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

R Save	面 Discard	🛛 Attach	9	Skype meeting	\sim	9	Add-ins	Charm	\sim
Details	5								
Add a title	for the event								
Add a loca	ation						Add r	oom]
Start									
Sat 12/12/2	2015		•	8:00 AM		*	A	ll day	
Sat 12/12/2	2015		•	8:30 AM		•	P	rivate	
Repeat				Save to calendar					
Never			•	Calendar				•	
Reminder				Show as					
15 minutes	S		•	Busy				•	
Add an em	ail 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

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FILE	HO	ME	SEND /	/ RECEIVE	FOLDER	VIEW													
			2	E	R												25	Search People	
Ne	/ N	New	New	New Skype	Today	Next 7	Day	Work	Week	Month	Schedule	Open	Calendar	E-mail	Share	Publish	Calendar		
Appoin	tment Me	eeting	Items -	Meeting		Days		Week			View	Calendar	r Groups ∗	Calendar	Calenda	Online 🕶	Permissions		

- 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

1	50			Follow up Meeting - Meeting	? 🗹	- 🗆 ×
FILE	MEETING	INSERT	FORMAT TEXT	REVIEW		
1 You h	aven't sent tł	his meeting invi	tation yet.			
	To	Nguyen, Ba	ao Q <bao.nguyen@ec< td=""><td>e.gatech.edu>; ece-vanleer-225</td><td></td><td></td></bao.nguyen@ec<>	e.gatech.edu>; ece-vanleer-225		
	Subject	Follow up M	eeting			
Send	Location	ece-vanleer-2	25		•	Rooms
	Start time	Fri 12/4/2015		8:00 AM - All day event		
	End time	Fri 12/4/2015		8:30 AM -		
Follow	up meeting	g with the Dea	an of Engineering			
			9			
				• · · · · · · · ·		

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