Process for Booking and Viewing Conference Room Calendars
Effective 11/19/19

BOOKING ROOMS

1. Go to your calendar and select a date and time for your meeting as usual.
2. Go to the Scheduling Assistant tab in your meeting request and click on All Rooms at the bottom of the screen:

3. Change the Address Book tab to All Rooms if necessary and select the room you want to book from the list:
4. This will add the room to your attendees list and you can add all others you wish to invite either by typing in their names or choosing the **Add Attendees** button. *If you are just booking the room and don’t want to invite others, go on to step 5.*

5. Send out your meeting request as usual.

If you have any questions or problems booking a room please send an email to ithelpdesk@elcpinellas.net for help.

**VIEWING ROOM CALENDARS**

1. Go to your Outlook calendar.
2. Click on the **Open Calendar** tab on the top toolbar:

3. Choose **From Room List** on the drop-down menu that appears.
4. Select the calendar you want to view:
Once you view these calendars you should see them on the left side of your Outlook pane while in calendar view and you can check or uncheck them to view.

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