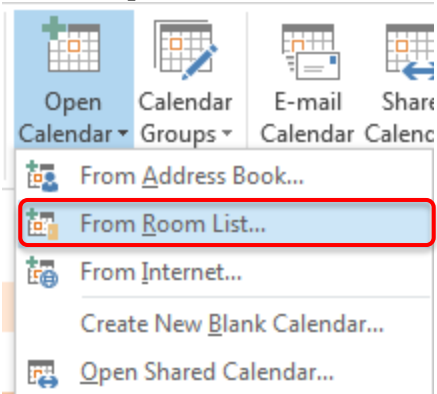


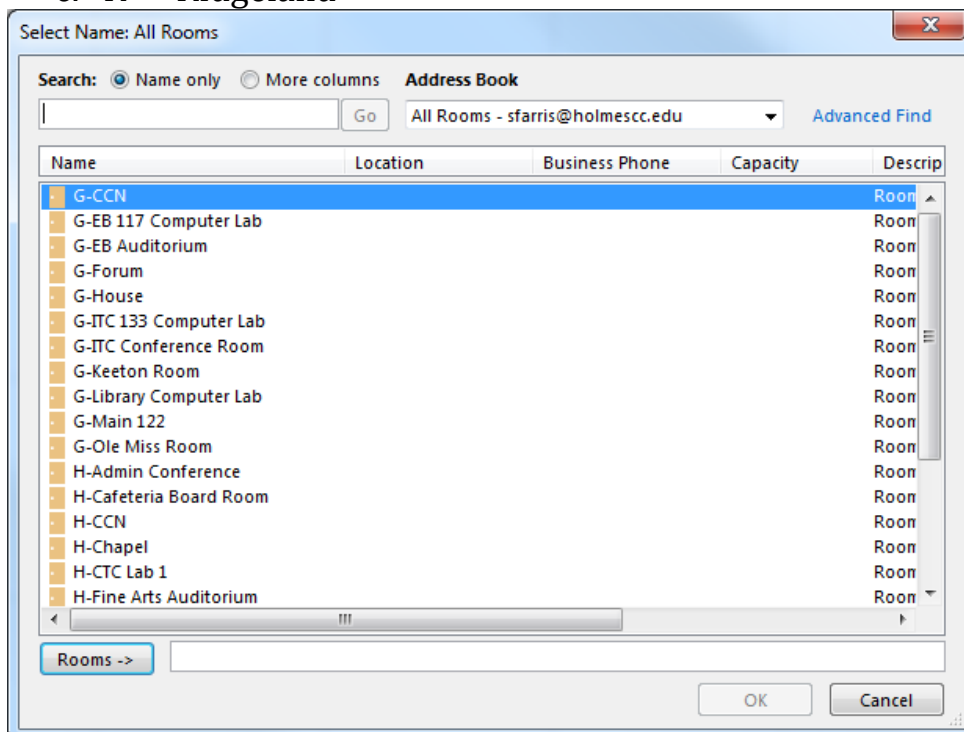
# Outlook

## *View a Room and Check Availability*

1. Open your calendar by clicking “Calendar” at the bottom of Outlook.
2. Click on the “Home” tab.
3. Click “Open Calendar” and then click “From Room List”.



4. Search for the Room you want to view. Notes:
  - a. H- = Goodman
  - b. G- = Grenada
  - c. R- = Ridgeland

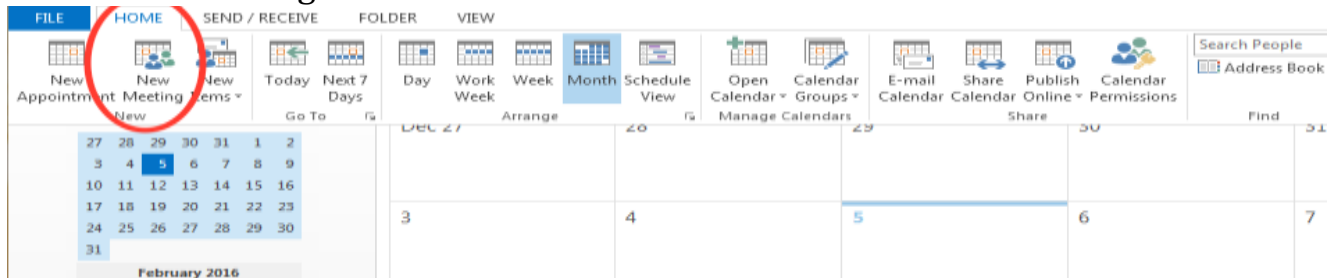


5. Double click on the room and click OK.
6. The Calendar will display.

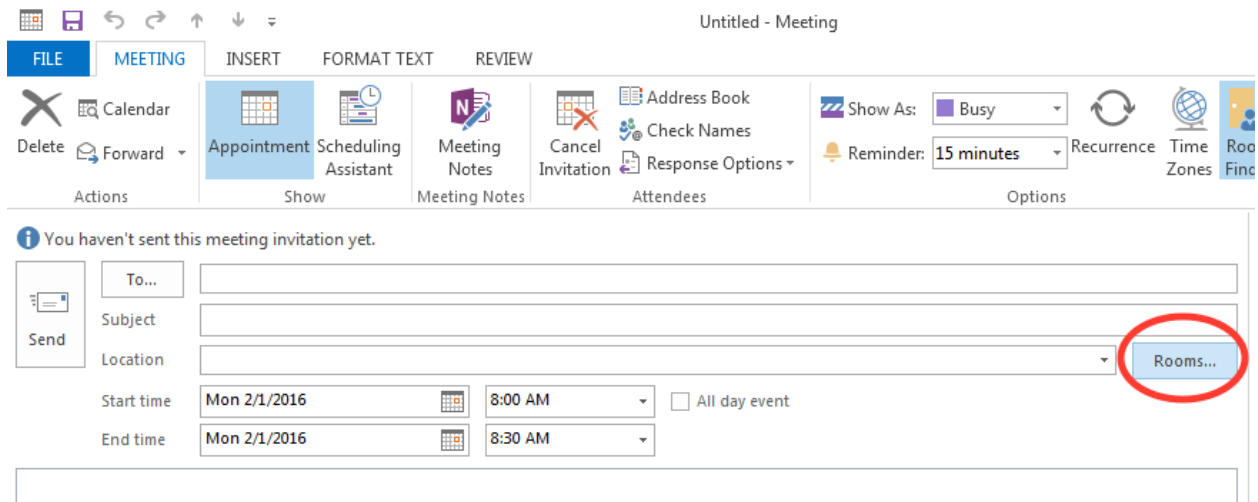
# Outlook

## *Schedule a Room*

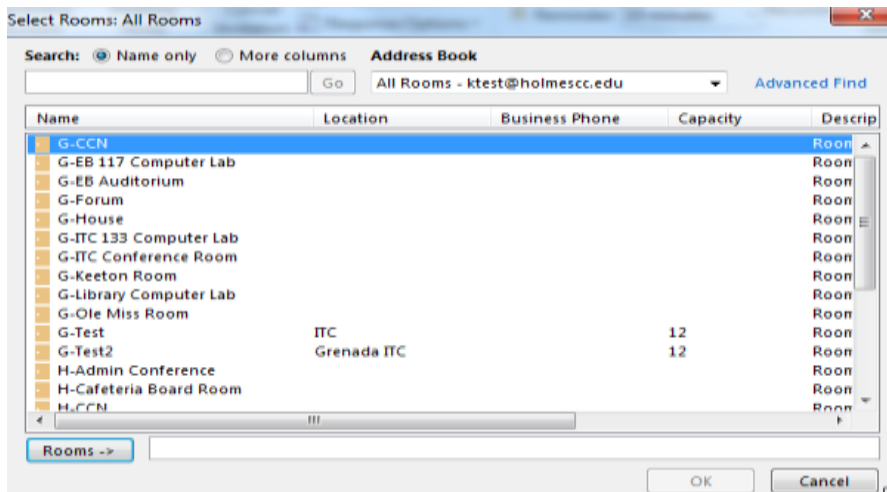
1. Open Your calendar.
2. Select an available day that you would like to schedule a meeting.
3. Click the “Home” tab.
4. Click “New Meeting”.



5. Click “Rooms”.

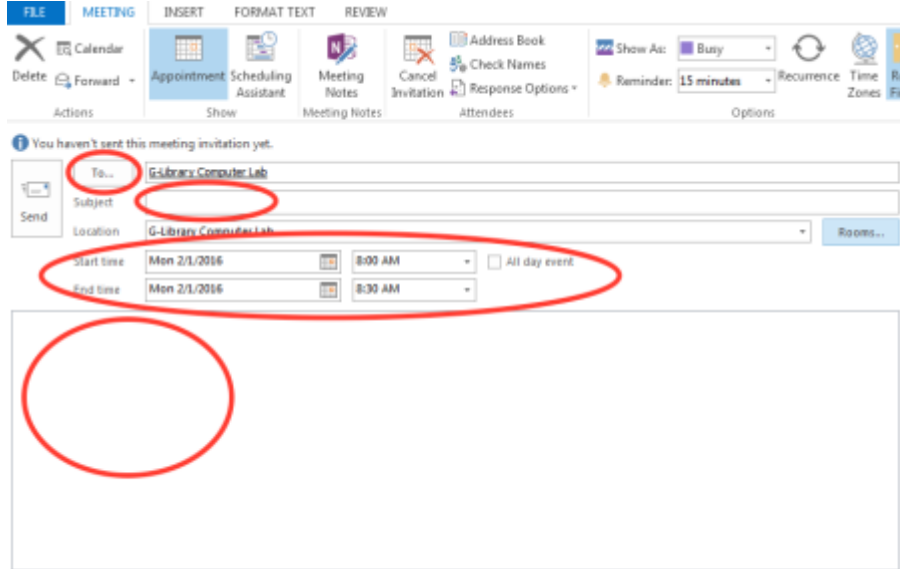


6. Search for the Room you want to view. Notes:
  - a. H- = Goodman
  - b. G- = Grenada
  - c. R- = Ridgeland
7. Double click on the room and click OK.



# Outlook

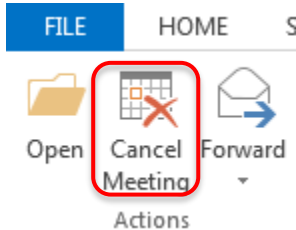
8. Set the date and time, invite attendees, add a subject, and add a message. Then click “Send”.



9. **NOTE:** Some rooms require approval. You will receive an email accepting or denying your request.

## *Cancel a Meeting*

1. Open your calendar.
2. Click on the meeting.
3. Click “Cancel Meeting”.



4. Click “Send Cancellation”.

