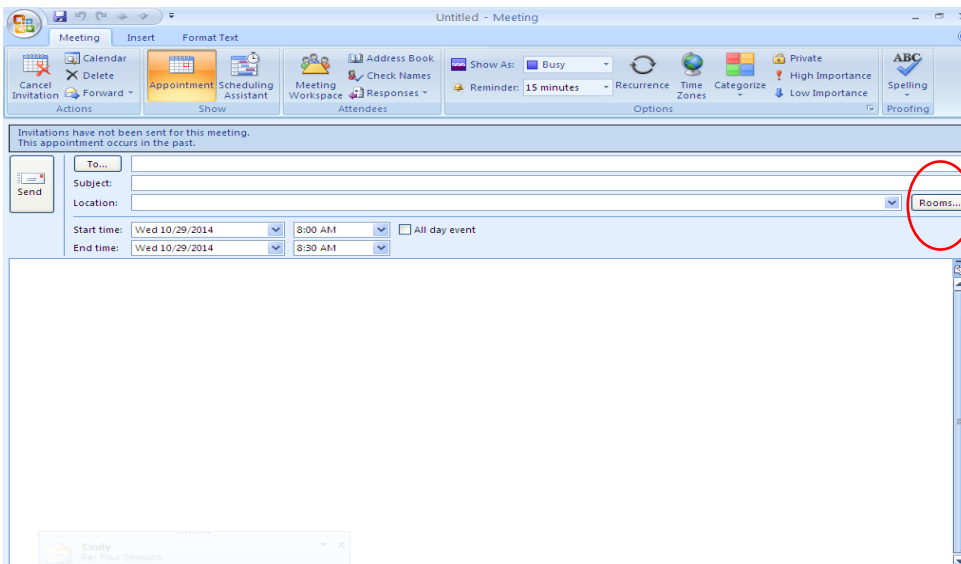**HOW TO BOOK A CONFERENCE ROOM:**

- **Go to your calendar and select the target date/time for your call.**
- **Click on- Invite Attendees. DEPENDING ON YOUR MS OFFICE VERSION YOU WILL EITHER SEE (1): the Room Finder open on your right margin. If it does not, you can click on- Room Finder, in your toolbar.**
- **OR (2) OTHER MS OFFICE VERSIONS SHOW: a box on the right hand side of location called Rooms.**

(1)

(2)

- **(1) In the room finder box, go to Show a room list and select Rooms located at 901 Wheeling. From here you can select a room and check the availability by clicking the Schedule Assistant.**
- **OR (2) OTHER MS OFFICE VERSIONS: After you click Rooms, a pop up window shows a list of rooms to select for 901. Select a room, OK, then you can click the Schedule Assistant to view availability.**
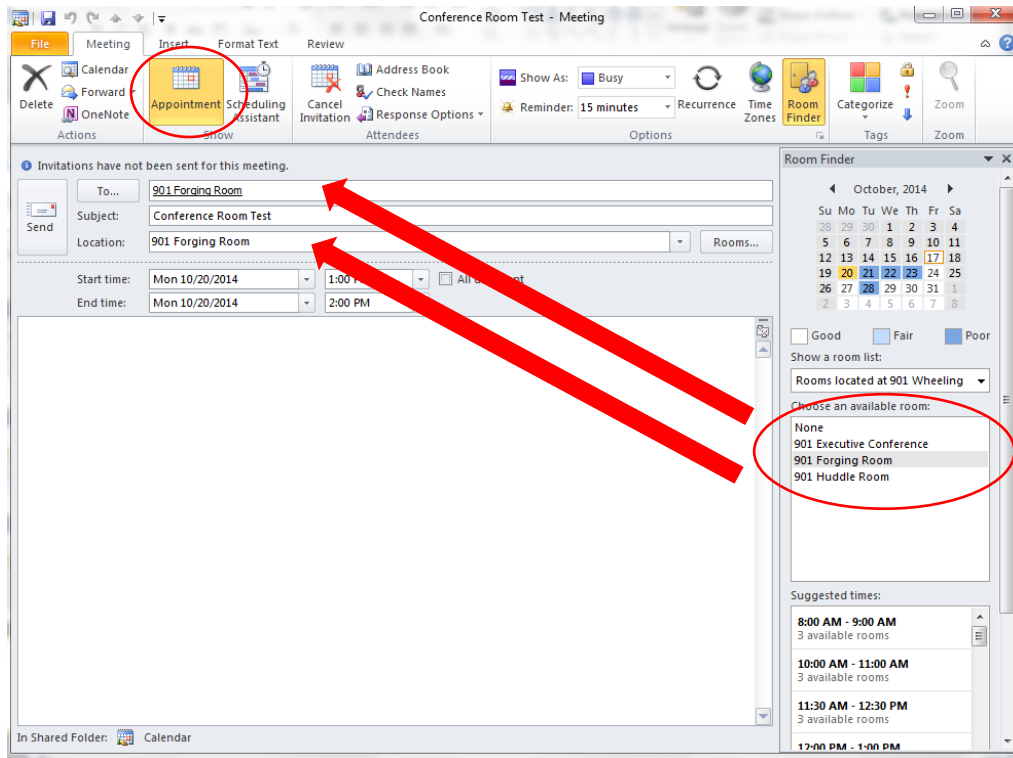
(1)
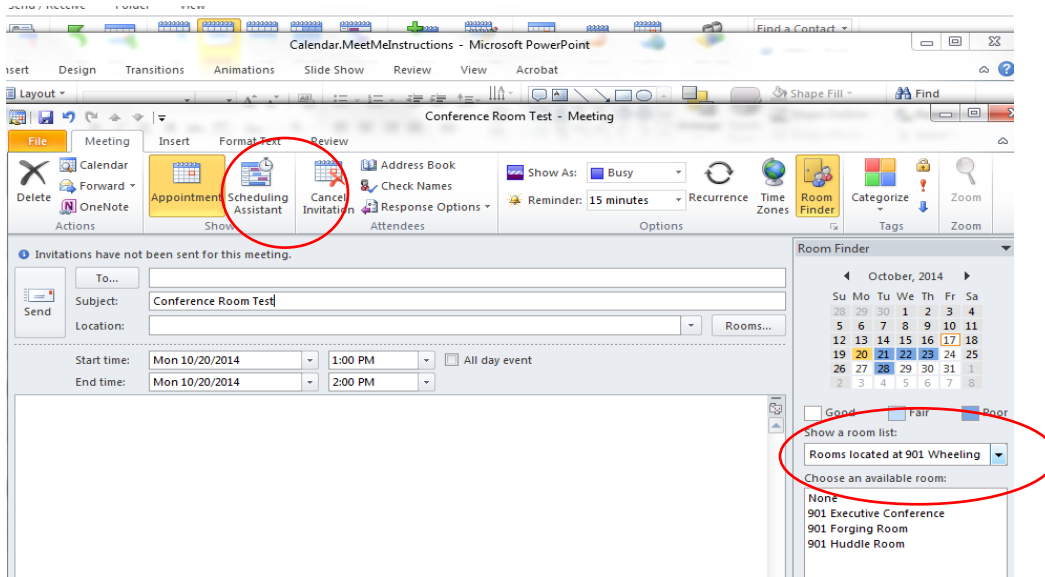
(2)
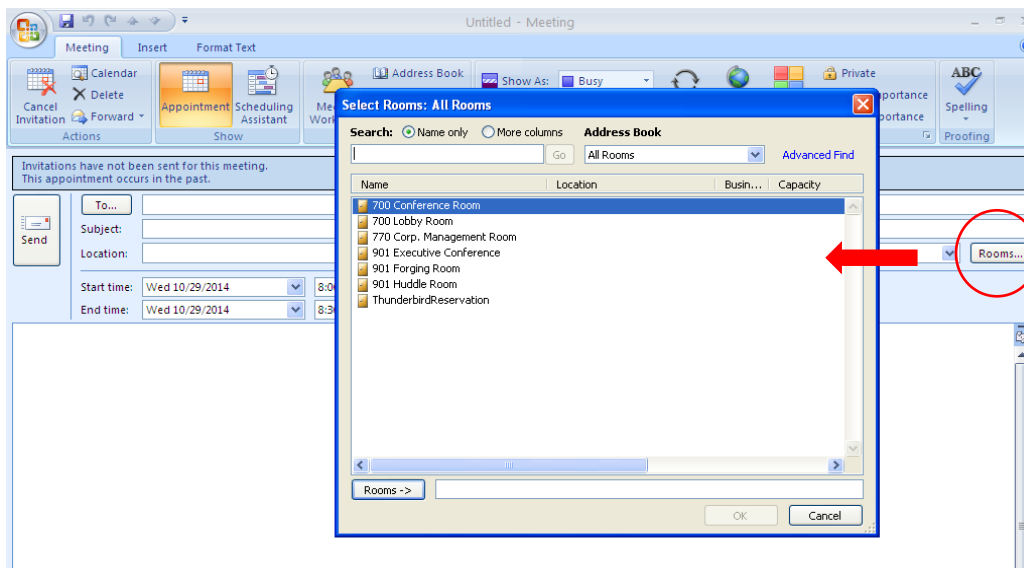
- **When you select a room, it will automatically add the location to the invite. Click back on Appointment to go to the normal view. Now you can add your attendees to the invite and Send it.**

- **If there are no conflicts with the room, the system will automatically accept it. This is your confirmation that you secured the room for your meeting. If there are conflicts, it will decline, and you need to find another room. As long as you view the scheduling assistant, you will prevent conflicts.**
  - o **Please note: Use of the ECR does go through an extra approval step; Vanessa has to accept it to prevent executive conflicts. In the event that an executive needs the room, we will do whatever possible to confirm a different room for you.**

TIP: You are able to view the calendars the same way you view your own calendar by:

  - o **Open your calendar**
  - o **Click on File, then Open**
  - o **Select Other User's Folder**
  - o **Type in the room you'd like to view= 901 Forging, 901 Huddle, or 901 Executive Conference**
  - o **Now you'll be able to view the calendar & it will automatically add the resource to your calendar's left hand margin for future viewing.**

If you have any questions or would like a personal tutorial, please contact Vanessa Canas. Thank you!