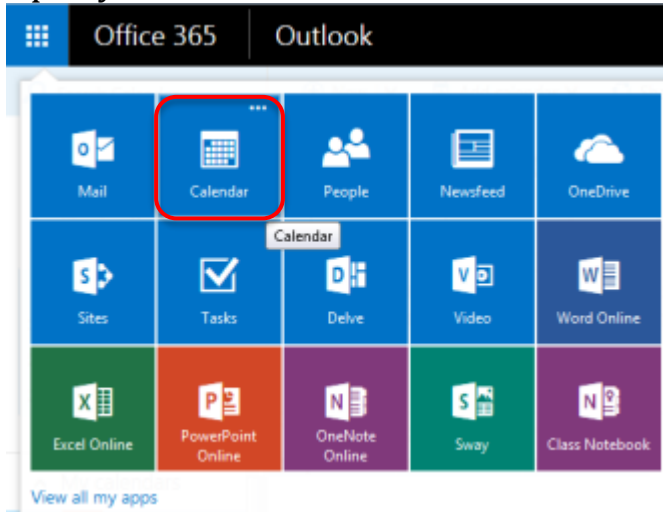


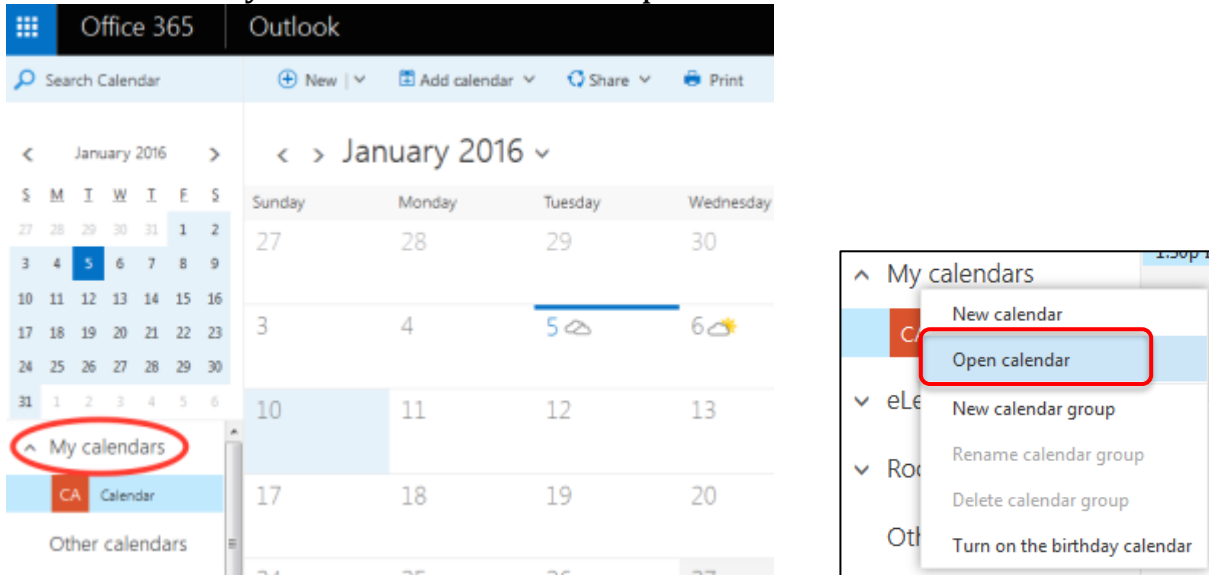
Webmail/Office 365

View a Room and Check Availability

1. Open your calendar.

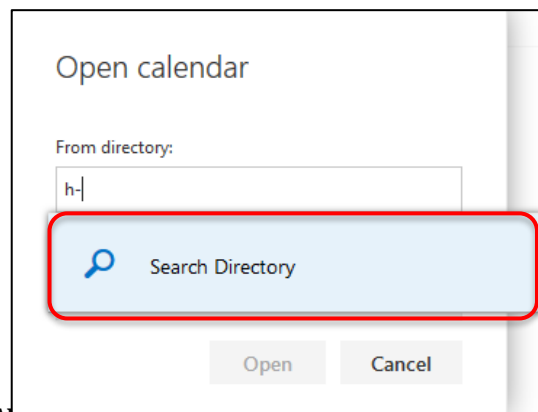


2. RIGHT click “My Calendars” and click “Open Calendar”.



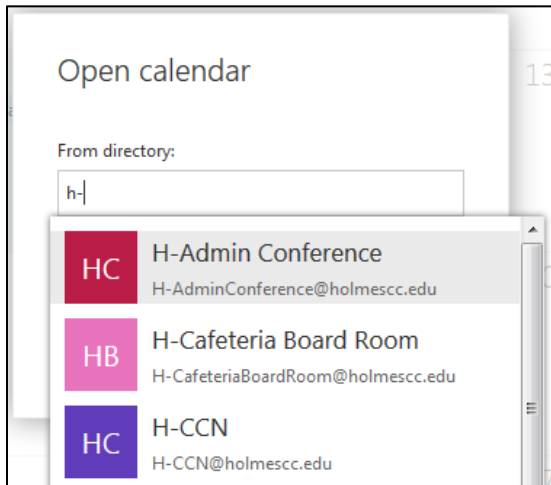
3. Search for the Room you want to view in the “From directory” box. Then click “Search Directory”.

- Notes:
- a. H- = Goodman
 - b. G- = Grenada
 - c. R- = Ridgeland

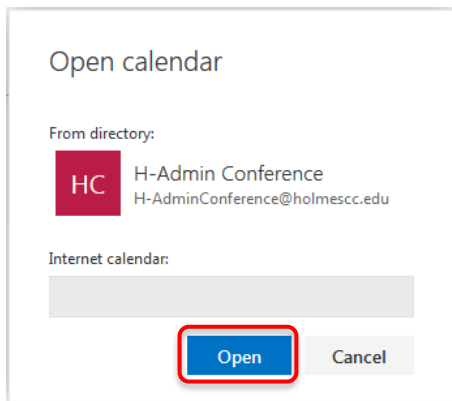


4. Select the calendar that you wish to view.

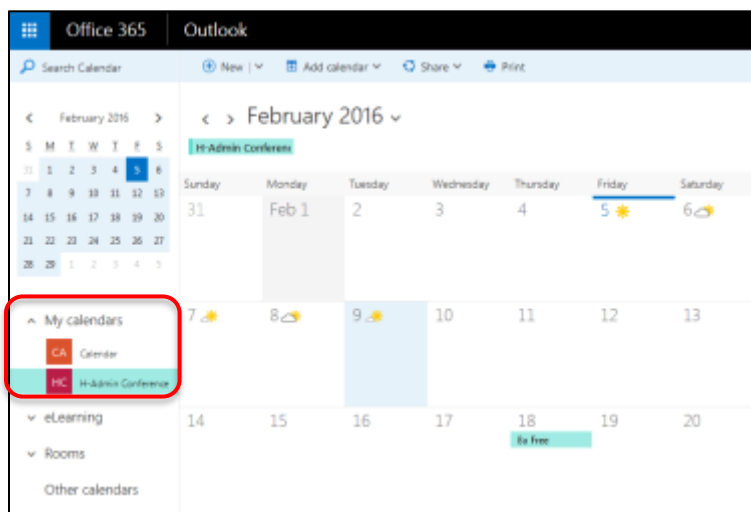
Webmail/Office 365



5. Click "Open".



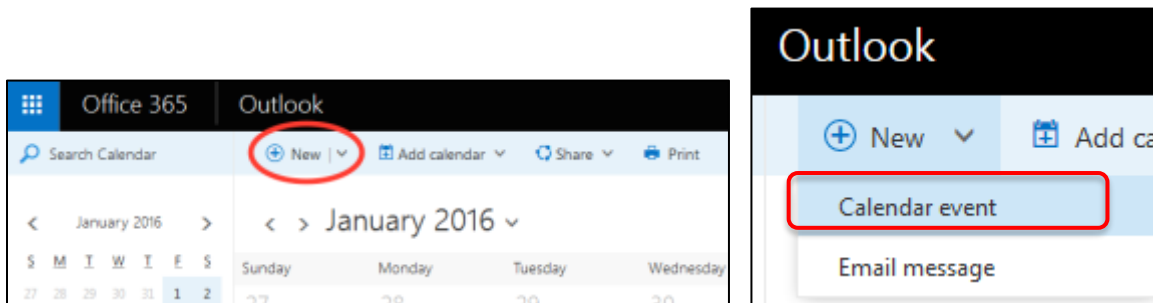
6. Now, select which calendar that you wish to view.



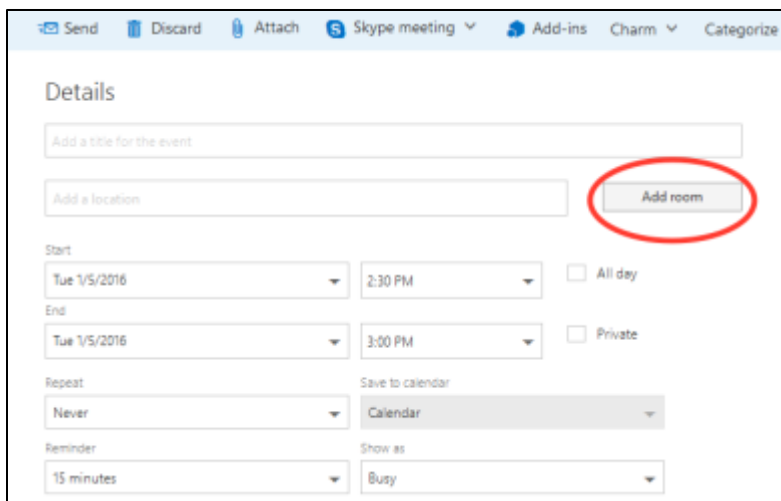
Schedule a Room

Webmail/Office 365

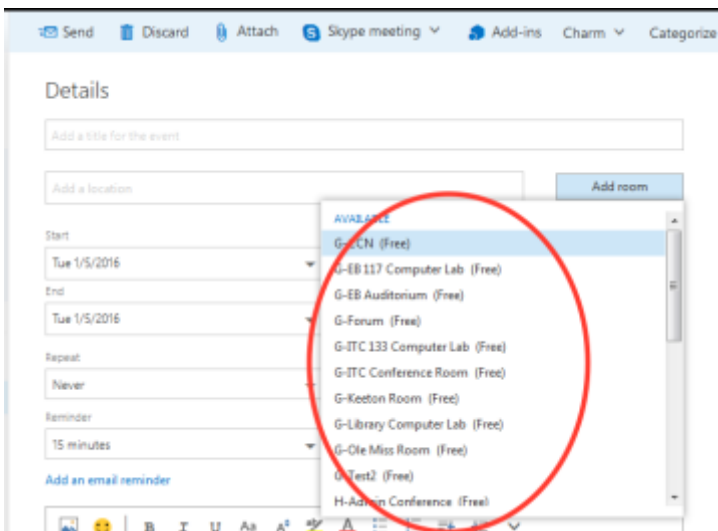
1. Open your calendar.
2. Select an available day that you would like to schedule a meeting.
3. Create a New Calendar Event by clicking “New” and then clicking “Calendar event”.



4. Select “Add Room”

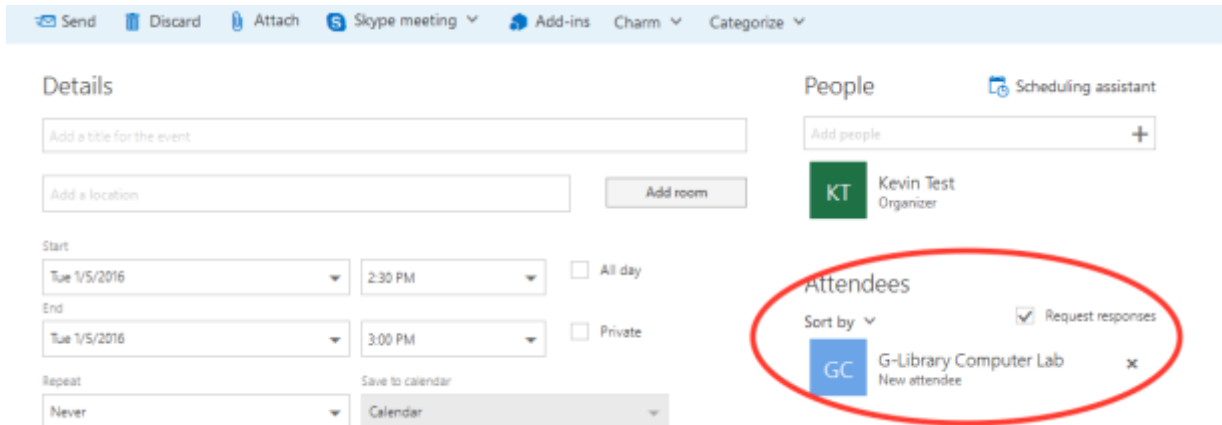


5. Select the room you wish to use.

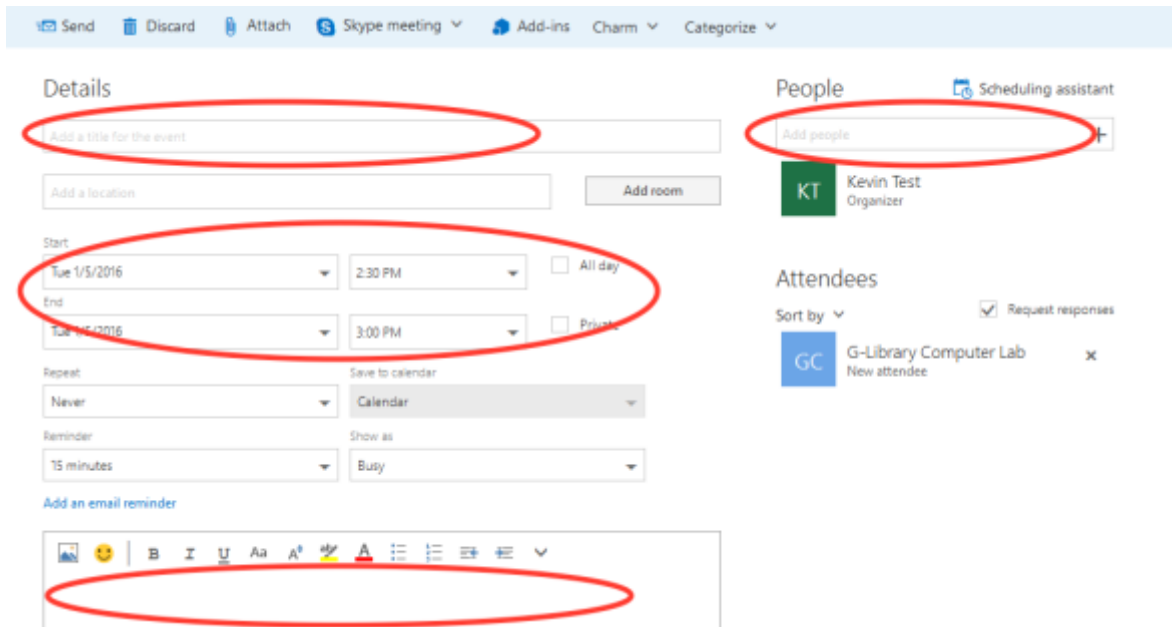


Webmail/Office 365

6. The room will appear as an Attendee



7. Now, set the date and time, invite attendees, add a subject, add a message and send.



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

Cancel a Meeting

Webmail/Office 365

1. Open your calendar.
2. Click on the meeting/event.
3. Right click on the meeting/event.
4. Click "Cancel" and then click "Send the cancellation now".

