

How to Schedule Conference Rooms in Outlook

Employees can schedule conference rooms for meetings on their Outlook calendar. With the Outlook Conference Room Booking system, users can see free/busy times for conference rooms, and conference room requests can be approved automatically (Cougar Room needs to be approved by President Office).

A conference room has its own calendar, which can be viewed in a meeting request much like an individual's calendar. When a request for a conference room is accepted, an event is added to the conference room's calendar.

[Scheduling a Conference Room \(hyperlinks will be added after we add the How to online\)](#)

- [Outlook](#)
- [Webmail](#)

[Viewing a Conference Room](#)

- [Outlook](#)
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Scheduling a Conference Room

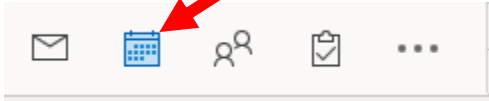
To schedule a conference room for your meeting, follow the instructions below. Please note: only the meeting organizer will be able to schedule the conference room for that meeting. Outlook treats the conference room as a guest, meaning you invite the room to the meeting. Once a conference room is added, it appears in both the "To:" and "Location:" invitation fields.

In Outlook Desktop Client

1. Click on the Outlook Desktop Icon.



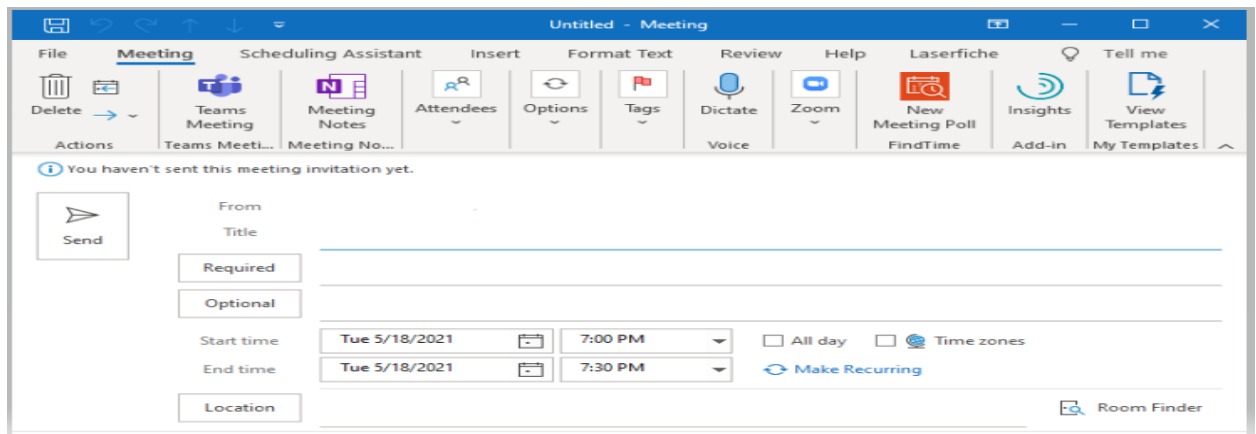
When your Outlook email account opens, click on **Calendar**.



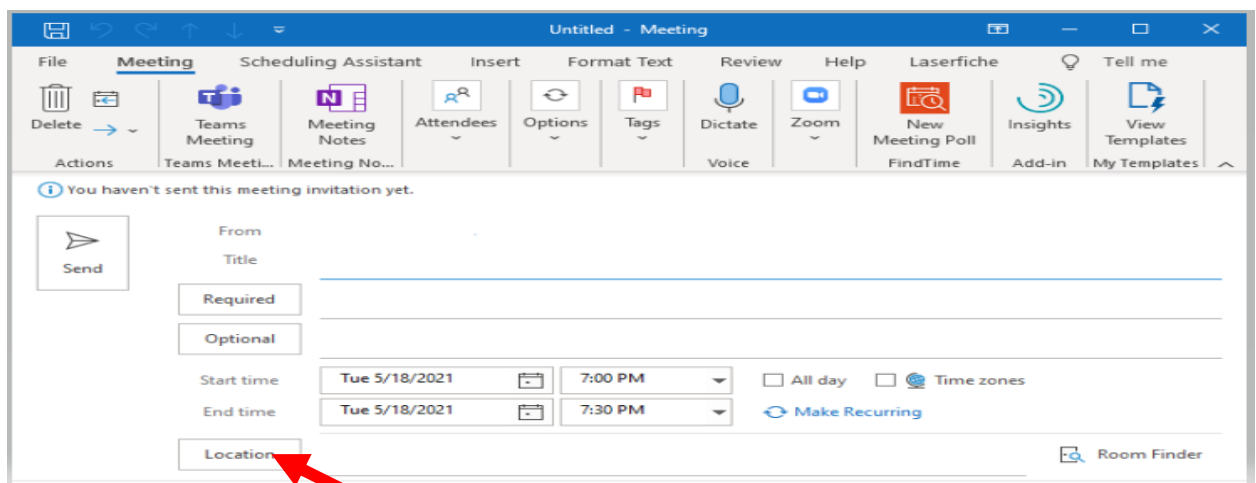
2. In the Home tab, click on **New Meeting**.



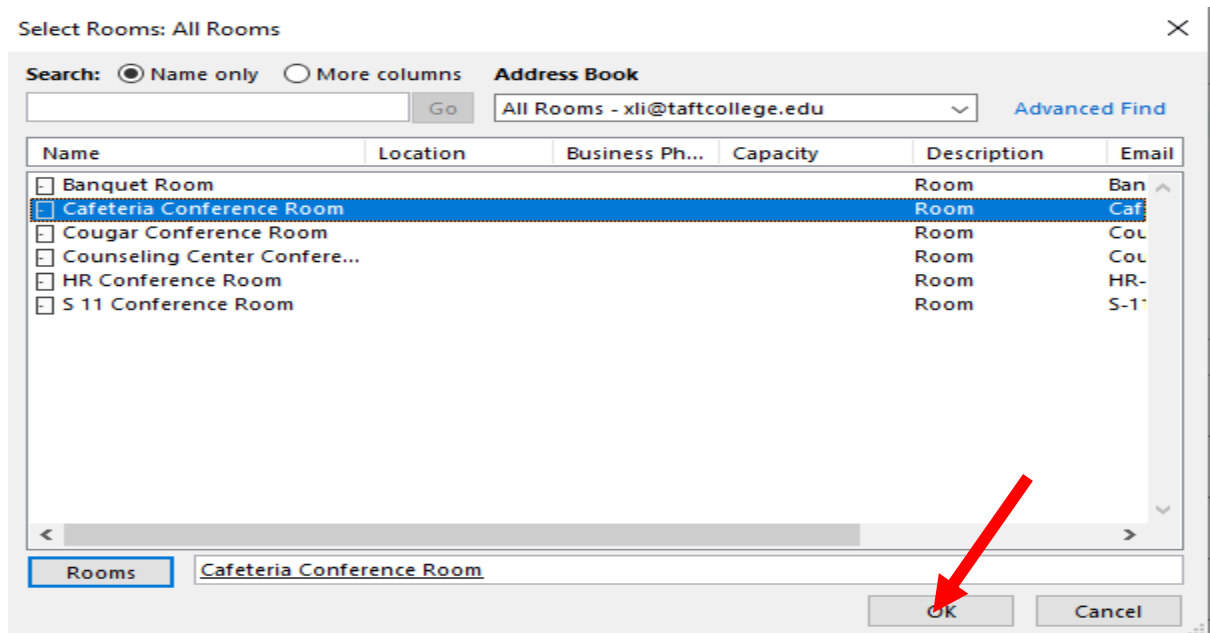
3. The untitled – Meeting window will open.



4. After filling out the meeting information such as, **TO, Title, Date, and etc.**, Click on **Location**.



5. A list of conference rooms will appear. Select the room by double clicking on it. It should appear in the bar next to rooms. Click **OK**. In this example, two rooms were selected.



6. The room will appear in both the **Required** and **Location** area.

Title **Booking a Conference Room**

Required Cafeteria Conference Room: HELPDESK:

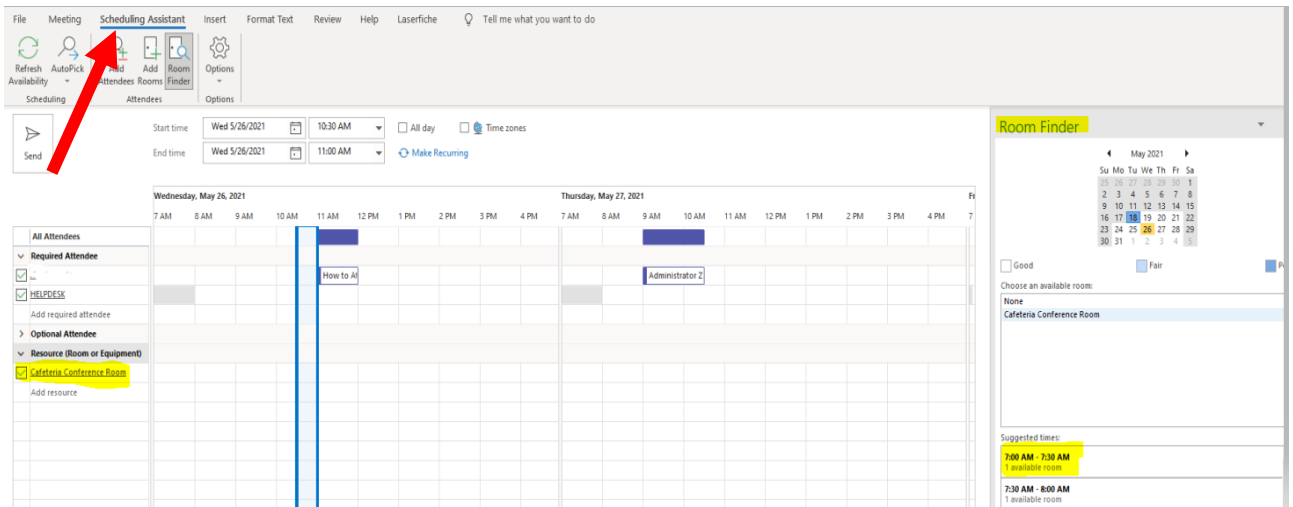
Optional

Start time All day Time zon

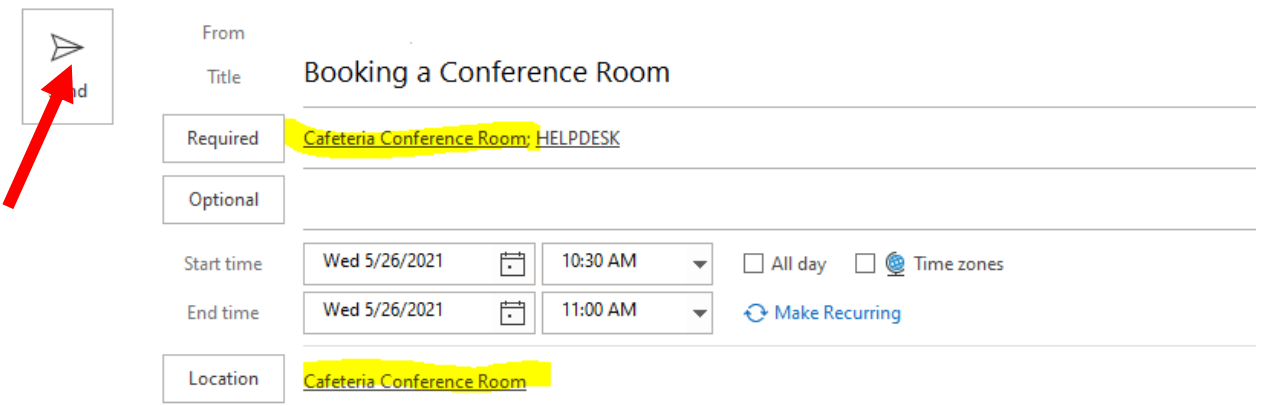
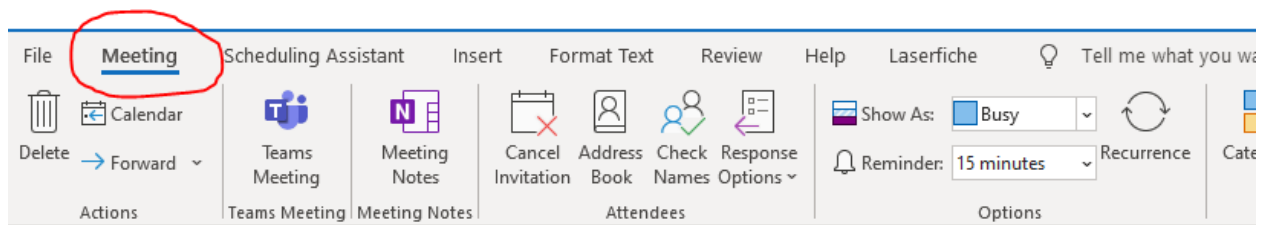
End time [Make Recurring](#)

Location Cafeteria Conference Room

7. Click on **Scheduling Assistant** to view the room's availability

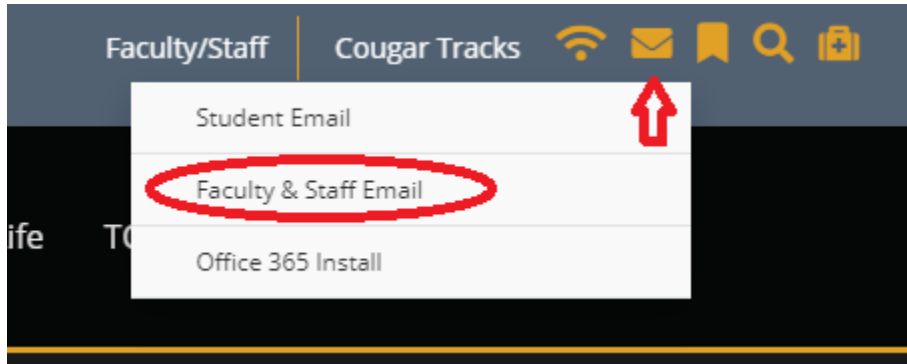


- If the room is available, then back to Meeting, the room selected will appear in the **Required** area along with the invited guests. Click **Send** to finalize your meeting and your location.

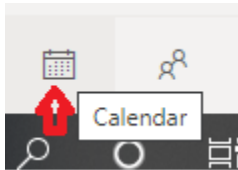


In Webmail (Outlook Web Access)

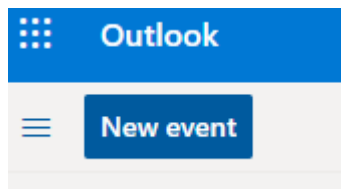
1. Go to <http://www.taftcollege.edu/> , under **the icon of email**, click on **For faculty and staff**. Log in using your username and password.



2. When Webmail opens up, click on **Calendar** on the bottom left corner.



3. Click on **New Event** on top left corner.



4. New pop-up window will open, click on **Search for a room or location**.

The screenshot shows a meeting scheduling interface. At the top, there is a blue header bar with icons for Save, Discard, Scheduling Assistant, Busy, Categorize, and Response options. Below the header, the interface is divided into two main sections. On the left, there is a form for creating a meeting. It includes fields for 'Add a title', 'Invite attendees' (with an 'Optional' link), a date of '5/26/2021', a time range from '11:00 AM' to '11:30 AM', and an 'All day' toggle. The location is set to 'Cafeteria', and there is a 'Teams meeting' toggle. A dropdown menu is open under the location field, showing 'Use this location: Cafeteria', 'Cafeteria Conference Room' (with a green 'Available' indicator), and 'Browse with Room Finder'. On the right, there is a calendar view for 'Wed, May 26, 2021'. A green bar highlights the time slot from 11:00 AM to 11:30 AM.

5. From the rooms and availability calendar, select the room and the date. The green highlighted area indicates the room is available. If available, click on the room. It will appear in the Location area.

The screenshot shows the meeting scheduling interface after a room has been selected. The location field now displays 'Cafeteria Conference Room' with a green checkmark. The 'Teams meeting' toggle is still visible. On the right, the calendar view shows a green bar for the time slot from 8:00 AM to 8:30 AM, with the text 'You are available' next to it.

6. In the new event window the room will appear in the **Location and Resource** area. Complete the request by filling out the (**Add a title**, **Invite attendees**, **date**, **Start time/End time**, both the **date** and the **time**). Then click **Send**.

The screenshot shows the Outlook 'New Event' window. At the top, there is a blue header bar with icons for Save, Discard, Scheduling Assistant, Busy, Categorize, and Response options. Below this is a 'Calendar' dropdown menu. The main form contains several fields: 'Add a title' with a red arrow pointing to the text input; 'Invite attendees' with a red arrow pointing to the text input and an 'Optional' toggle; a date field '4/26/2021' with a red arrow pointing to the date, a calendar icon, and a time range '8:00 AM to 8:30 AM' with red arrows pointing to the start and end times, and an 'All day' toggle; 'Repeat: Never' with a dropdown arrow; a location field 'Search for a room or location' with a red arrow pointing to the text input and a 'Teams meeting' toggle; 'Remind me: 15 minutes before' with a dropdown arrow; and a large text area for 'Add a description or attach documents' with a red arrow pointing to the text input. At the bottom of the text area are icons for adding attachments, images, emojis, links, and documents.

Viewing a Conference Room's Calendar

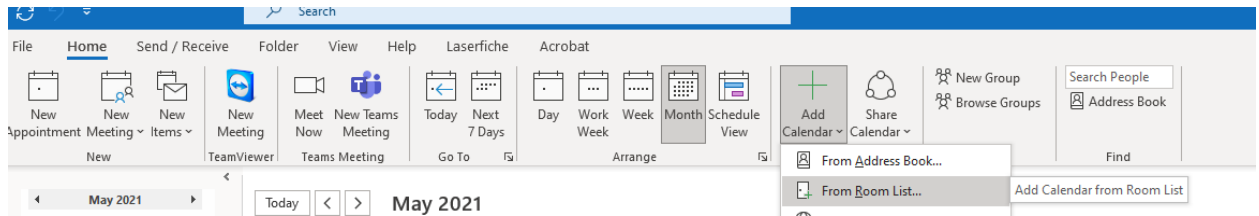
You can view the calendar for a conference room to see if it is available.

In Outlook Desktop Client

Viewing a conference room

1. In Outlook, go to your calendar and click on "Add Calendar".

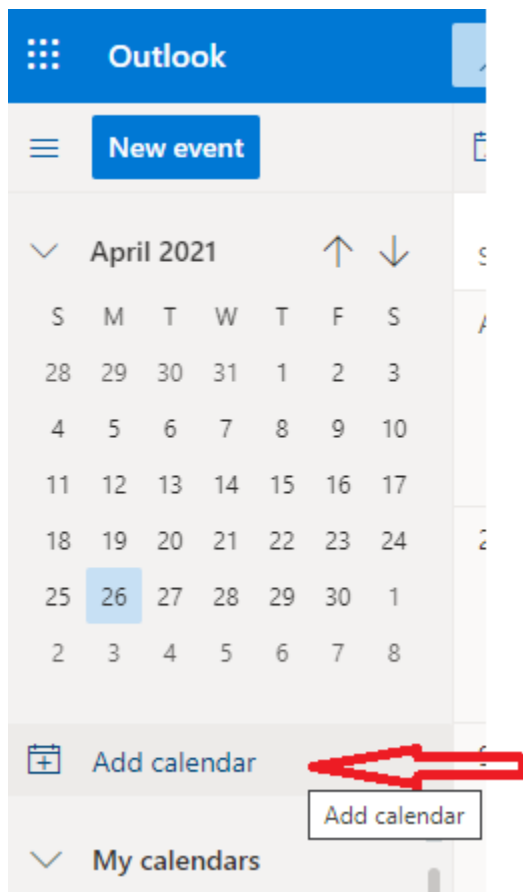
2. Select "From Room List" from the menu



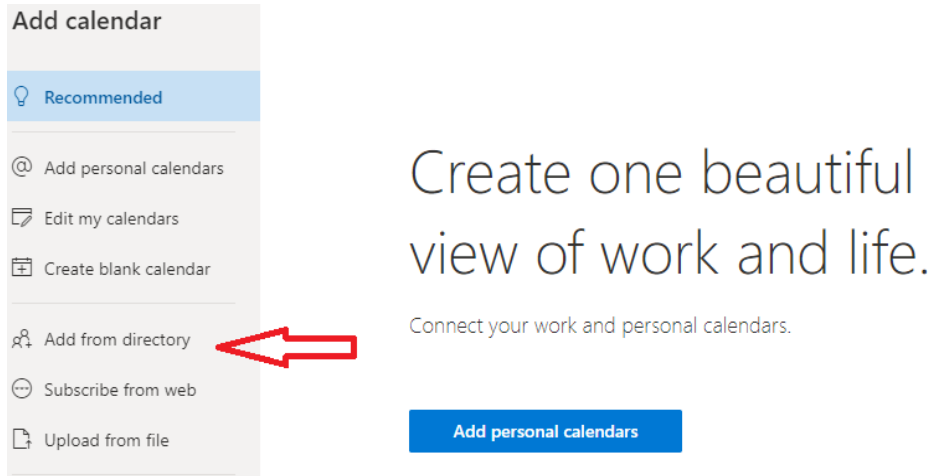
3. You will see a list of conference rooms available to you. Select the conference room whose calendar you wish to view.
4. It will now be available as a calendar you can view.

In Webmail (Outlook Web Access)

1. In Webmail, go to your calendar and click on "Add calendar."

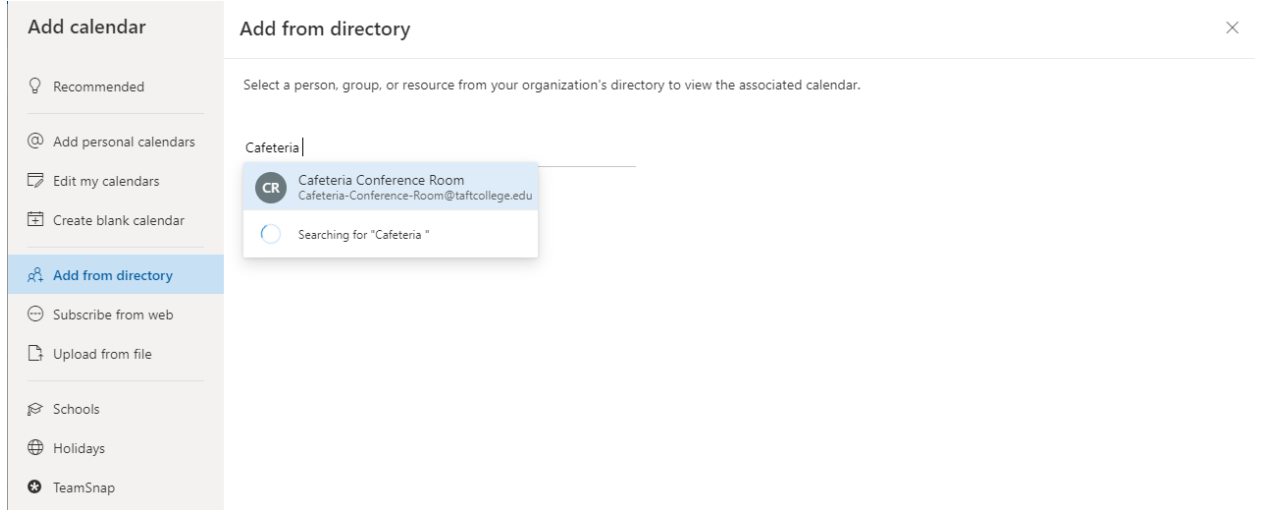


2. A window prompting you to “Add Calendar” will appear. Select “Add from directory.”



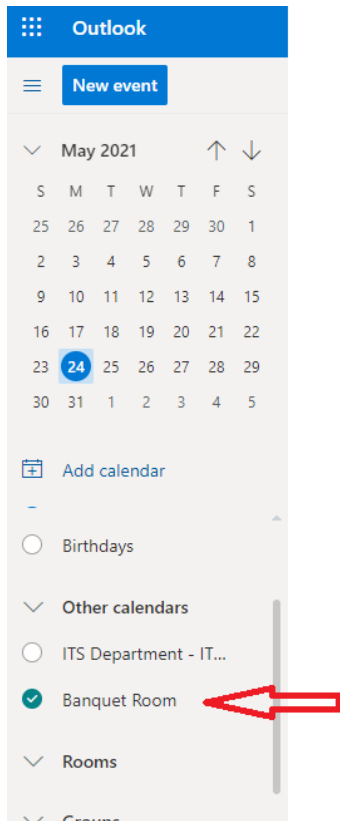
The screenshot shows the 'Add calendar' dialog box on the left, which is a vertical list of options. A red arrow points to the 'Add from directory' option. To the right of the dialog box is a large text area with the heading 'Create one beautiful view of work and life.' and a sub-heading 'Connect your work and personal calendars.' Below this text is a blue button labeled 'Add personal calendars'.

3. Enter conference room name.



The screenshot shows the 'Add from directory' search interface. On the left is a sidebar with the 'Add calendar' menu, where 'Add from directory' is highlighted. The main area is titled 'Add from directory' and contains a search bar with the text 'Cafeteria'. Below the search bar, a dropdown menu is open, showing a search result for 'Cafeteria Conference Room' with the email address 'Cafeteria-Conference-Room@taftcollege.edu'. Below the search result is a button labeled 'Searching for "Cafeteria "'.

4. You will see a list of conference rooms available to you. Click on the conference room whose calendar you wish to view and click add.
5. The conference room will appear in the “Other calendars” in the left-hand side pane.



If you have questions or need help in scheduling a conference room, please contact.

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