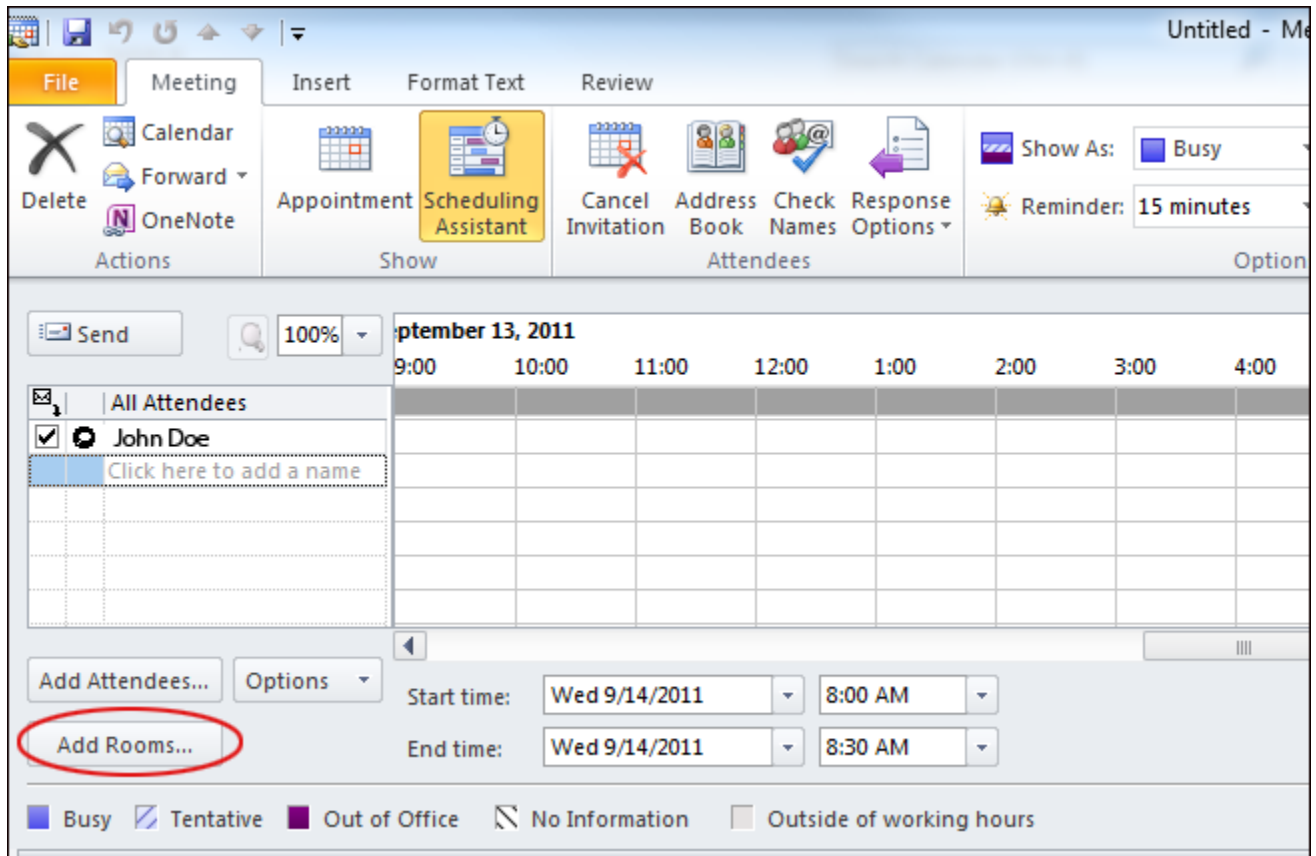


## Scheduling a Conference Room in Outlook

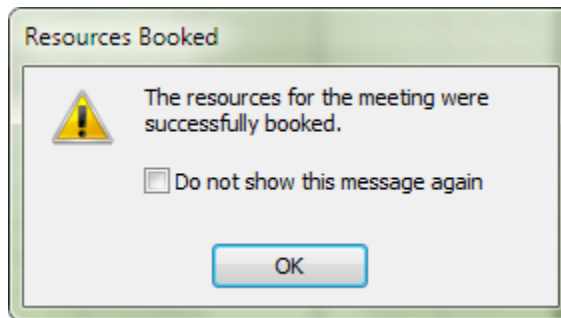
Follow these steps to add a room to your meeting:

1. Create a new meeting.
2. Select the Scheduling Assistant and click **Add Rooms**.

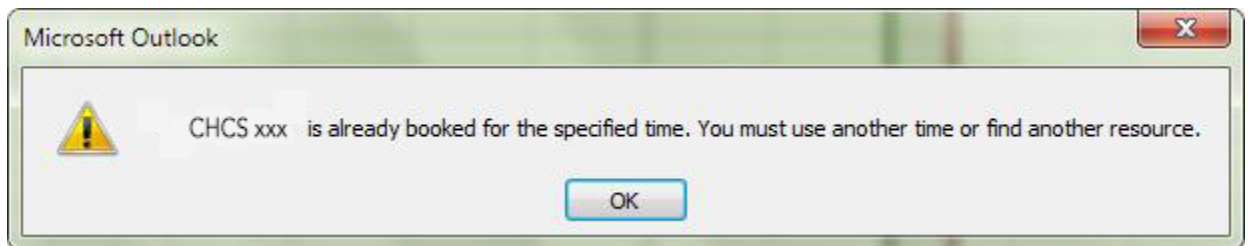


3. A Select Room dialog box appears. Search for CHCS and you will find the five rooms that are available. **Double-click** the room that you want to check for availability. Once you've finished making your selection ~ click **OK**. Note ~ The Scheduling Assistant redisplay. Any rooms that have already been reserved will display as "busy".
4. The room will be added to the To: field and will display in the Location field of the message.

5. Send your Outlook meeting request as usual.
6. You will receive the following message if the room was booked successfully and there are no scheduling conflicts.



7. If there is a scheduling conflict you will receive the following:



Questions:

Roberta Reese [rareese@uakron.edu](mailto:rareese@uakron.edu) ext 2114  
Karen Greene [greene@uakron.edu](mailto:greeneg@uakron.edu) ext 2632