

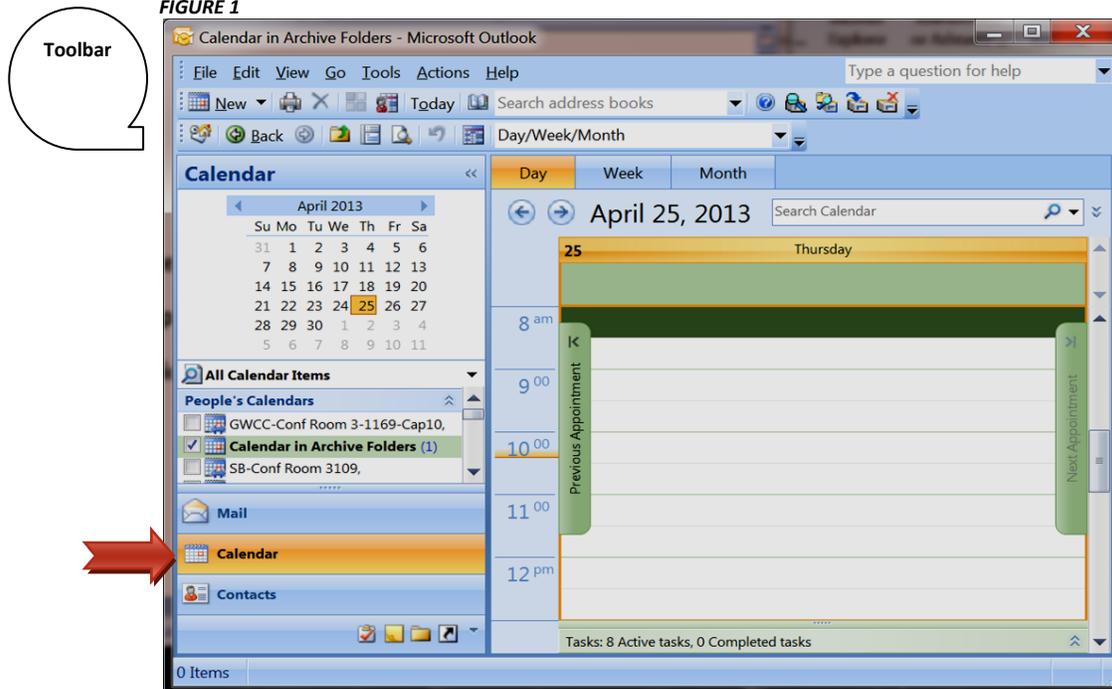
An Easier Guide for Scheduling an AFM Conference Room

Step 1

Open Microsoft Outlook

Click on calendar (red arrow)

FIGURE 1



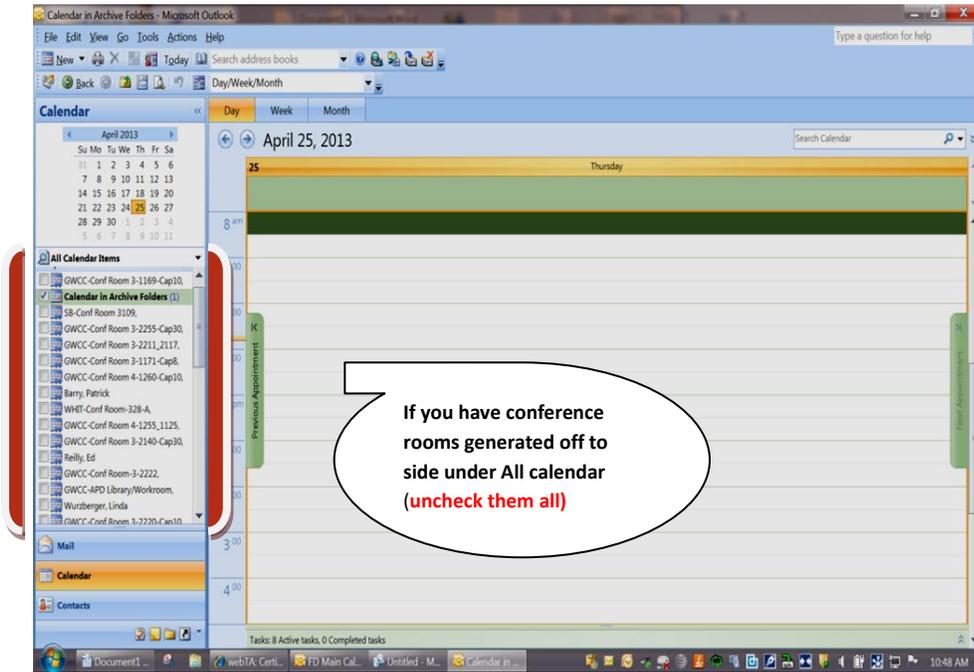
Note: Figure 1: User toolbar should be set up as you see in the above screenshot; otherwise, you may run into an issue scheduling a conference. Contact OCIO for assistance with customizing your toolbar either via calling 1-866-802-4877 or email ARS-HelpDesk, ARS-HelpDesk

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Step 2

Uncheck all conference room calendars (red brackets)

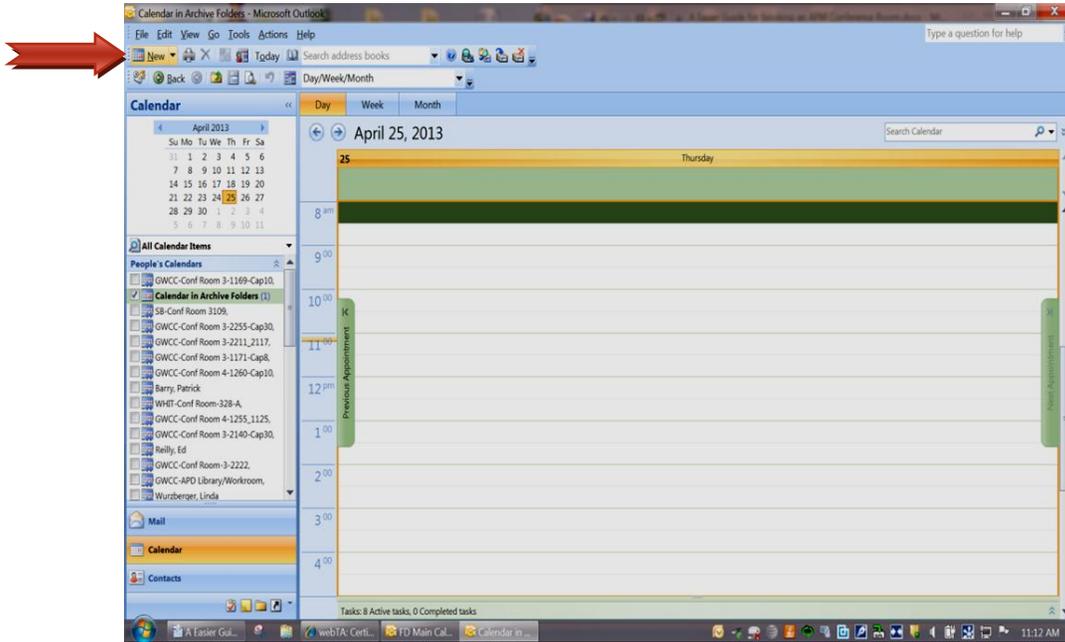
FIGURE 2



Step 3

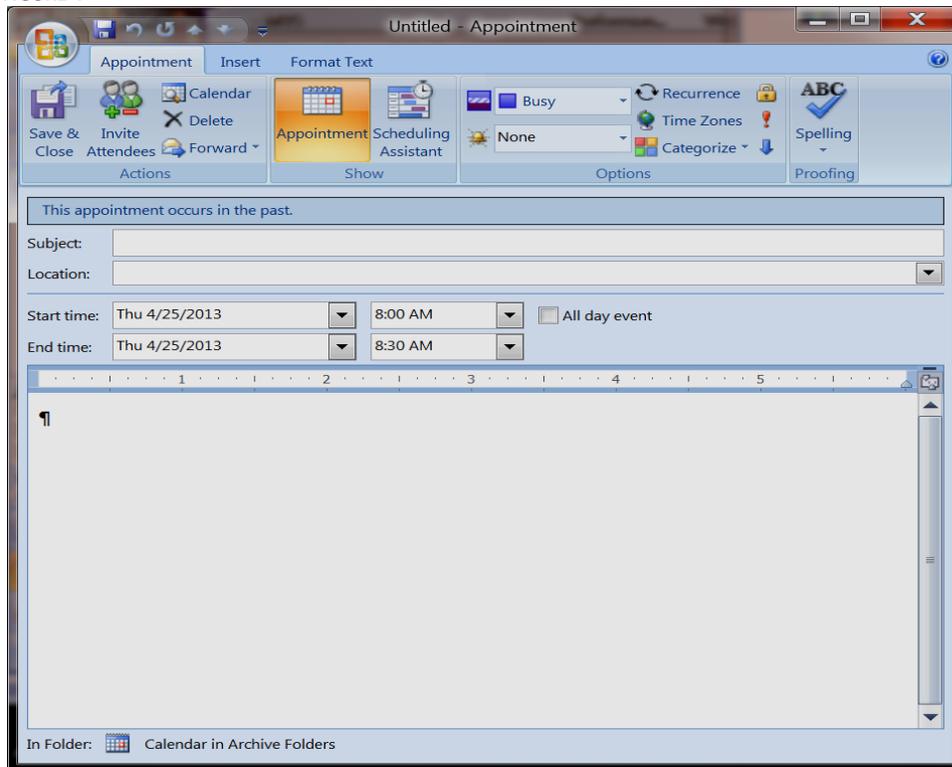
Click on new (red arrow)

FIGURE 3



After clicking new the below screenshot should appear

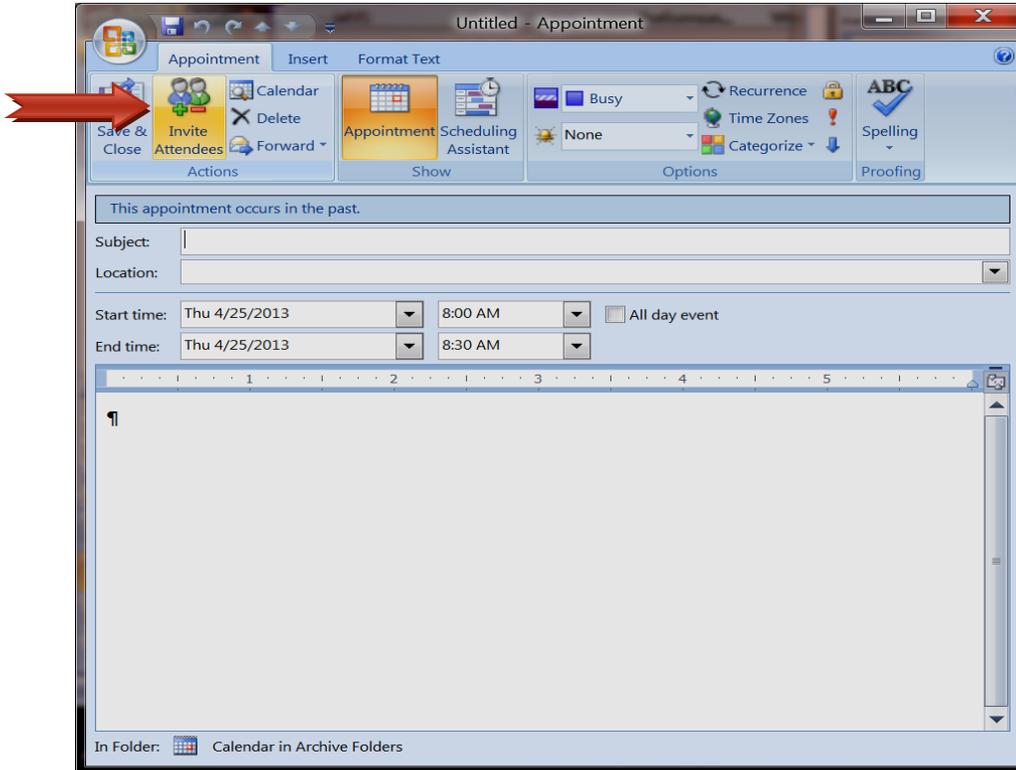
FIGURE 4



Step 4

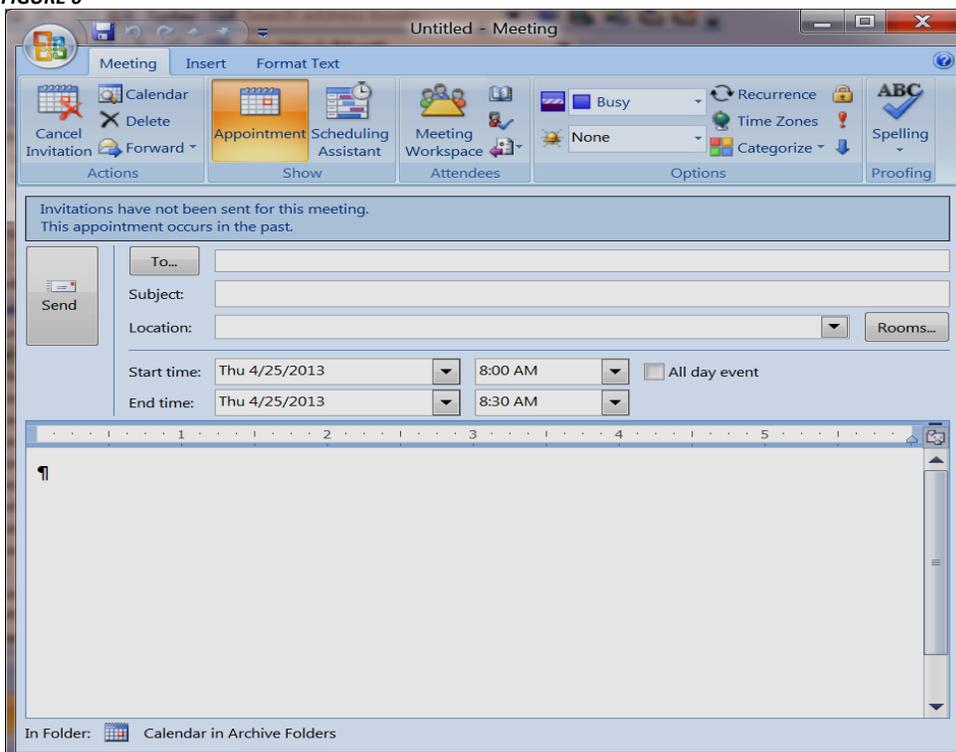
Click Invite Attendees (red arrow)

FIGURE 5



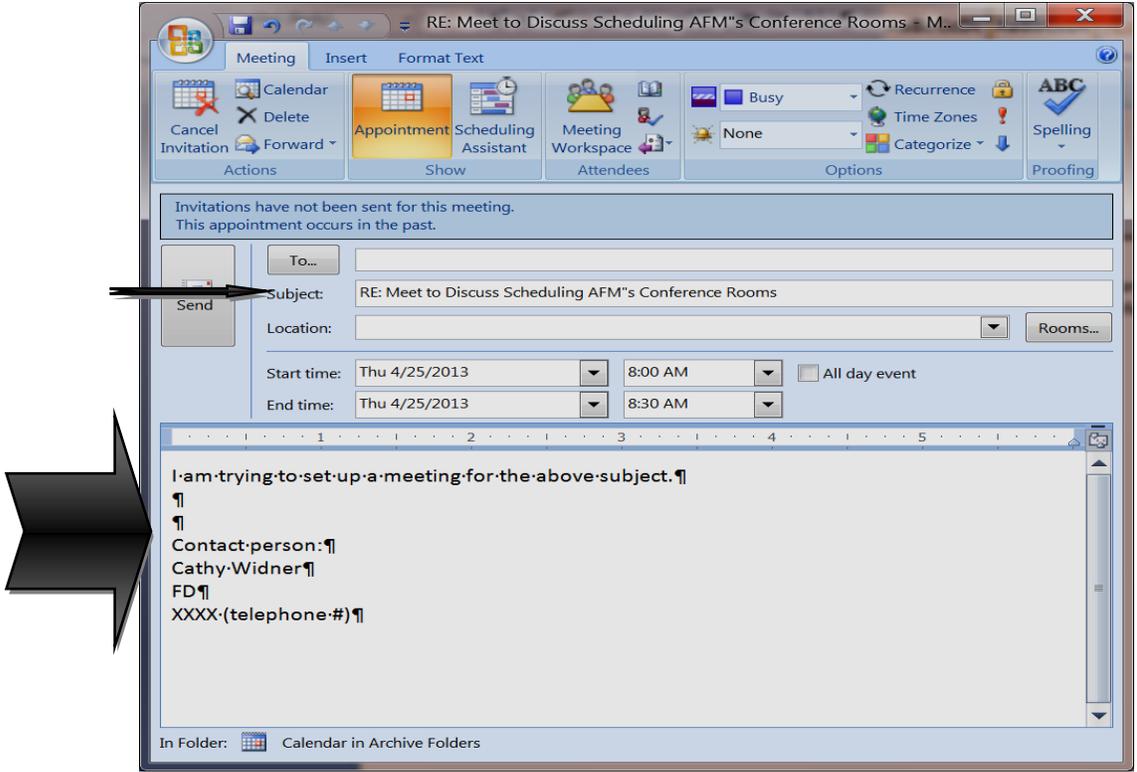
After clicking invite attendees the below screenshot appears

FIGURE 6



Note: If User prefer, User can add information (subject and any information user wants to communicate in the space underneath end time. This option, is the an individual preference (black arrows)).

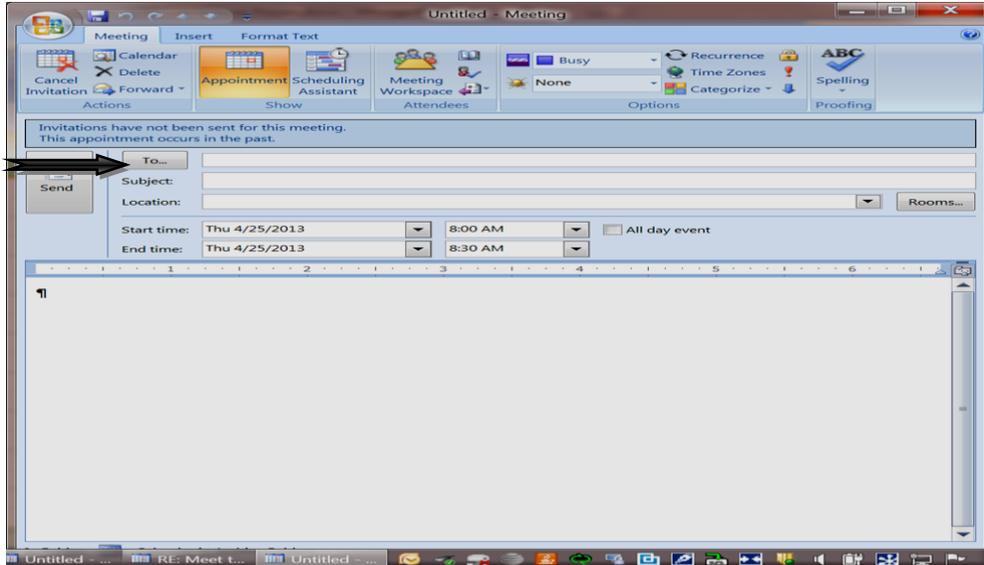
FIGURE 7



Step 5

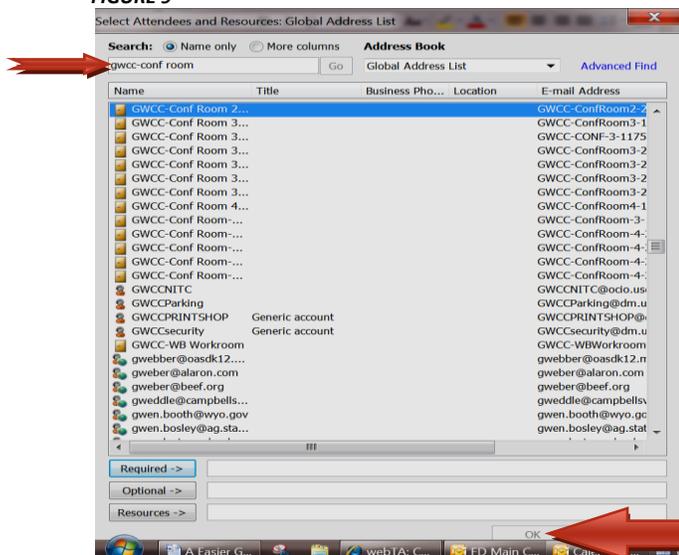
Continue after clicking on invite attendees
Click on TO (black arrow)

FIGURE 8



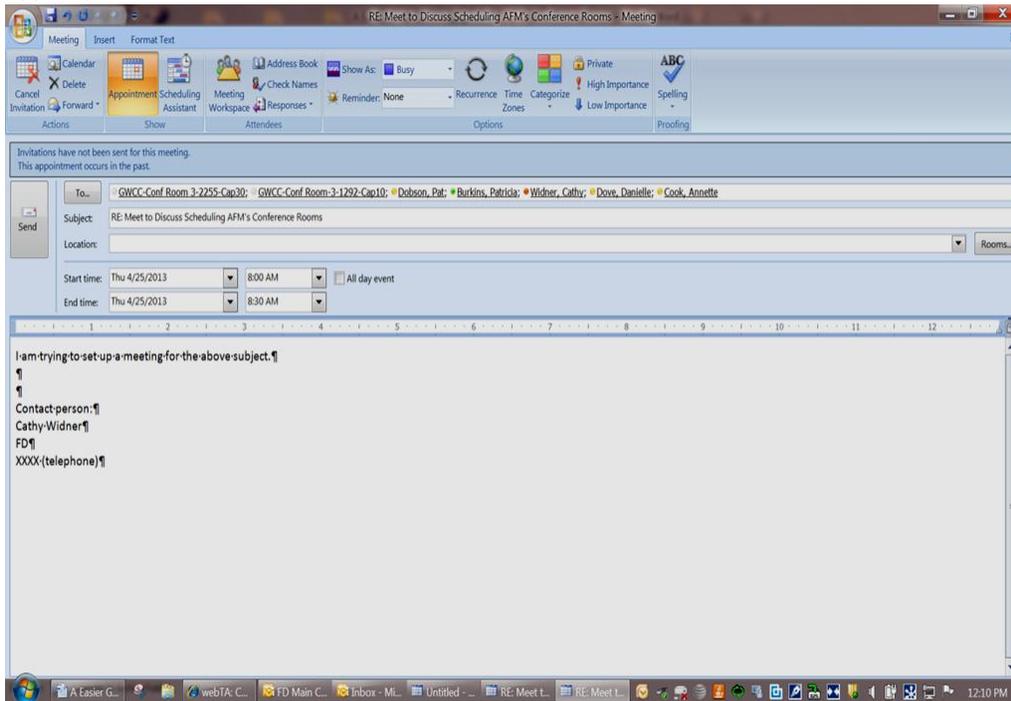
Then below screenshot appears – begin typing GWCC-Conf Room and select or start typing in the room number you would like to check the availability (User can either a single room number or multiple room numbers to check the availability. Also, at this screen User can add the attendee(s) User like to receive an e-mail of the appointment/meeting/etc...

FIGURE 9



Below screenshot should appear

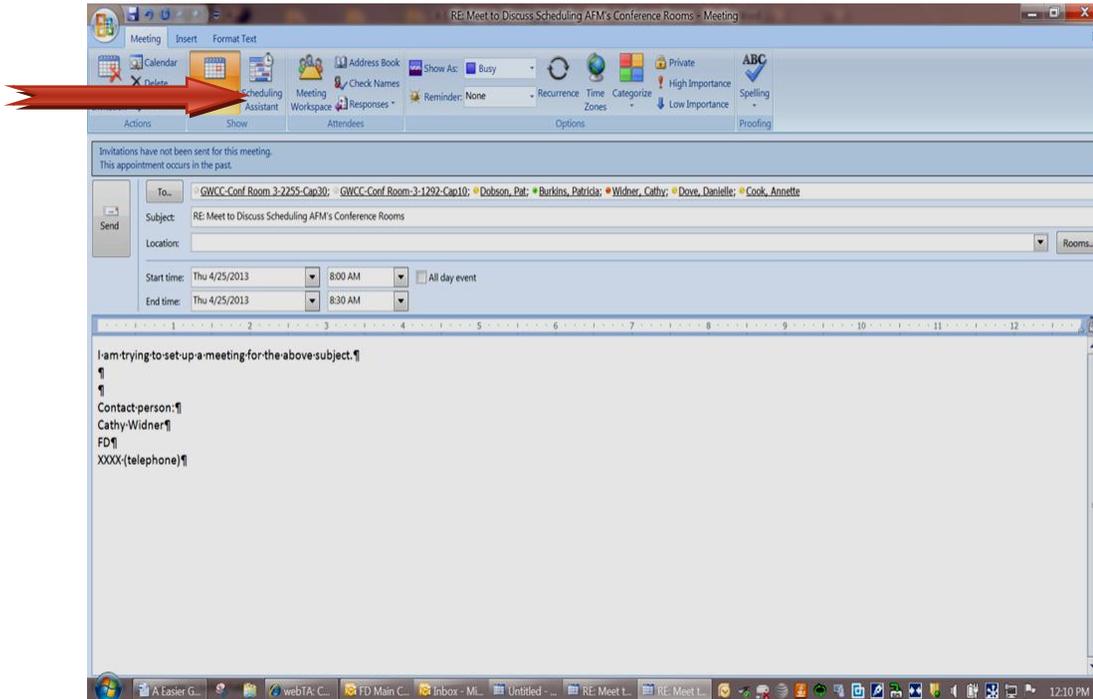
FIGURE 10



Step 6

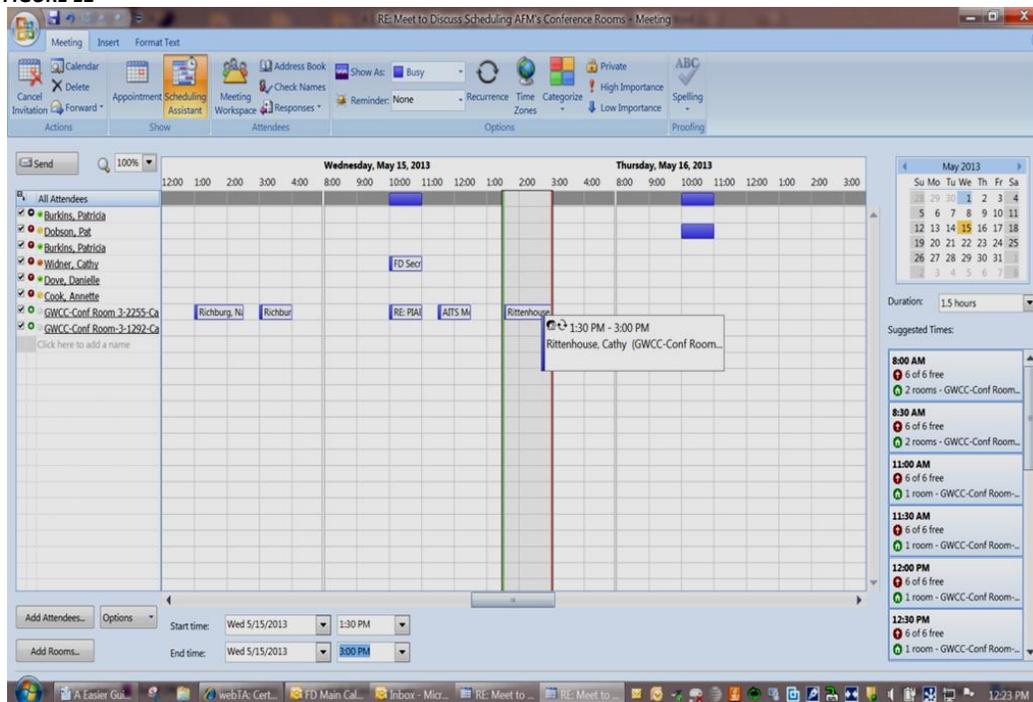
Click on scheduling assistant (red arrow)

FIGURE 11



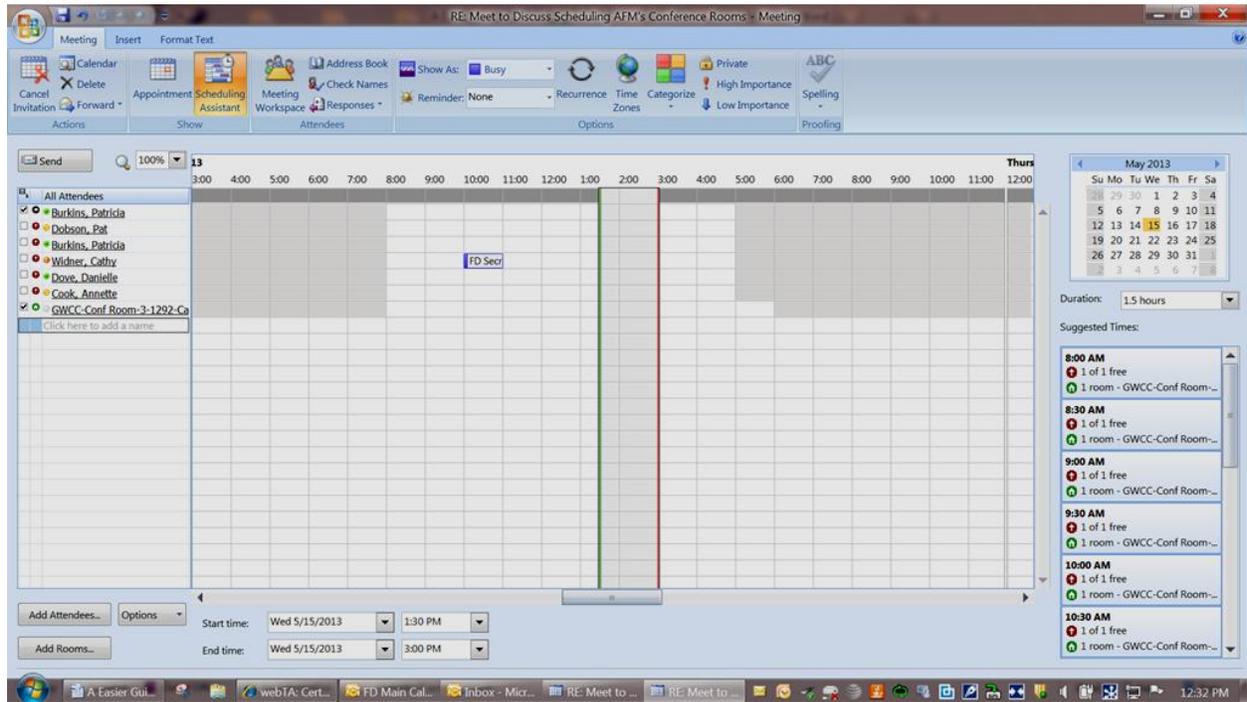
The below screenshot appears

FIGURE 12



Note: User have the option to check the availability on each attendees schedule or you do not have to check the attendees schedule only the conference room or conference rooms you have selected (i.e. as you see above the User was interest in booking a room on May 15, 2013, between 1:30 -3:00). It appears the time slot was taking for Conf Room 3-2555 and it appears to be available to Conf Room 3-1292. Delete 3-2255 from the attendees list by highlighting it. Now, Conf Room 3-1292 remains under the attendees list (Figure 13)

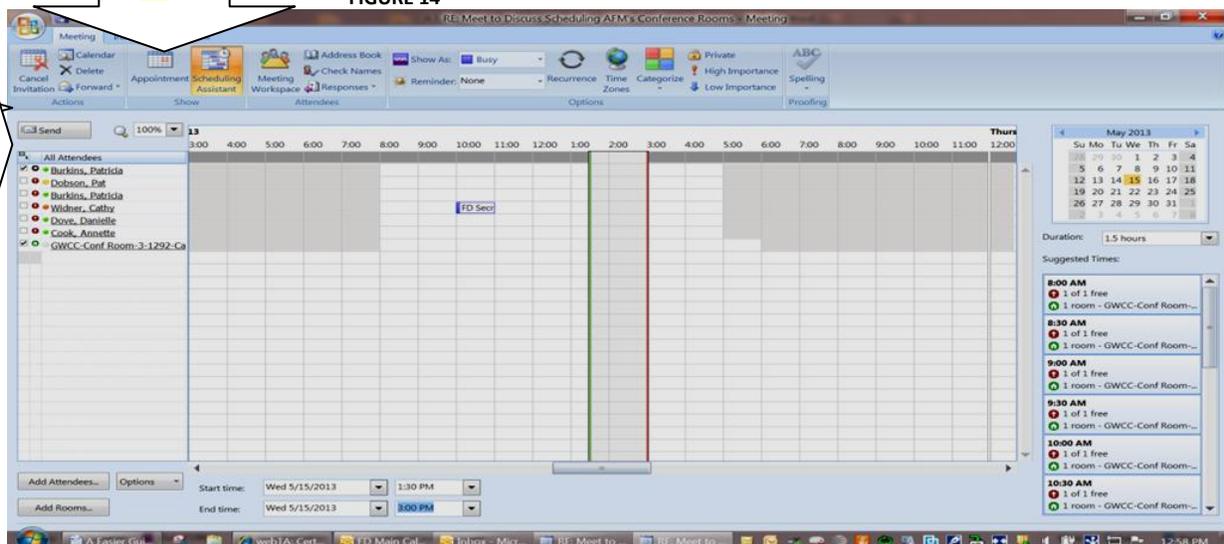
FIGURE 13



Note: User can enter date and time below in the start time and end time, prior to checking the availability. After start time and end time has been enter then user can click on Appointment to go back to review information added to this appointment instead of clicking send. If User decides to send while in this screen, the e-mail goes out. It's an individual preference.

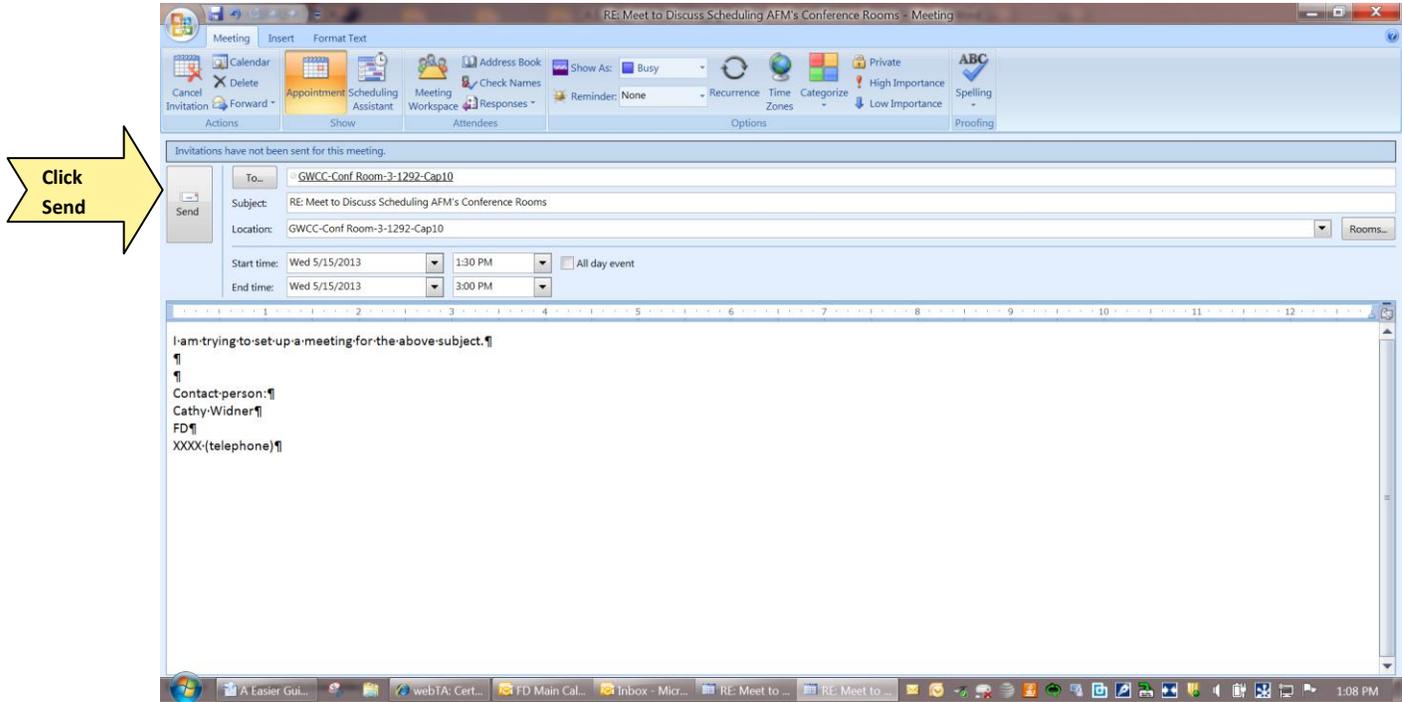
AN EXAMPLE

FIGURE 14



NOTE: If User click on appointment in above screen, it will bring you back to the below screen where User can review information. If information is correct then you can send from this screen.

FIGURE 15



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