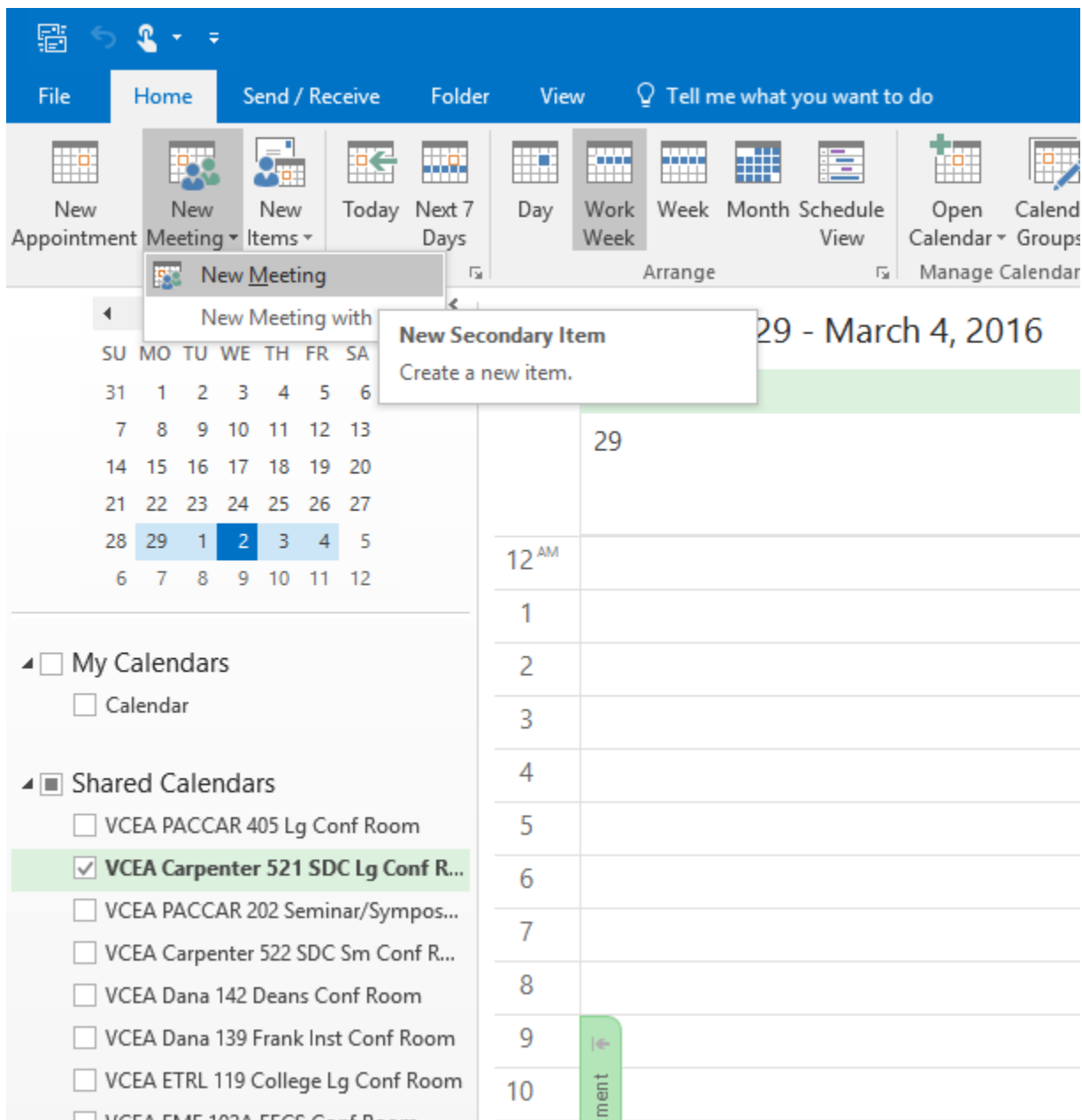


Scheduling VCEA Calendars Using Outlook Desktop Client

Depending on the version of Microsoft Office you are using (Microsoft 2010, 2013 or 2016), and your personalization to its look and feel, what you see may be a little different than what is captured below. The procedures, however, should be similar.

Open up Microsoft Outlook. Once it has opened, select the calendar tab, usually found at the bottom of the window. You should then see a view of your calendar.

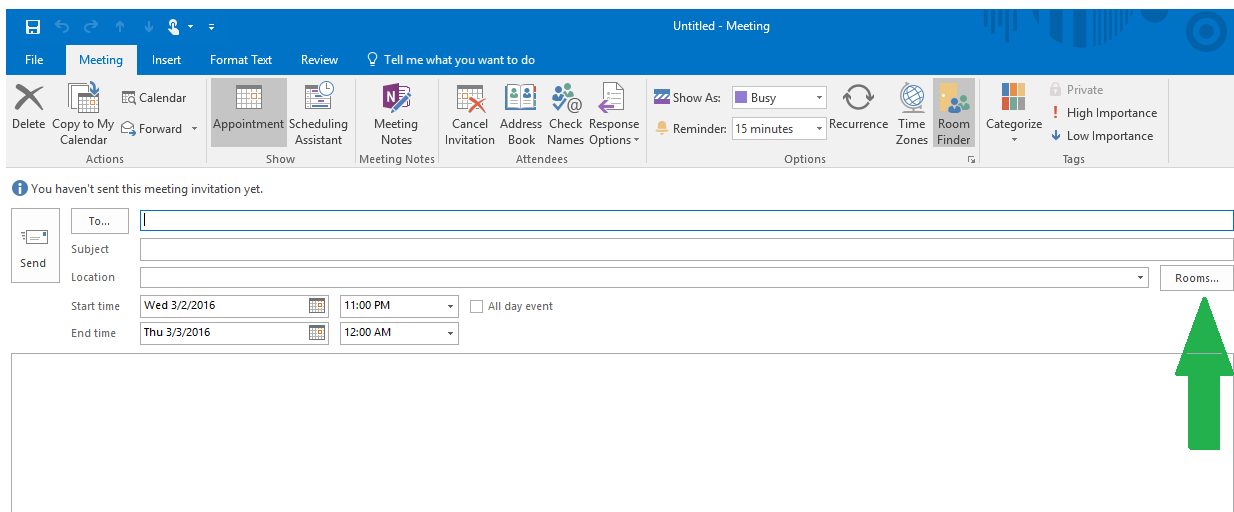
Click on “New Meeting” → when the drop down box opens click on “New Meeting”



A new meeting window will open, on the Appointment tab (highlighted in grey). You can then schedule the room. There are several ways it can be done, but following are two common methods:

If you know you want a very specific room click on the room button on the far right, noted by the arrow and select the room. (Note – sometimes a dialog box comes up with an error that it could not find any rooms. Try clicking on rooms again and it should resolve. It's a network synchronization issue.)

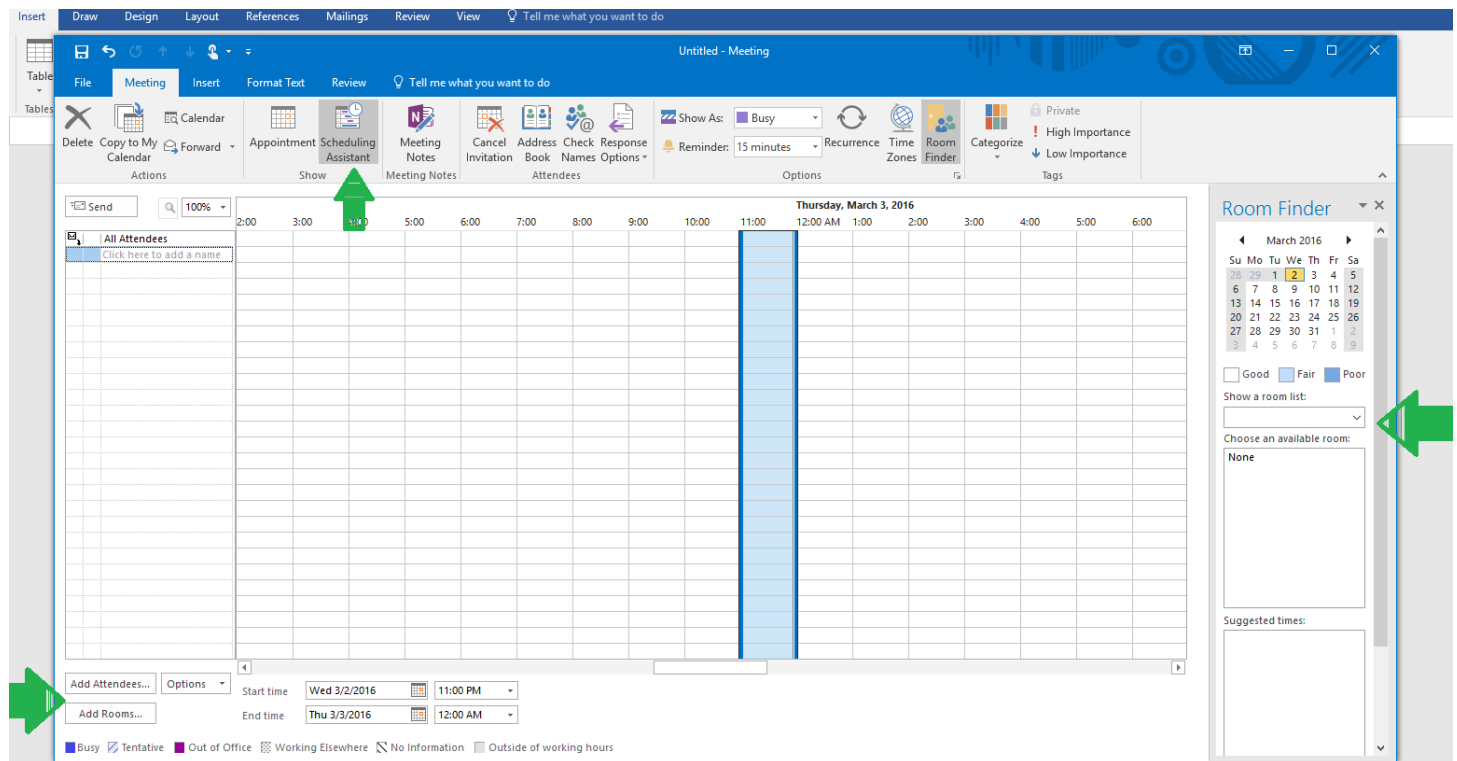
Add your attendees, any notes, set the date and time, and send the invite off. The Department/School/Unit's conference room scheduler will respond to the room request via Outlook email, confirming or denying the reservation request.



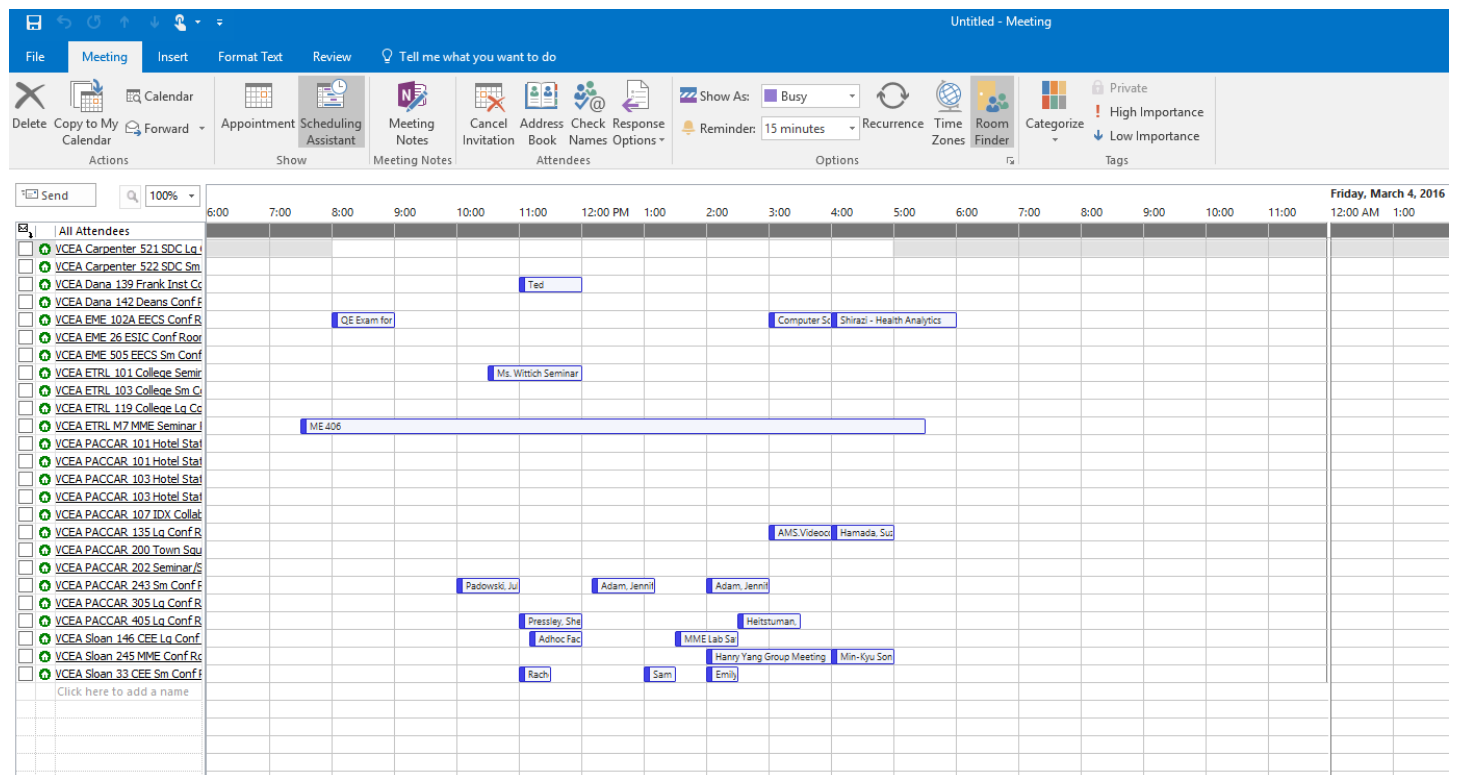
If you would like to schedule a room and see if your attendees and the room may be available collectively: Follow the same steps as noted above to open a new meeting. Instead of using the Appointment tab, as highlighted in the image above, in grey, click on the Scheduling Assistant tab next to it.

The Scheduling Assistant, top green arrow, allows you to add Attendees you wish to have at the meeting and see their availability (you should see a colored bar when they are not available – if you can see the details of their activities you may want to let them know so they can hide them if they wish to do so.)

You can “Add Rooms”, the bottom left green arrow, if you want to see the calendars of only a select room or two. Also next to the bottom green arrow is the tab to “Add Attendees”. Or if you want to see the availability of all VCEA rooms choose VCEA from the “Show a room list” dropdown box and all VCEA rooms will be auto populated into the “All Attendees”, indicated by right green arrow. You can then use the check boxes next to the rooms to select the particular room schedules you wish to view. Leaving a check box selected when you send the invite will invite the room.



An example of all the VCEA rooms listed would look like the image below. Add in your attendees and you have a visual of when the best opportunity for a meeting could take place, taking into account your attendees schedule as well as available conference rooms.



Notes:

If you are getting your Outlook email in cached mode the calendars added in the above steps may not automatically synch. You can right click on the calendar you have added to manually synch it, or you can talk with your IT personnel on disabling the cached mode.