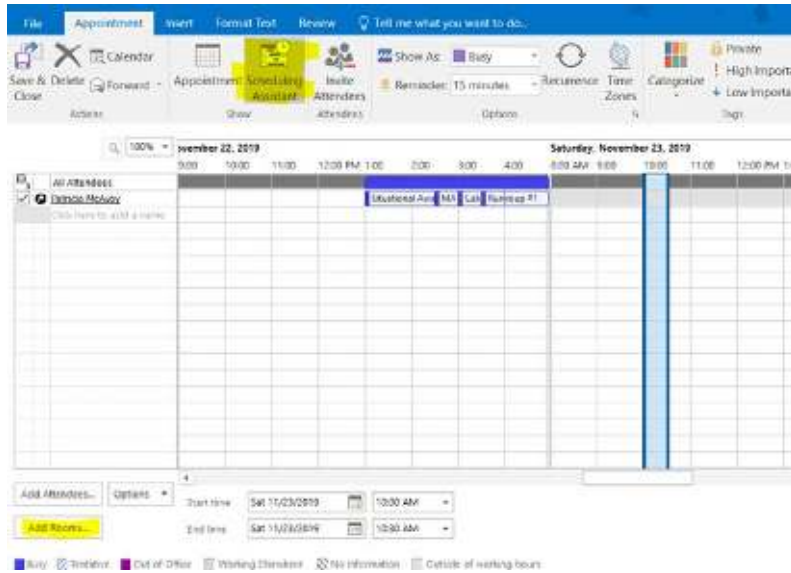


Process for Booking and Viewing Conference Room Calendars

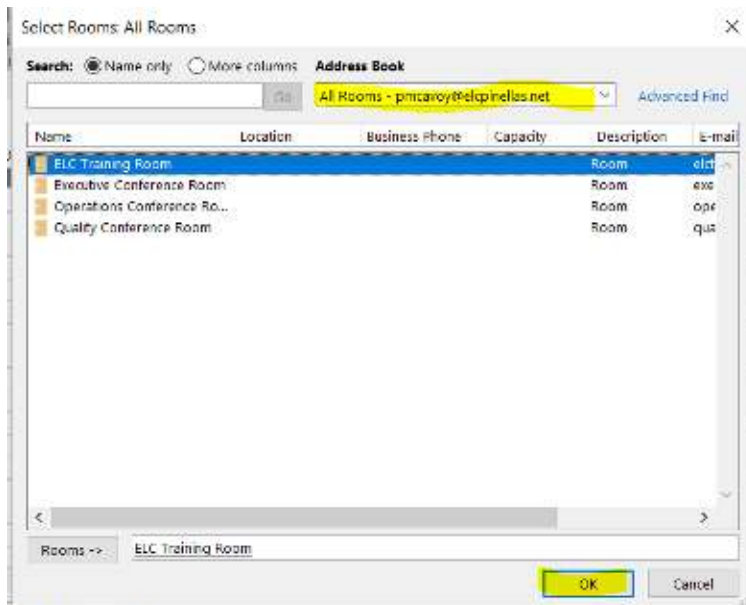
Effective 11/19/19

BOOKING ROOMS

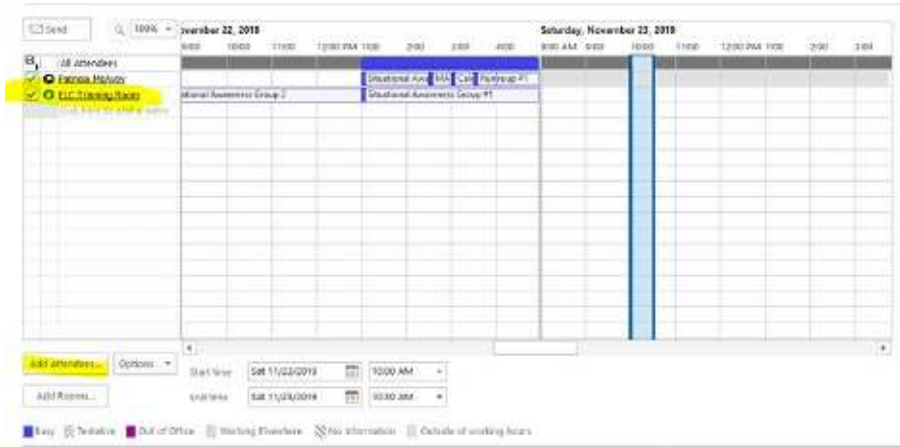
1. Go to your calendar and select a date and time for your meeting as usual.
2. Go to the **Scheduling Assistant** tab in your meeting request and click on **All Rooms** at the bottom of the screen:



3. Change the **Address Book** tab to **All Rooms** if necessary and select the room you want to book from the list:



- 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.*

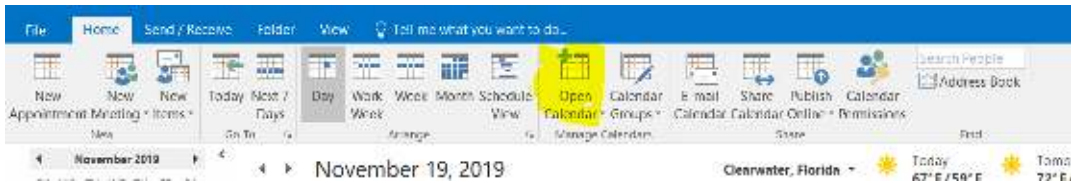


- Send out your meeting request as usual.

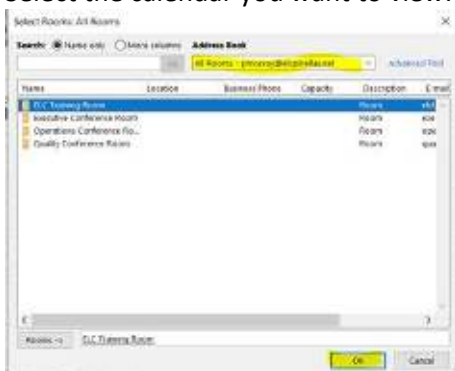
If you have any questions or problems booking a room please send an email to ithelpdesk@elcpinellas.net for help.

VIEWING ROOM CALENDARS

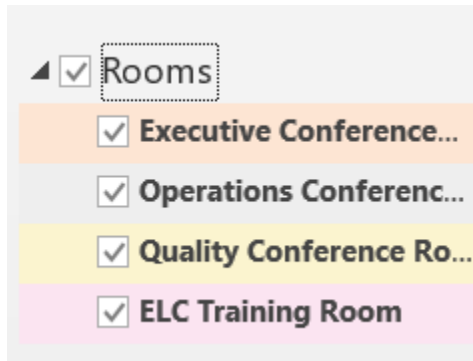
- Go to your Outlook calendar.
- Click on the **Open Calendar** tab on the top toolbar:



- Choose **From Room List** on the drop-down menu that appears.
- 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.



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