## 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.

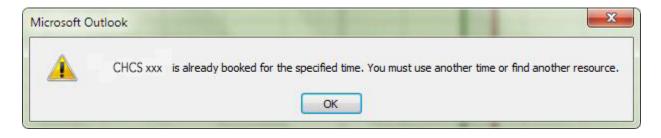
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- 3. A Select Room dialog box appears. Search for CHCS and you will find the five rooms that are available. **Double-click** the room that you want to check for availability. Once you've finished making your selection ~ click **OK**. Note ~ The Scheduling Assistant redisplays. 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:

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