

Rooms*:

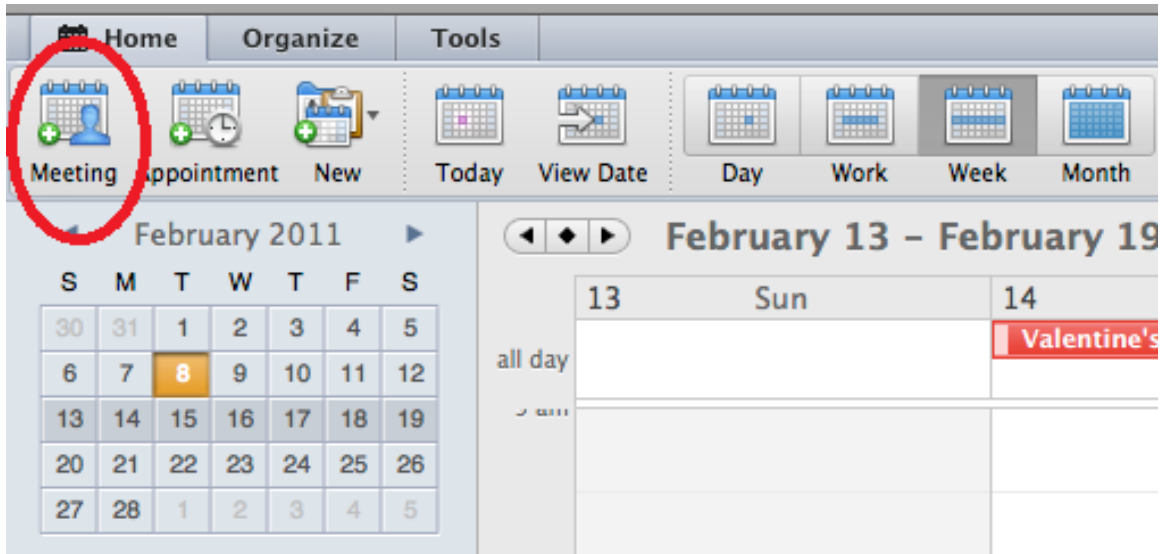
biotech180
biotech202
biotech271
biotech302
biotech371
biotech371
biotech402
biotech471

Equipment:

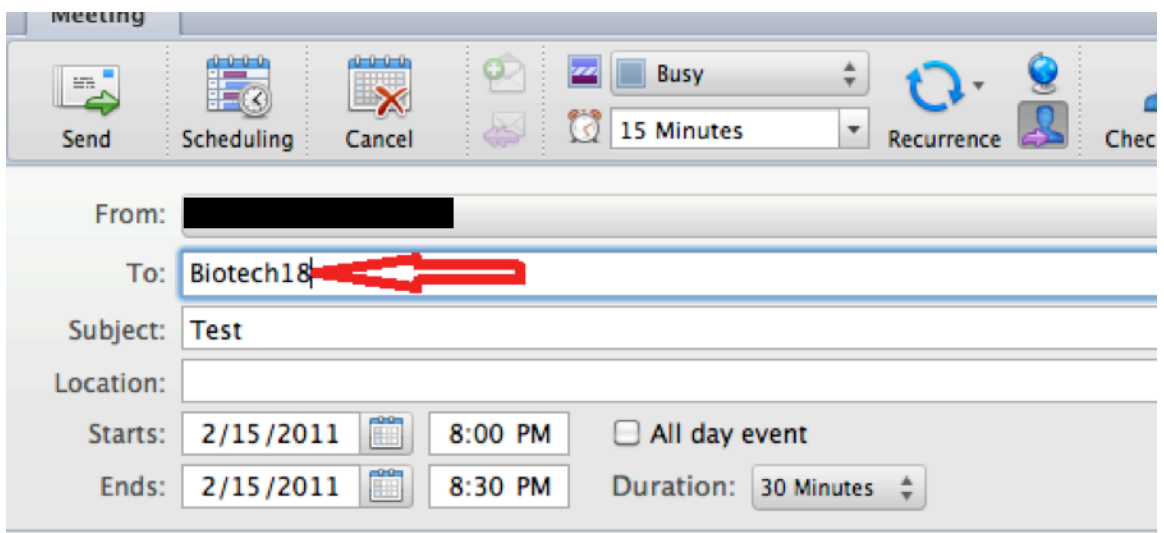
mbg3dproj
mbglaptopmac
mbglaptoppd
mbglrgproj
mbglaserpointer
mbgoverproj
mbgslideproj
mbgsmproj

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

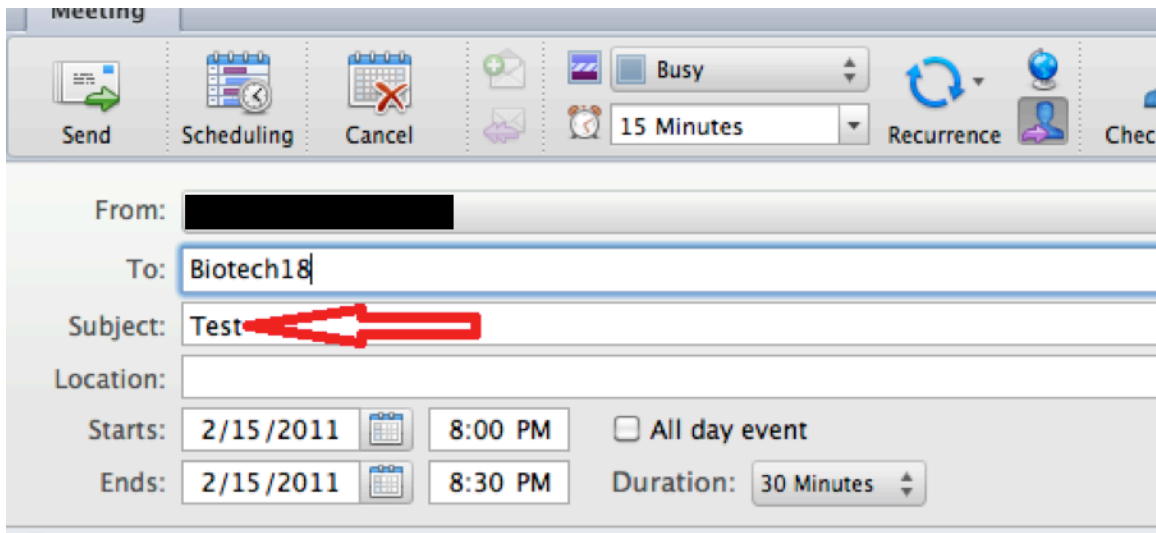
1. In Outlook calendar, click the “+ Meeting” icon.



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

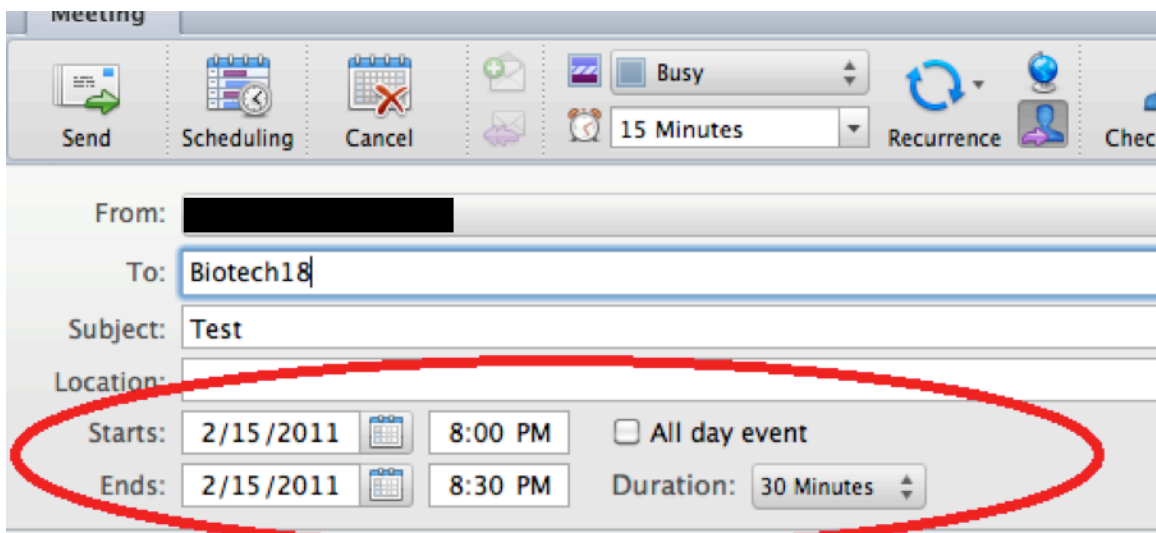


3. Type a subject into the "Subject" field.



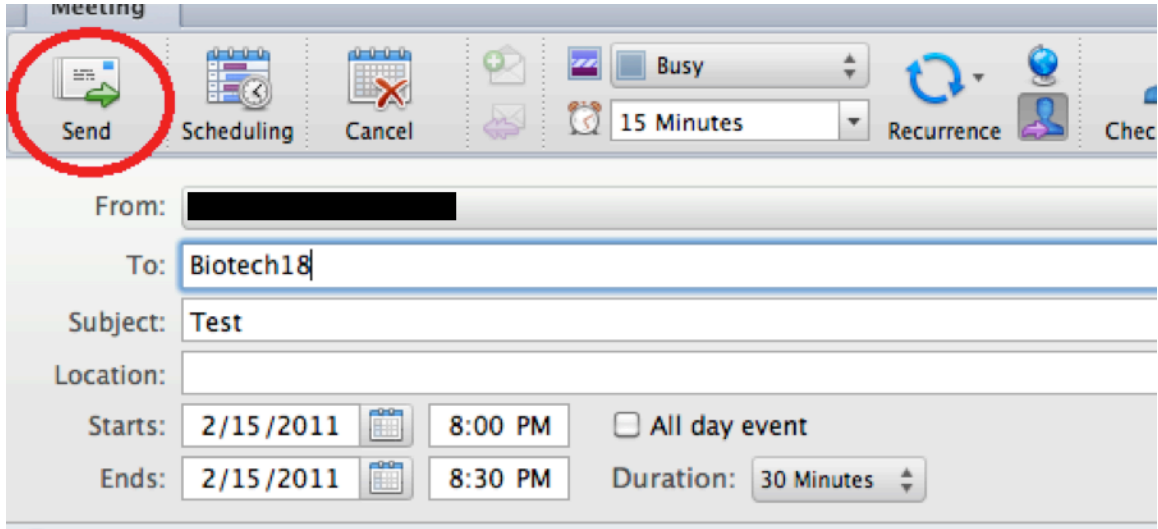
The screenshot shows a meeting scheduling window titled "meeting". At the top, there is a toolbar with icons for "Send", "Scheduling", "Cancel", a "Busy" status dropdown, a "15 Minutes" duration dropdown, "Recurrence", and "Check". Below the toolbar, the "From:" field is redacted with a black box. The "To:" field contains "Biotech18". The "Subject:" field contains "Test" and is highlighted with a red arrow pointing to it. The "Location:" field is empty. The "Starts:" field is set to "2/15/2011" at "8:00 PM" with a calendar icon. The "Ends:" field is set to "2/15/2011" at "8:30 PM" with a calendar icon. There is an "All day event" checkbox which is unchecked. The "Duration:" field is set to "30 Minutes" with a dropdown arrow.

4. Configure your Start and End times.



The screenshot shows the same meeting scheduling window as above. The "Subject:" field now contains "Test". The "Starts:" and "Ends:" fields, along with the "All day event" checkbox and the "Duration:" field, are circled in red. The "Starts:" field is "2/15/2011" at "8:00 PM" and the "Ends:" field is "2/15/2011" at "8:30 PM". The "All day event" checkbox is still unchecked. The "Duration:" field is "30 Minutes".

5. Click send.



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