

Rooms*:

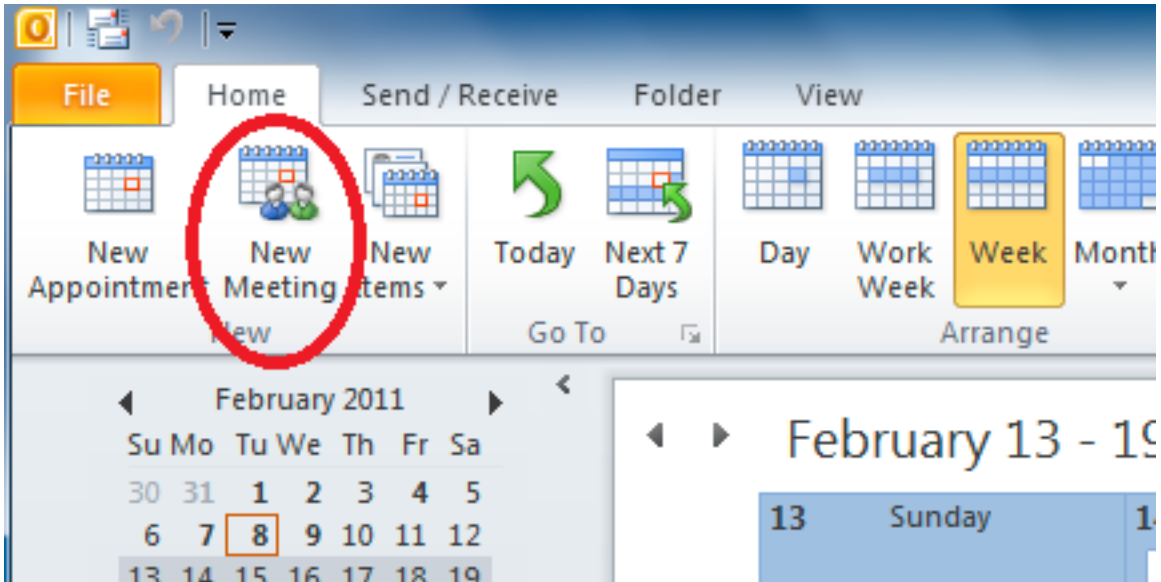
biotech180
biotech202
biotech271
biotech302
biotech371
biotech371
biotech402
biotech471

Equipment:

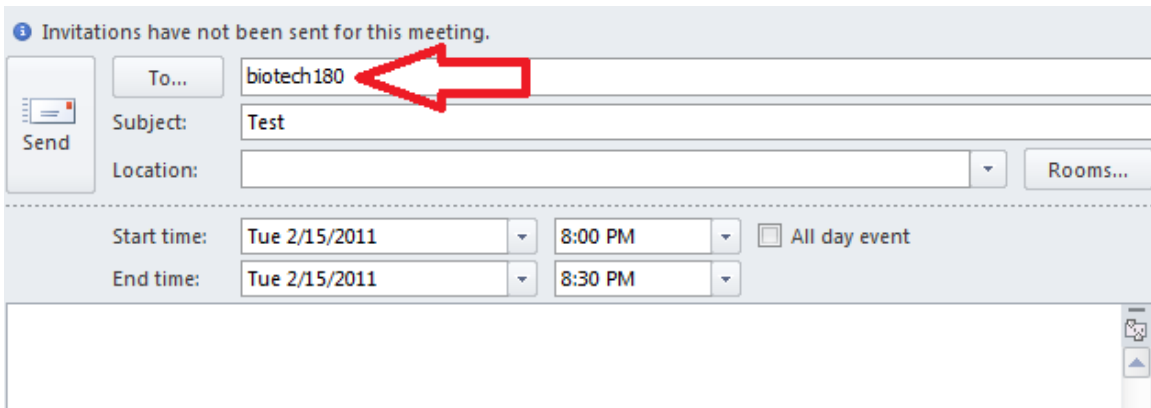
mbg3dproj
mbglaptopmac
mbglaptoppd
mbglrgproj
mbglaserpointer
mbgoverproj
mbgslideproj
mbgsmproj

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

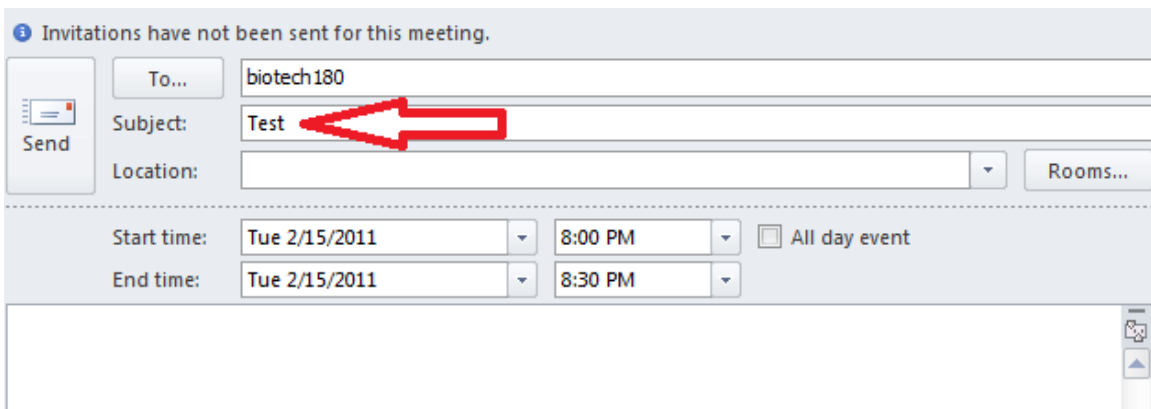
1. In Outlook Calendar click on “New Meeting” in the Office ribbon.



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



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

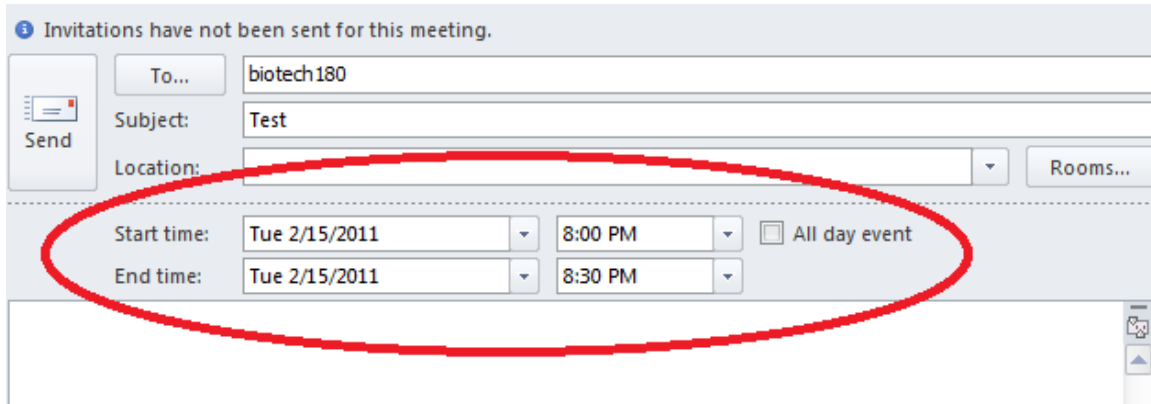


4. Configure your Start and End times.

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

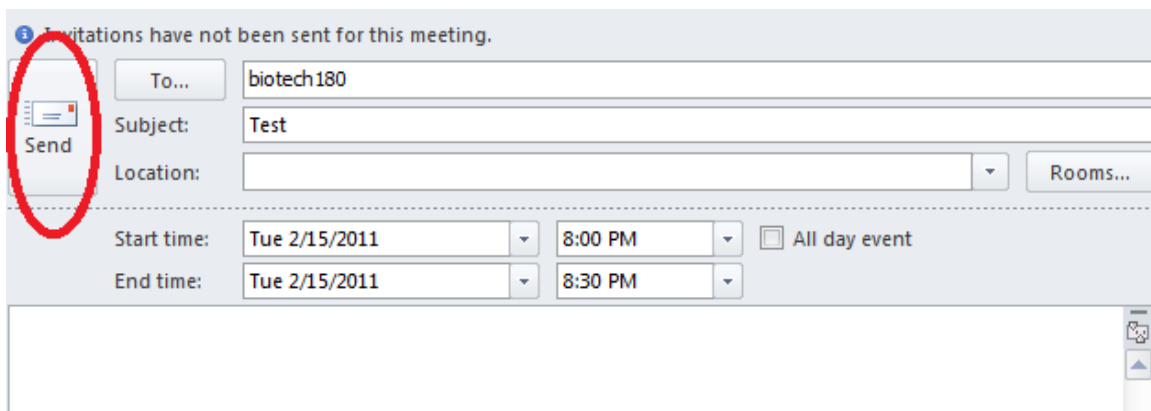
A screenshot of a meeting creation interface. At the top, a message reads "Invitations have not been sent for this meeting." Below this, there are input fields for "To..." (containing "biotech180"), "Subject:" (containing "Test"), and "Location:" (with a "Rooms..." button). The "Start time:" and "End 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 values remain the same as in the previous screenshot.

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