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Chapter 1
Request a Room

Open Outlook
Open your calendar

Verify that you only have your calendar open.

Select “New Meeting”
Select “Rooms”
Or
Select “To” for Vehicles and Equipment

Search for a Room by Campus:
“H-” will show Goodman Rooms
“G-” will show Grenada Rooms
“R-“ will show Ridgeland Rooms

Double click the room

It will be displayed here

Select “OK”

You can also invite people to this meeting if you want.
Select “To” and invite people
Include a “Subject”
Set the Date and Time
Include notes if necessary

“Send”
Some Rooms require approval. You may receive an email that states “Tentative” and “Pending Approval.” It means what it says. It is pending approval or denial.

This is the message you want to see. “Accepted.” It is recommended to verify the date and time.

Open your calendar. Right click the meeting that includes the room that you wish to cancel. Select “Cancel Meeting.”

Done!
Chapter 3
Add a Calendar for viewing

You can add a calendar to view availability but it is not necessary for scheduling a room. You will only need to add it once. From then on, you can view by selecting the calendar.

Open your calendar

Select “Open Calendar”

Select “From Room List” (For Equipment like vehicles in Grenada – Select “From Address Book”)
Search for a Room by Campus:
“H-” will show Goodman Rooms
“G-” will show Grenada Rooms
“R-” will show Ridgeland Rooms

Double click the room

It will be displayed here

Select “OK”

You should see your calendar
And
The new room calendar

Close your calendar for easier viewing
By deselecting it

**Important Note!**
This is for viewing the availability only.
Do Not try to make the request on the calendar.

*Done!*
Chapter 4
Request a Room

Open Outlook 365/Webmail
Click Here

Open your Calendar

Select “New”

Add a title for meeting or description

Select “Add a location or a room”
Select the room if it is visible
Or
Select “Add room”

Select the room you want
“H-“ = Goodman Rooms
“G-“ = Grenada Rooms
“R-“ = Ridgeland Rooms

The name will be displayed here

You can also invite people to this meeting
Set the Date and Time

Include notes if necessary

Select “Send”
Some Rooms require approval. You may receive an email that states “Tentative” and “Pending Approval.” It means what it says. It is pending approval or denial. You will receive another email once a decision is made.

This is the message you want to see.

“Accepted”

It is recommended to verify the date and time.

**Done!**

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**Chapter 5**

**Cancel a Room**

Open your calendar

Right click the meeting to cancel

Select “Cancel”

Select “Send the cancellation now”

**Done!**
Chapter 6
Add a Calendar for viewing

You can add a calendar to view availability but it is not necessary for scheduling a room. You will only need to add it once. From then on, you can view by selecting the calendar.

Open your calendar

Right click “Your Calendars”

Select “Open Calendar”

Search for a Room by Campus:
“H-“ will show Goodman Rooms
“G-“ will show Grenada Rooms
“R-“ will show Ridgeland Rooms

Select the room you want
The room will be displayed here.

Select “Open”

Your calendar and the room calendar are both showing at the same time.

Close your calendar for easier viewing By deselecting it

**Important Note!**
This is for viewing the availability only. Do Not try to make the request on the room calendar.

**Done!**