

Scheduling VCEA Conference Rooms Using Outlook Connect Online Email Client

After completing the steps above, you can schedule a conference room.

The following actions will send your conference room scheduling request to the appropriate School/Department/Unit via Outlook email. The scheduler for the School/Department/Unit will confirm or deny your room reservation request, also via email, so the response will be returned to you in Outlook email.

To schedule a VCEA conference room click on “New” → Click on the “Scheduling Assistant” tab → Click on the arrow next to “Select Rooms” → Click on “Add All Recent Rooms”. These steps will load all the calendars you have added in the previous pages. If you have not added a calendar in the previous steps it will not show up in the list and you will be unable to schedule it until you add it via the steps in the prior pages of instruction.

The screenshot displays the Outlook Web App interface for scheduling a conference room. The main window is titled "Untitled Appointment - Google Chrome" and shows the "Scheduling Assistant" tab. The appointment is set for Monday, 2/29/2016, from 9:00 PM to 10:00 PM. The "Select Attendees" section lists "Neunherz, Darlene M". The "Select Rooms" section has a green arrow pointing to the "Add All Recent Rooms" button. The right sidebar shows a calendar for February 2016 and a "Suggested Times" section. The overall interface is titled "Outlook Web App" and "Calendar > February, 2016 - March, 2016".

The calendars will appear with the room's reservations (times not available are indicated by colored bars). Select your appointment start date and time as well as the appointment end date and time. Add in the names of your Attendees, and check the box next to the room that would work best for your purposes.

Untitled Appointment - Google Chrome

<https://connect.wsu.edu/owa/?ae=Item&a=New&t=IPM.Appointment&fld=LgAAAAuDA2ZndVSSp/PVlQk5%2bcsAQD0%2bVuI%2fXMgT445KVuE10BbAAAAALctAAAC&st=2016-02-29T00:00:00&tm=18&>

Save and Close

Appointment **Scheduling Assistant**

Start: Mon 2/29/2016 9:00 PM End: Mon 2/29/2016 10:00 PM

☐ Show only working hours

Select Attendees

☒ Neunherz, Darlene M
[Add a name](#)

Select Rooms

☐ YCEA PACCAR 202 Sem
☐ YCEA PACCAR 405 Lg C
☐ YCEA ETRL 119 College
☐ YCEA Dana 142 Deans C
[Add a room](#)

Tuesday, March 01, 2016

	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM
Neunherz, Darlene M																						
YCEA PACCAR 202 Sem																						
YCEA PACCAR 405 Lg C																						
YCEA ETRL 119 College																						
YCEA Dana 142 Deans C																						

Click on the appointment tab at the top (next to the scheduling assistant) to confirm your appointment and enter in any pertinent information about the meeting in the empty dialog box below. Once the meeting is setup the way you prefer click on send. You will get an email back once the scheduler for the room approves or denies your request.

Untitled Meeting - Google Chrome

<https://connect.wsu.edu/owa/?ae=Item&a=New&t=IPM.Appointment&fld=LgAAAAAuDA2ZndVS>

Send

Appointment | Scheduling Assistant

To... [Neunherz, Darlene M](#)

Optional...

Resources... [VCEA PACCAR 202 Seminar/Symposium;](#)

Subject:

Location: VCEA PACCAR 202 Seminar/Sy... ☒ Request a response to this invitation

Start time: Mon 2/29/2016 9:00 PM ☐ All day event

End time: Mon 2/29/2016 10:00 PM

☒ Reminder: 15 minutes Show time as: Busy ☐ Private

Tahoma 10 B I U

Add your meeting notes /agenda here.