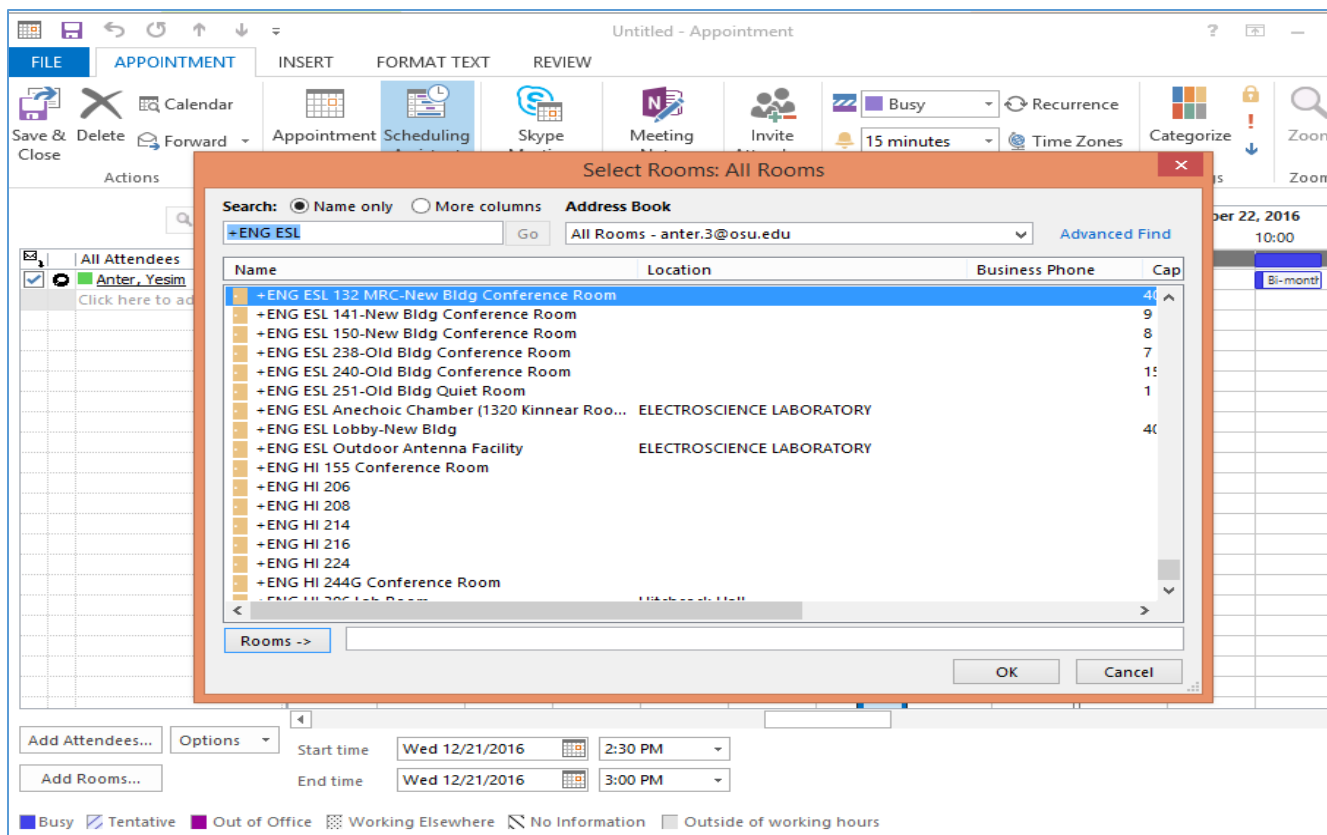


Making Room Reservations via Outlook

Go to your calendar in Outlook and then follow these steps:

1. Double-click on a time slot in your calendar to open the **Appointment** window.
2. Add appointment details (Start/End times, Subject) as you normally would do.
3. If you are inviting other people to the meeting, click on the **"Invite Attendees"** button under the Appointment tab.
4. To locate available meeting/conference rooms, click on the **"Scheduling Assistant"** tab on the top.
5. Click **"Add Rooms"** on the bottom of that screen; it will open up a new window. The entire room list available on the University email service will appear.
6. To filter right to the ESL rooms, type **"+ENG ESL"** on the search box on this new window. *No space between "+" sign and "ENG"*.



7. **Double click** on one of the ESL rooms you wish to see its availability and make a reservation.
8. Once you double click, it should populate on the **"Rooms"** field on the bottom of that window.
9. Click **"OK"** on the bottom of the screen and it will go back to the original **"Scheduling Assistant"** view.
10. Once you are on the Scheduling Assistant View, you should be able to see whether or not the room is reserved (or blocked as busy in dark blue shade) at the desired date/time.
11. a) If the room is available, hit **"Send"** button on top. Your reservation request will be directed to appropriate ESL personnel to take appropriate action.
b) If the room is not available, then click on **"Add Rooms"** button on the bottom. Remove that particular conference room from **"Rooms"** field. Go back to item # 6 to repeat the steps in order to find and reserve the ESL conference room that can accommodate your meeting time.

Note: We encourage you to add ESL CR calendars to your outlook calendar view so that you can see the availability of our conference rooms at any given time, which will allow you to go through steps (1-11a) smoothly.