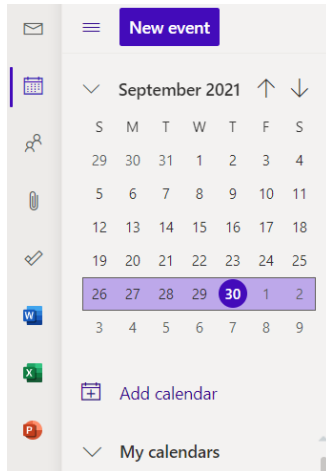


Making Room Reservations in Outlook

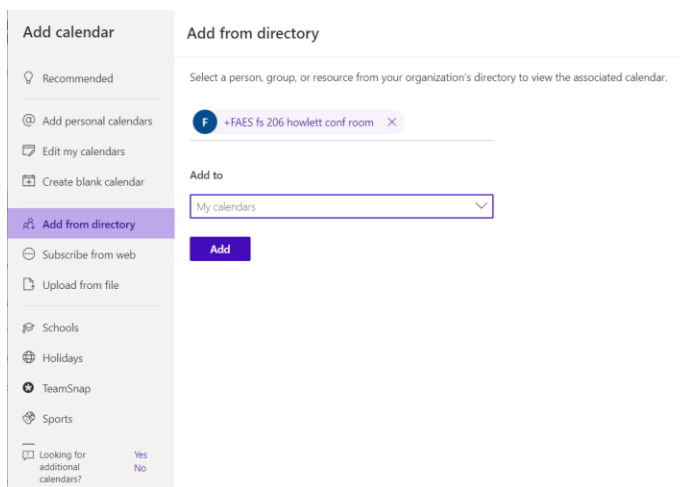
Before you can reserve a room, you will need to add the calendar for that room to your Outlook calendars.

To add a room calendar:

- Log into the Microsoft 365 with your internet browser.
- Click on the Outlook app and select the calendar on the side bar.
- Select “Add Calendar” on the left.



- Click “Add from Directory”
- Type in the name of the room calendars you would like to add to your Outlook app.



List of room calendars you can add in Outlook:

*Please note that if there is a name indicated after the room, you will need to check room availability with that person.

Located in Parker Food Science and Technology Building

FAES fs 120 conference room

FAES fs 114 classroom

FAES fs 118 classroom

FAES fs 311 conference room

FAES fs 059 small conference room – Kelly Elisar

FAES fs 122 Sensory Lab – Ashley Soldavini and Chris Simons

FAES fs 124 Chemistry Lab

FAES fs 136 FST Lab

Located in Howlett Hall

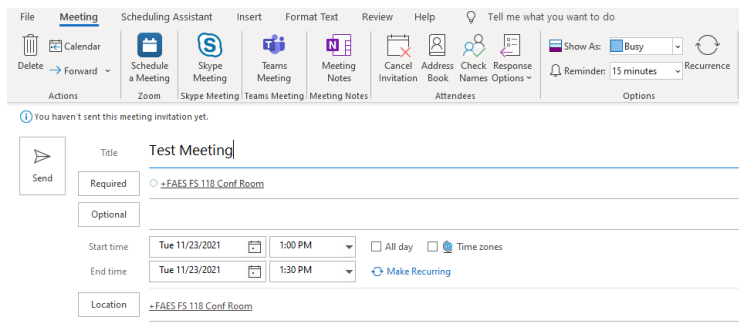
FAES fs 140a Howlett Hall (located in FIC) - Heather Bell

FAES fs 206 Howlett Hall – Julie Peterson or Edison Tello Camacho

After you've added the room calendar to your calendars, you will be able to view the availability for that room.

Now you are ready to reserve a room for your meeting.

- Check the calendar to make sure the room is available.
- Add the room name in the location section of your Outlook meeting invite. Adding the room will add the room email to the meeting invite, so it will show up on the room calendar.



The screenshot shows the Outlook 'Meeting' tab interface. The ribbon includes 'Meeting', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Meeting' ribbon has buttons for 'Delete', 'Forward', 'Schedule a Meeting', 'Skype Meeting', 'Teams Meeting', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Reminder' (set to 15 minutes), and 'Recurrence'. Below the ribbon, a message states 'You haven't sent this meeting invitation yet.' The meeting form is titled 'Test Meeting' and includes a 'Send' button. The 'Required' field contains '-FAES FS 118 Conf Room'. The 'Optional' field is empty. The 'Start time' is set to 'Tue 11/23/2021' at '1:00 PM', and the 'End time' is 'Tue 11/23/2021' at '1:30 PM'. There are checkboxes for 'All day' and 'Time zones'. The 'Location' field also contains '-FAES FS 118 Conf Room'.

Room Reservation Courtesy Tips:

- If you do not have calendar access to a room that you should have access to, please check with Kelly Elisar.1.
- If faculty would like to add a staff member or student to a calendar, please email Kelly Elisar.1.
- Reserving a room for an entire day is discouraged unless it is for a specific, day-long meeting.
- If you no longer need the room, please cancel the meeting so that the room will be available to others.
- Be mindful of groups waiting to meet immediately following your meeting.