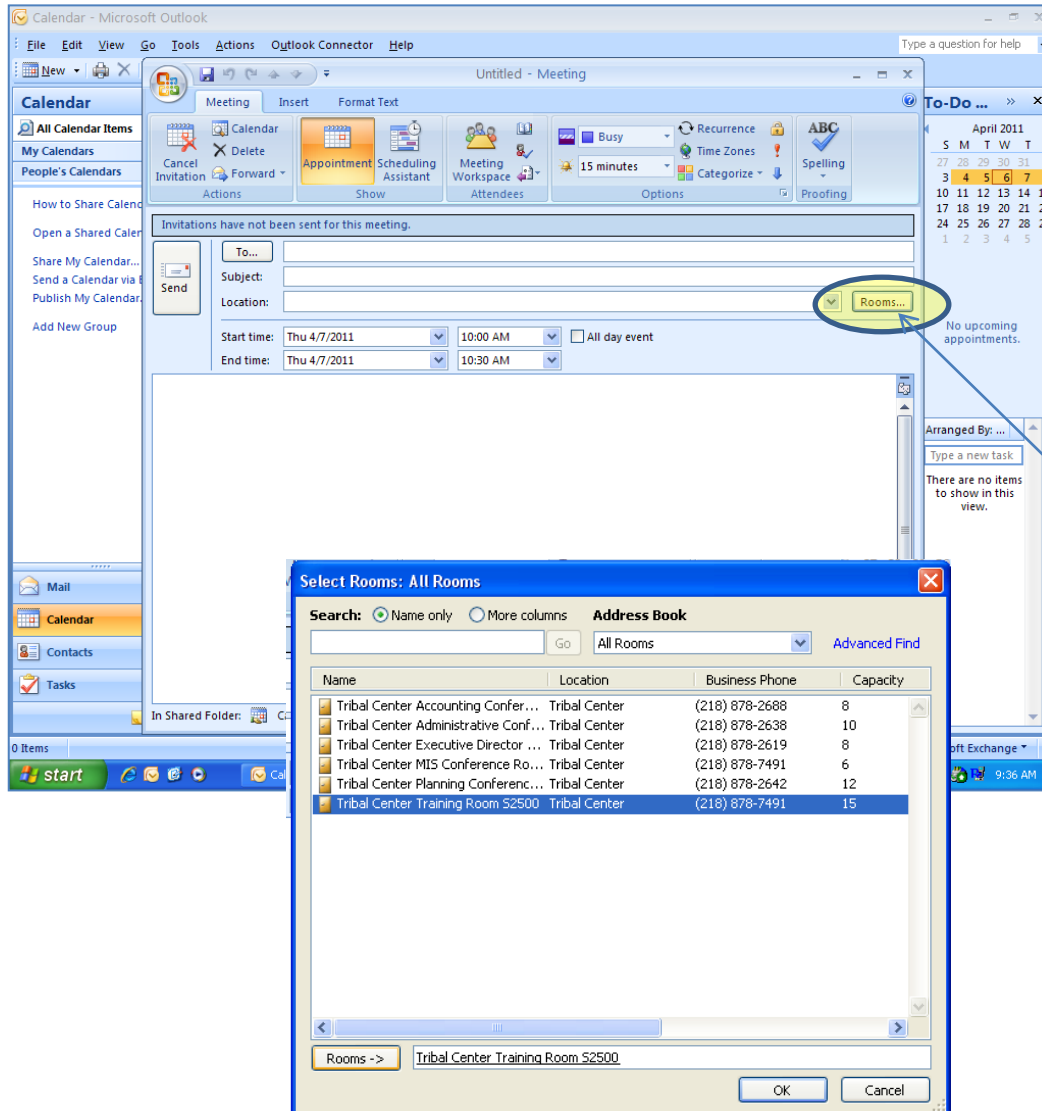


Reserving a Conference Room

Conference Rooms are being added in Outlook, as a resource, for any staff to reserve.

The public folder listings are going away and the rooms are only going to be in Outlook. Other rooms at all locations will be added in the future.

This document shows how to reserve a room at the Tribal Center.



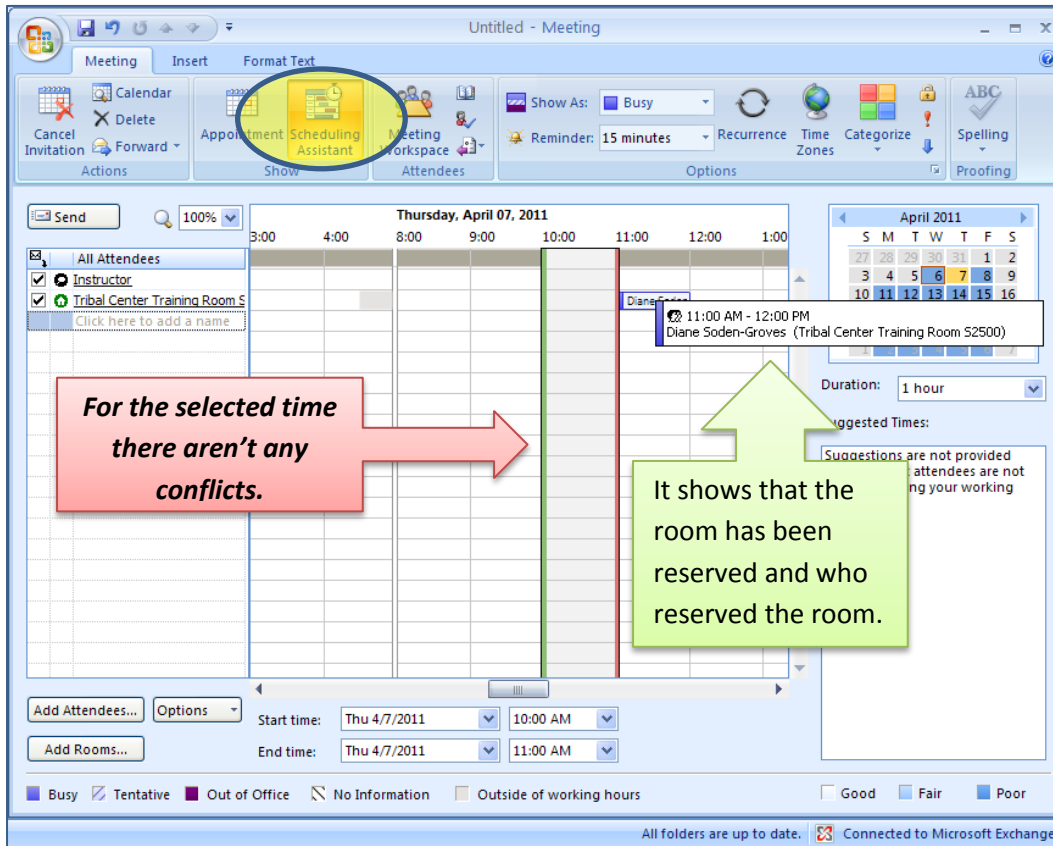
Create a meeting by selecting invite attendees.

(A conference room is like an attendee.)

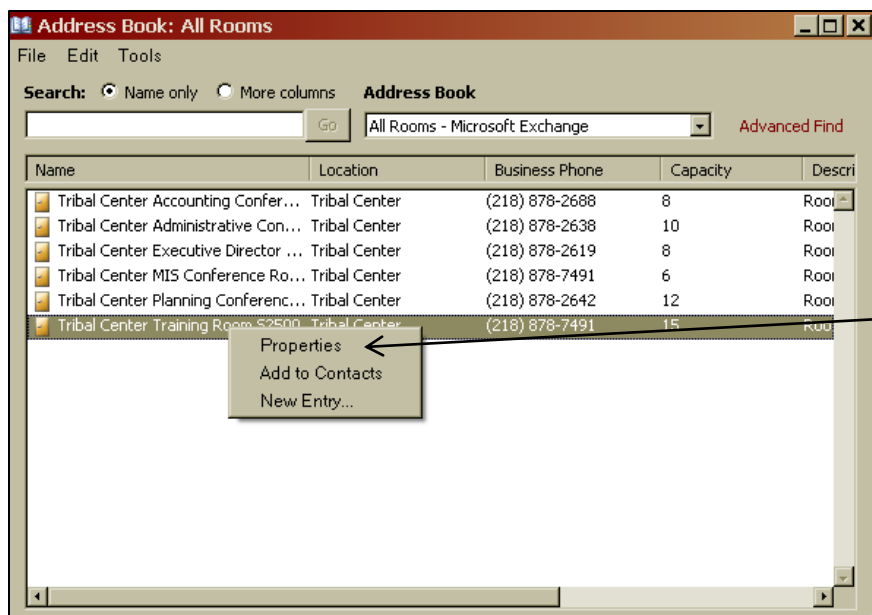
Click the **Rooms** button.

The list of available conference rooms appears and you then select the room. Either double click on the highlighted room, or single click and then click the Rooms button. (In *this example the Tribal Center Training Room has been selected.*) **Click OK.**

To determine if the room is available select **Scheduling Assistant**:

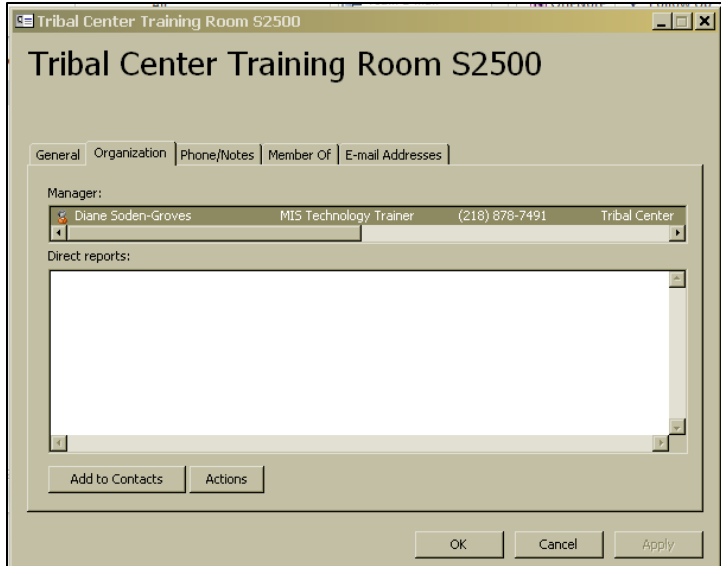


Each room has an owner: To determine the owner or contact person-



In the address book select All Rooms.

Right click on the room and select **Properties**.



Select the Organization tab and it will list the Manager or Owner giving the name and their phone number in case you need to contact them.

The Phone/Notes tab lists in the notes section things like, what is available in the room, seating, and the actual ext. of the phone in the room. (If it has a phone.)

