

**Rooms\*:**

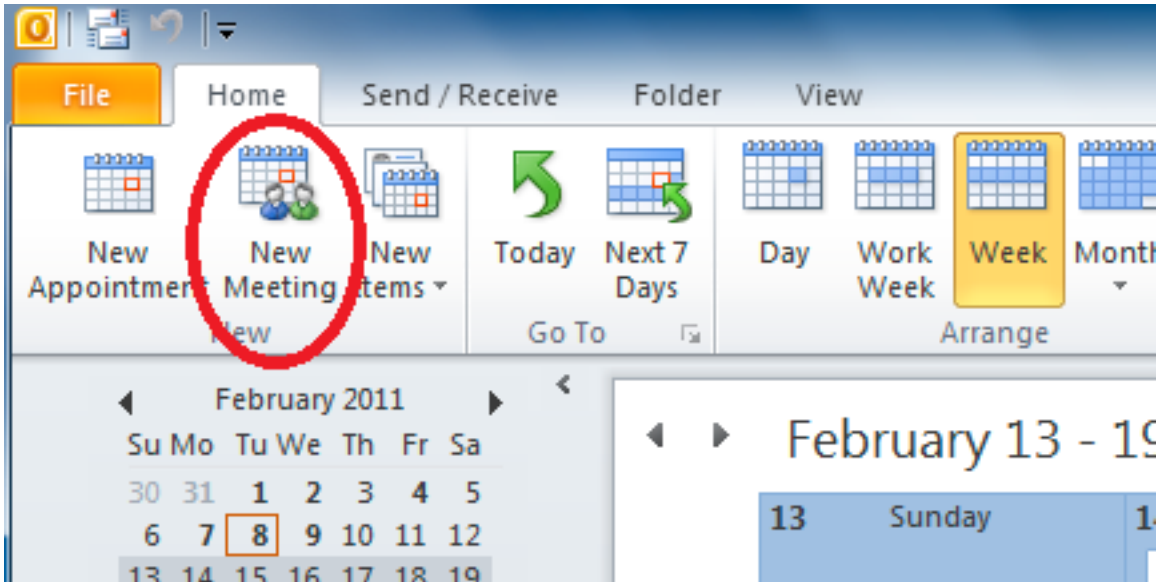
biotech180  
biotech202  
biotech271  
biotech302  
biotech371  
biotech371  
biotech402  
biotech471

**Equipment:**

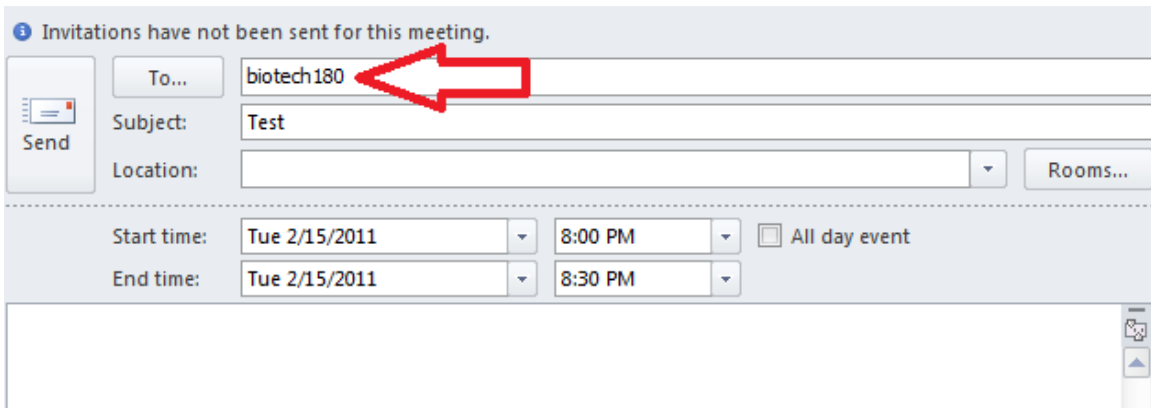
mbg3dproj  
mbglaptopmac  
mbglaptoppd  
mbglrgproj  
mbglaserpointer  
mbgoverproj  
mbgslideproj  
mbgsmproj

\* The room names are one "word". Do not add a space between biotech and the room number when entering the information as outlined below.

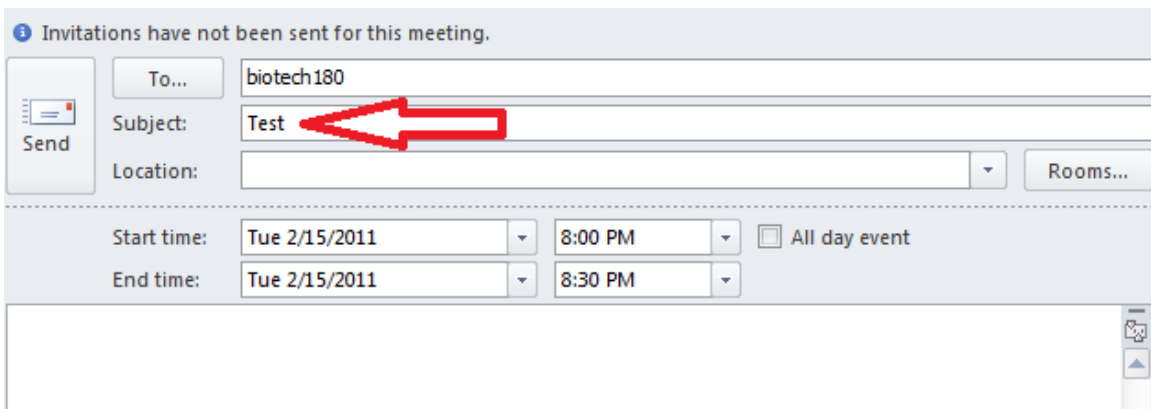
1. In Outlook Calendar click on “New Meeting” in the Office ribbon.



2. In the window that opens, type the room/equipment name into the “To” field.



3. Enter a subject into the “Subject” field.

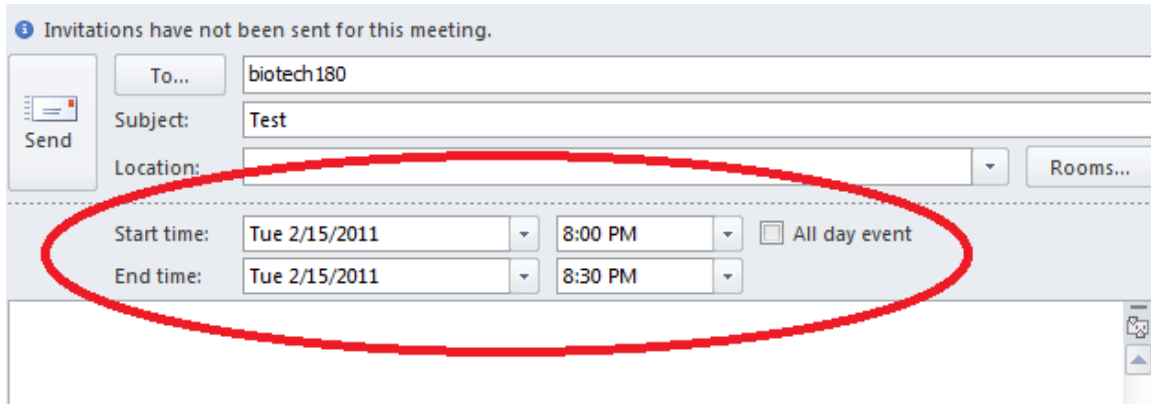


4. Configure your Start and End times.

Invitations have not been sent for this meeting.

**Send** To... biotech180  
Subject: Test  
Location: Rooms...

Start time: Tue 2/15/2011 8:00 PM  All day event  
End time: Tue 2/15/2011 8:30 PM

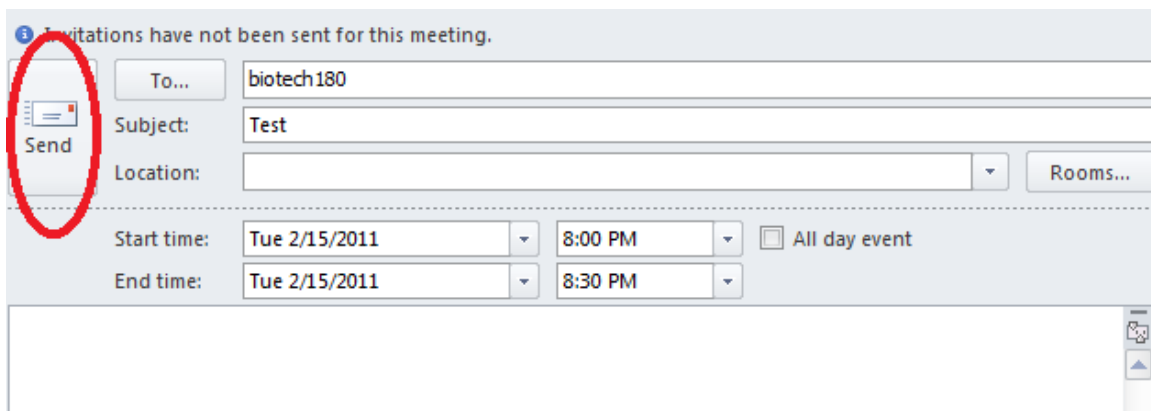
A screenshot of a meeting creation interface. At the top, a message reads "Invitations have not been sent for this meeting." Below this, there are input fields for "To..." (containing "biotech180"), "Subject:" (containing "Test"), and "Location:" (with a "Rooms..." button). The "Start time:" and "End time:" fields are circled in red. The start time is set to "Tue 2/15/2011" at "8:00 PM" with an "All day event" checkbox. The end time is set to "Tue 2/15/2011" at "8:30 PM". A "Send" button is visible on the left side of the form.

5. Click send.

Invitations have not been sent for this meeting.

**Send** To... biotech180  
Subject: Test  
Location: Rooms...

Start time: Tue 2/15/2011 8:00 PM  All day event  
End time: Tue 2/15/2011 8:30 PM

A screenshot of the same meeting creation interface as above. In this version, the "Send" button on the left side of the form is circled in red. All other fields and text are identical to the previous screenshot.

6. You will receive an email from the room either accepting or declining your meeting.