



OUTLOOK CONFERENCE ROOM RESERVATION

I. Instructions

A. Setting up a Calendar Invitation to Reserve Conference Rooms- Morris Street

- a. On your outlook calendar, click on a timeframe to create a meeting invitation.
- b. In the 'To' field add your attendees for the meeting. Add one of the following conference rooms as an attendee based on size need:
 - i. Morris 3750 (16-18)
 - ii. Morris 3900 (12-14)
 - iii. Morris 3521 (5 or less)
 - iv. Morris 3155 (5 or less)
 - v. Morris 3151* (5 or less)
 - vi. Morris 3825* (5 or less)(* Spaces are not GIM Primary Locations)
- c. Please give as much information regarding the meeting. The following are samples for the 'Subject' field
 - i. Face-to-Face Meetings
 1. Meeting: *Title/Topic of Meeting* (Names of attendees)
 - ii. WebEx Meetings
 1. WebEx Meeting: *Title/Topic of Meeting* (Names of attendees)
 - iii. PowerPoint Presentation Meetings
 1. Presentation Meeting: *Title/Topic of Meeting* (Names of attendees)
 - iv. Telephone Meetings
 1. Teleconference Meeting: *Title/Topic of Meeting* (Names of attendees)
 - v. Lunch Meetings
 1. Lunch (*insert type above*) Meeting (*Time of Meeting*): *Title/Topic of Meeting* (Names of attendees)
 2. Also, if you are adding time to the actual meeting for preparation and clean up, please include the actual meeting time within the subject line.
- d. Click on the 'Scheduling' button to review availability for the Conference Room
 - i. This will show you whether the Conference Room is 'booked' for your requested time
 1. If it shows a blue bar, then the room is reserved and you can search for an alternative time.
- e. Click 'Send'

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B. Acceptance/Declination of Meeting Invitation

- a. Outlook will automatically accept or decline your meeting invitation.
 - i. Should you receive an acceptance email, this means that you have the room booked for your meeting time.
 - ii. Should you receive a declination email, this means that the room is already booked for that given time.

C. Releasing the Conference Room

- a. Should you no longer need the Conference Room for your meeting, please be sure to Release the room for others to be able to use by one of the two options:
 - i. To Cancel the Room & Meeting:
 - 1. Right click on the meeting in your outlook calendar
 - 2. Click "Cancel Meeting" (a new window opens)
 - 3. Click Send Cancellation
 - ii. To Cancel just the Room:
 - 1. Remove the Meeting Morris XXXX from the invitation list.