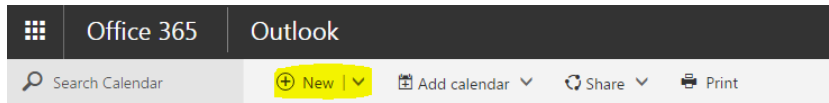


Scheduling Conference Rooms in OWA (<http://mail.gatech.edu>)

- Select your own personal calendar
- Click New



- Fill in the Details: Title, Start and End Date/Time



Details

Add a title for the event

Add a location Add room

Start
Sat 12/12/2015 8:00 AM All day

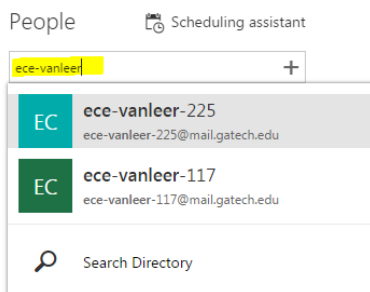
End
Sat 12/12/2015 8:30 AM Private

Repeat: Never Save to calendar: Calendar

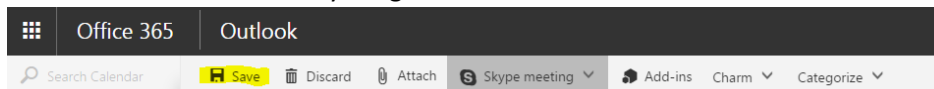
Reminder: 15 minutes Show as: Busy

Add an email reminder

- Click on Add people and type in the room name (i.e. ece-golfcart, ece-vanleer-225, etc) and also the person who you want to send the invite to. If you do not see it listed then click on Search Directory button



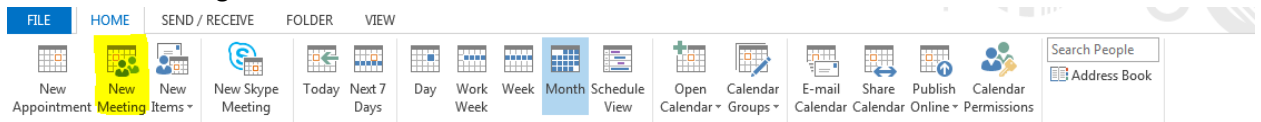
- Double check to see if everything is correct and click on the Save Button



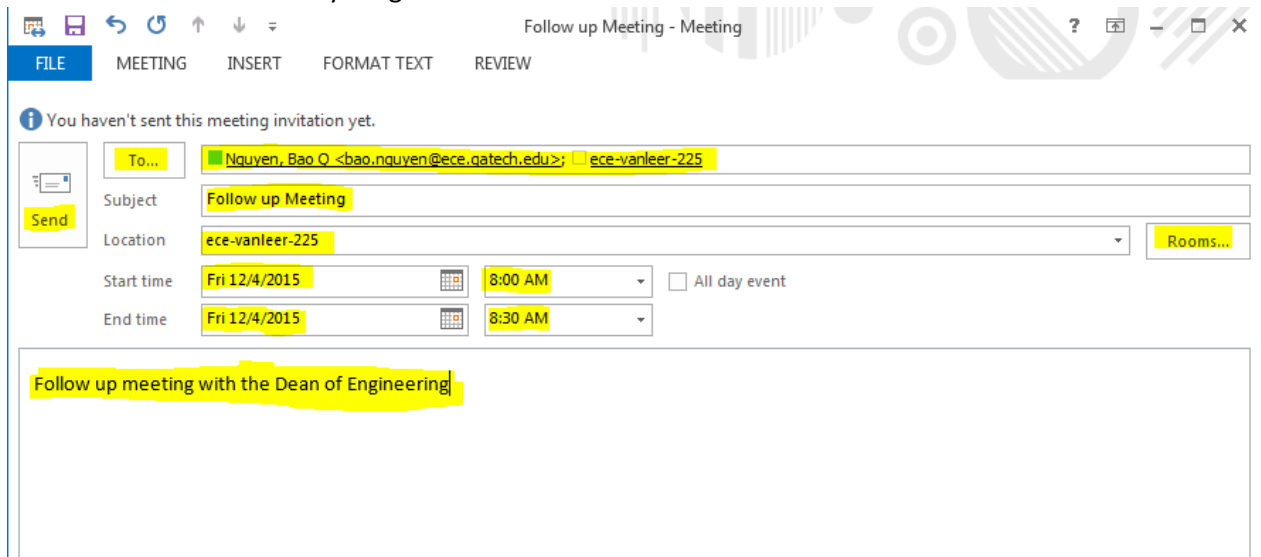
- If the conference room was booked successfully then you should receive a confirmation email from that conference room. If the conference room has decline your meeting invite, please take a look at the time to make sure it is not conflicting with another meeting. If it does, change the time or choose a different conference room

Scheduling Conference Rooms in Outlook 2013/2016

- Select your own personal calendar
- Click New Meeting



- Fill in the Subject and Body as needed
- Click the To... and add invitees
- Change the Start time and End time
- Click the Rooms.. button to add the conference room (i.e. ece vanleer 117, ece vanleer 225, etc)
- Double check to see if everything is correct and click on the Send button



- If the conference room was booked successfully then you should receive a confirmation email from that conference room. If the conference room has decline your meeting invite, please take a look at the time to make sure it is not conflicting with another meeting. If it does, change the time or choose a different conference room