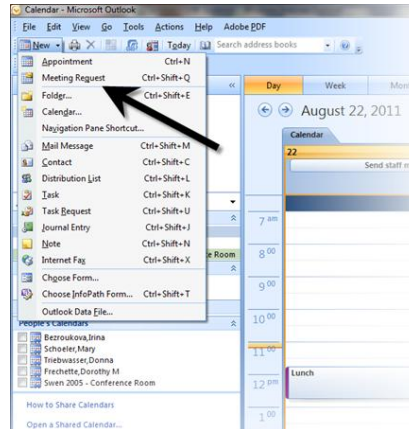


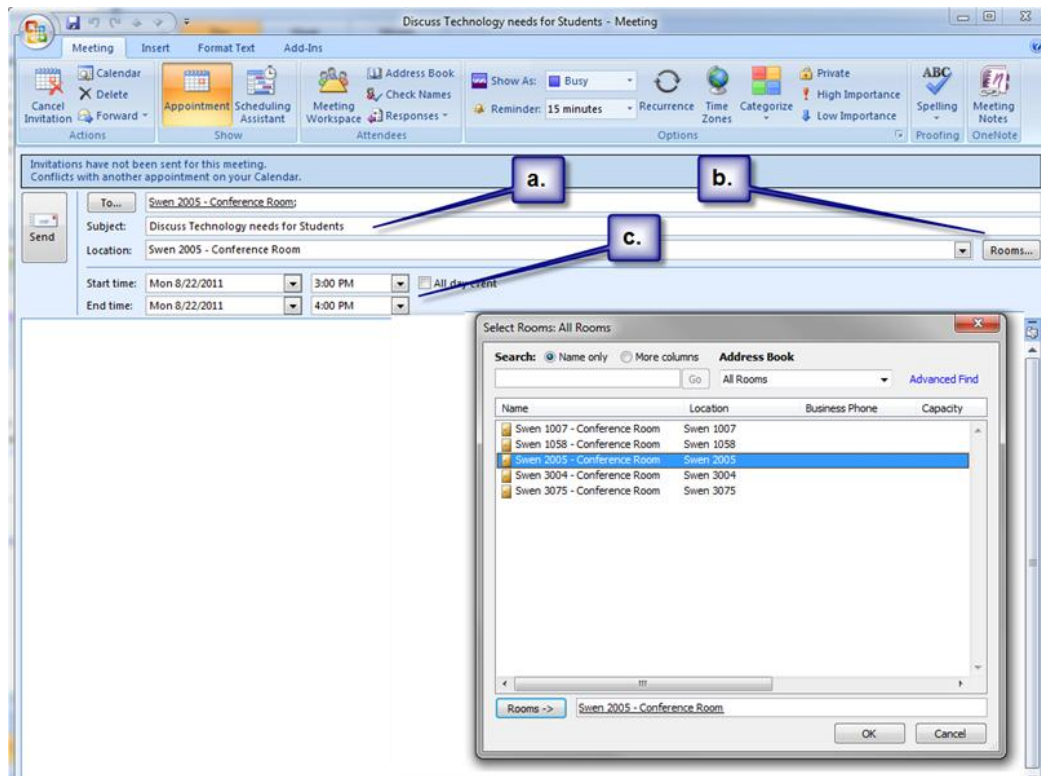
## Procedures for Requesting a Campus Shared Conference Room

Campus shared conference room schedules are managed in Outlook as a room resource. When you use Outlook to schedule a meeting, you can request a shared conference room as follows:

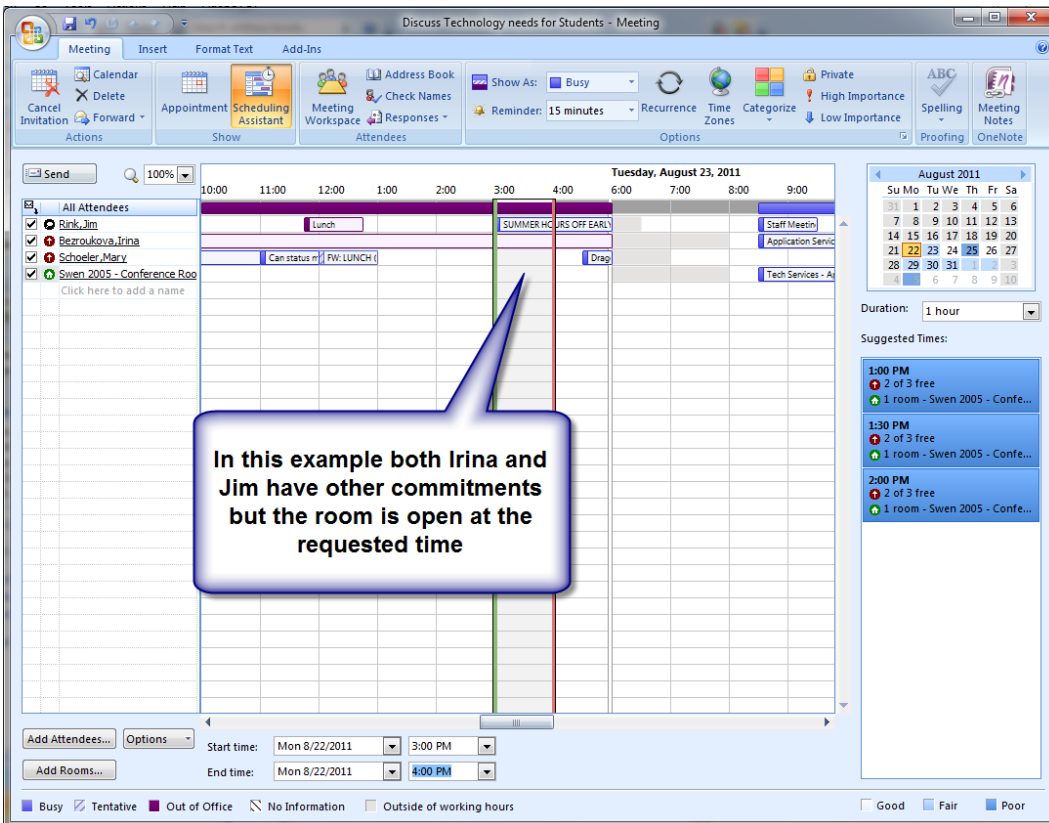
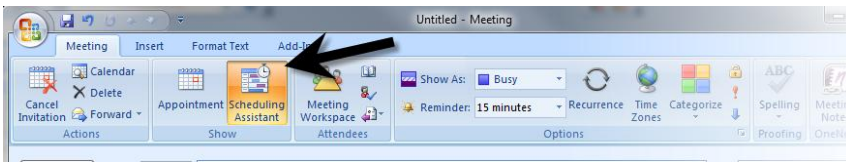
1. Open Outlook using either the Outlook client software or Outlook web access
2. Start a new Meeting Request by selecting NEW and MEETING REQUEST



3. Enter the following:
  - a. A **Subject** that describes the purpose of the meeting (required)
  - b. Click the **ROOMS** button to select the conference room you want to invite
  - c. Enter the START and END time of the meeting request



4. Use the Scheduling Assistant icon to invite attendees and to determine if both the attendees and the room are available for your meeting



5. Click the SEND button to send the meeting request to the attendees and the room. A response from the room will be returned to you as soon as the room request is processed.

