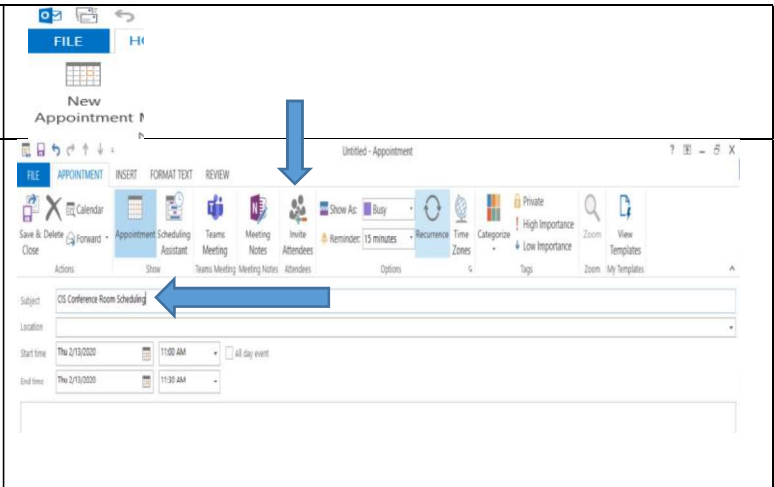


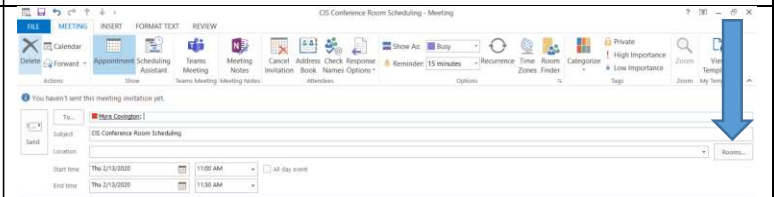
## How to Schedule a Central Office Conference Room & Protocol for Using the Room

On **your** Outlook Calendar select New Appointment (not the conference room calendar).

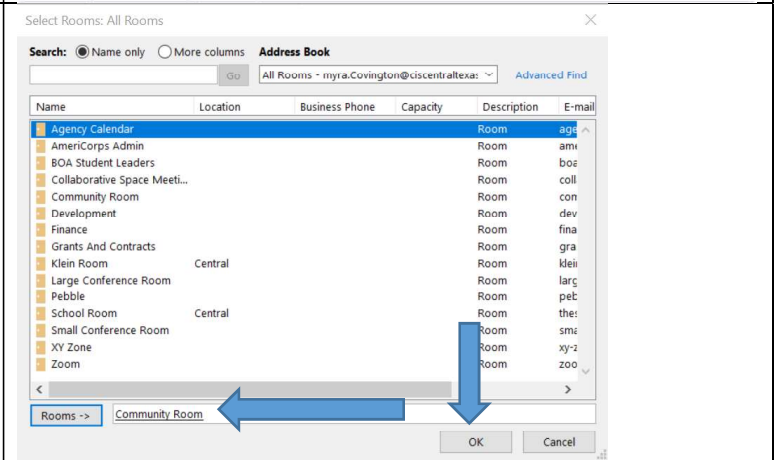


Enter all information for the meeting (time, date, and subject). In order to add a Central conference room properly you will need to invite someone to your meeting. If you are just scheduling the room and are not inviting anyone at that time to the meeting, you can invite yourself. Click Invite Attendees. **Please enter the meeting title in the Subject line (not just your name) and how many attendee's .**

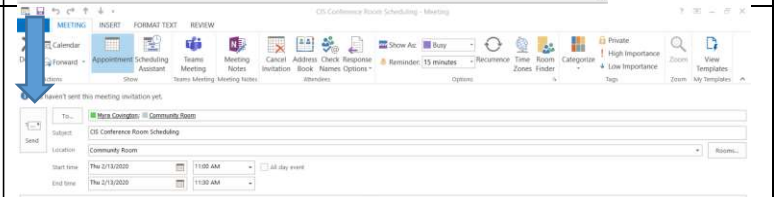
Once you invite yourself (or someone else) the Room's button will appear. Click on the Room's button.



After you click on the Rooms Button, a menu will open. Find the room that you would like to reserve, double click and it will added to the Rooms box at the bottom. Click OK. You will now see that the Room has been added to the meeting appointment. Now click send, you will now see the meeting appointment on your calendar.



The Receptionist will then receive the Conference Room request and will approve. If there are any issues Outlook will deny the room. If that is the case you will receive an email. You can contact the Receptionist for more information.



### **PLEASE REMEMBER:**

1. Clean up any food items. You can place any left overs in the kitchen if necessary.
2. Wipe down all tables.
3. If you move the tables, please move them back according to the matrix that is printed and hanging in the conference room.