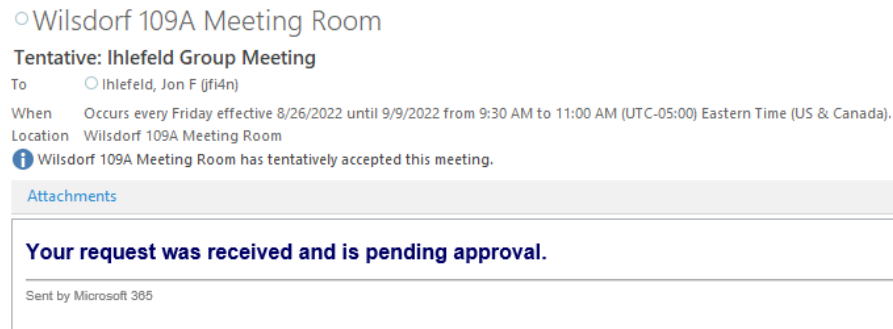


How to Schedule Rooms in Outlook

The Engineering School has a large pool of shared meeting rooms. The schedules are managed by departmental administrators, but they are all accessible to anyone with an Outlook / Exchange account. Using this same mechanism, you can request rooms in many buildings across Grounds.

Details differ between Windows, Mac, and Web clients, but generally:

1. Open Outlook, select the Calendar function, and create a New Meeting.
2. Invite others by entering their names in the To field, using the Address Book if necessary.
3. Similarly, choose the room you'd like in the Location or Resource field. Search by building name, or ENGR in the address field to see all rooms in the school. You may want to select the Meeting Rooms category in the Address Book.
4. The Scheduling Assistant is a powerful tool available here, which allows you to see the availability of all of the people and potential rooms at once.
5. You may write a note, attach an agenda or other meeting materials to the message, or set up a recurring meeting here as well.
6. When you have found a time and location that works for everyone, Send the appointment request.
7. The schedules of all attendees will show a tentative meeting. The organizer will receive an e-mail that resembles this one:



8. Once an administrator reviews and approves the reservation, you will receive a confirmation, attendees will receive an invitation, and the room schedule will immediately show your reservation. Should the administrator need to move your meeting to a different room or make other changes, everyone invited to the meeting will receive an update so they can go to the right place. Similarly, any changes you the organizer decide to make to the meeting will cause updates to be sent.

*Note that these invitation messages DO work for people using non-UVA mail addresses, and will add calendar events to Google, iCal, and most other integrated calendar systems.

Outlook is used for room scheduling by many organizations, and there are numerous features not mentioned here. Try searching the internet or looking in the built-in help system if you want more information, or if you wish to see examples specific to your version.