Scheduling a Shared Conference Room

The following document describes the process for scheduling a shared conference room using the Outlook 2010 client. If you do not currently have Outlook 2010 installed please contact your unit IT provider or the AIT FirstCall help desk (first-call@tamu.edu).

Quick Instruction Guide:

1. In the lower left corner of the main Outlook screen select the “CALENDAR” button.
2. Select “New Meeting” in the upper left corner of the Calendar view screen.
3. In the “TO” Field add those who are being invited to the meeting.
4. In the “SUBJECT” Field type in description for the meeting as appropriate.
5. Click the “ROOMS” button and then select the appropriate room you would like to reserve.
6. Select the appropriate DATE and TIME period for your meeting.
7. Type in any comments or agenda you would like to send to the meeting attendees.
8. Click the “SEND” Button to send in your request.
9. If the room is setup with Auto-Attendant you will receive a response verifying your reservation has been accepted or not. For those rooms not in auto attendant mode you will receive a manual response from the room manager.

Detailed Instruction Guide:

1. In the lower left corner of the main Outlook screen select the “CALENDAR” button.
2. Select “New Meeting” in the upper left corner of the Calendar view screen.

3. In the “TO” Field add those who are being invited to the meeting.

4. In the “SUBJECT” Field type in description for the meeting as appropriate.

5. Click the “ROOMS” button and then select the appropriate room you would like to reserve.
NOTE: The “Room Finder” will display a color coded availability status for the room you’ve selected. Suggested times are also presented for when the room is most available. This can help to determine alternative times and dates when the particular room selected is available.

6. Select the appropriate DATE and TIME period for your meeting.

7. Type in any comments or agenda you would like to send to the meeting attendees.
8. Click the “SEND” Button to send in your request.

9. If the room is setup with Auto-Attendant you will receive a response verifying your reservation has been accepted or not. For those rooms not in auto attendant mode you will receive a manual response from the room manager.