

Rooms*:

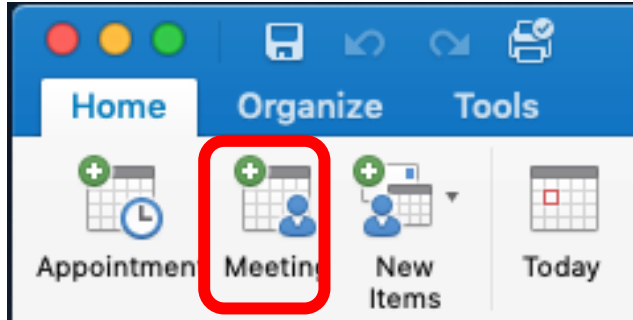
biotech180
biotech202
biotech271
biotech302
biotech371
biotech371
biotech402
biotech471

Equipment:

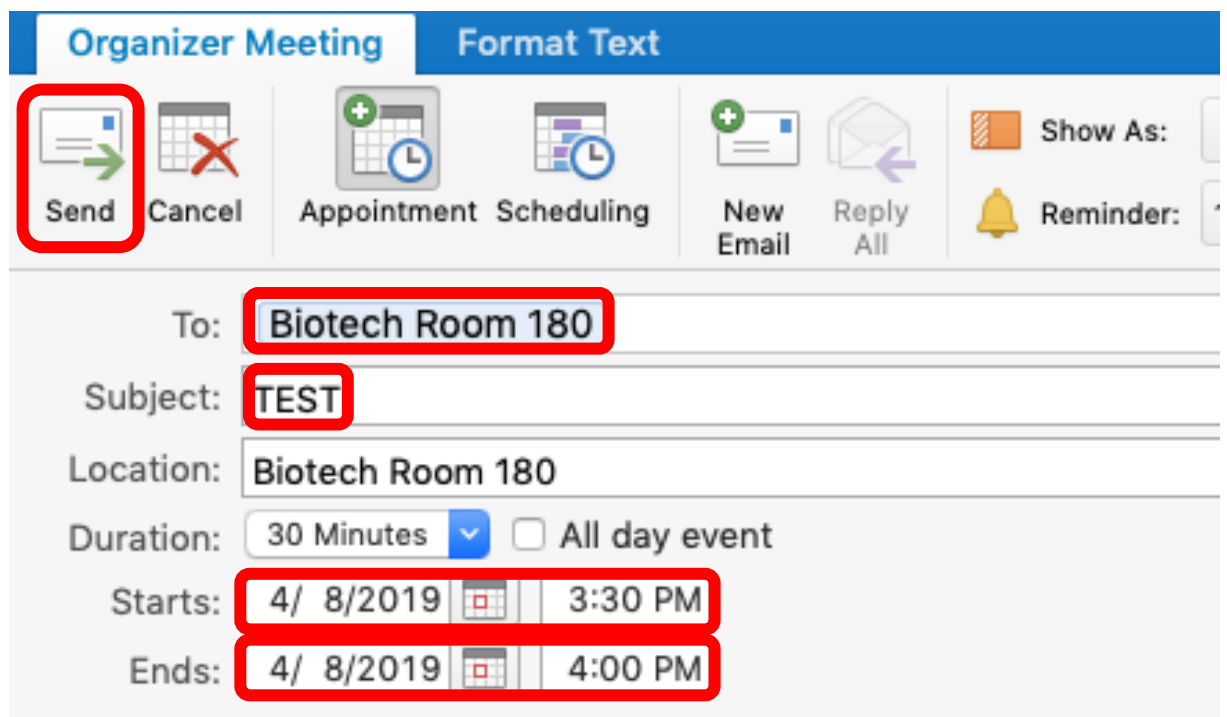
mbg3dproj
mbglaptopmac
mbglaptoppd
mbglrgproj
mbglaserpointer
mbgoverproj
mbgslideproj
mbgsmproj

- 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. Fill out the fields as you require and then click “Send” at the bottom of the Window.

A screenshot of the Outlook 'Organizer Meeting' window. The 'Organizer Meeting' tab is active. The 'Send' button, represented by an envelope icon with a green arrow, is highlighted with a red box. Other buttons include 'Cancel', 'Appointment', 'Scheduling', 'New Email', 'Reply All', 'Show As:', and 'Reminder:'. Below the ribbon, the meeting details are filled out: 'To:' is 'Biotech Room 180', 'Subject:' is 'TEST', 'Location:' is 'Biotech Room 180', 'Duration:' is '30 Minutes' (with a dropdown arrow) and 'All day event' is unchecked. The 'Starts:' field is '4/ 8/2019 3:30 PM' and the 'Ends:' field is '4/ 8/2019 4:00 PM'. Each of these fields is highlighted with a red box.