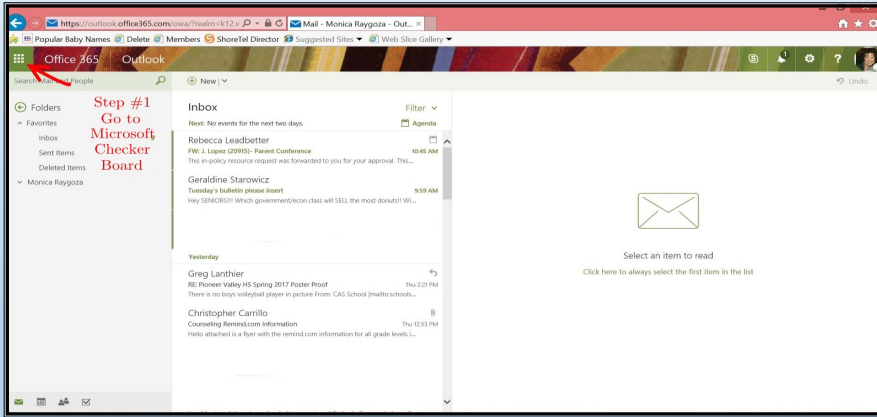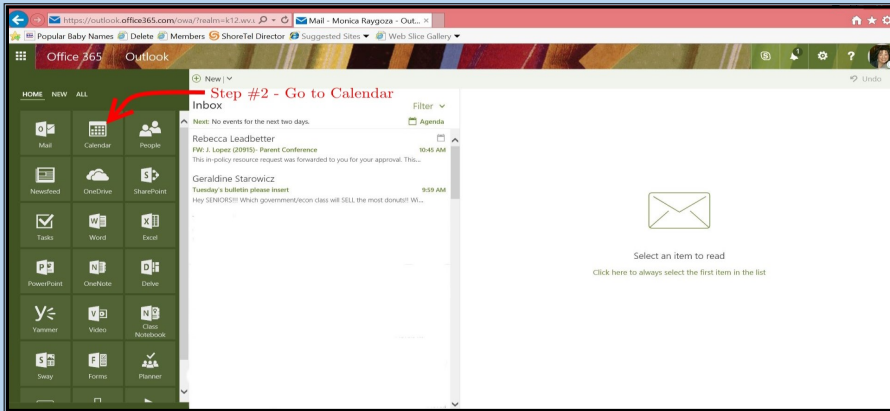# *Instructions:* How to reserve a Conference Room/Library/Computer Lab with <u>Outlook Web</u>
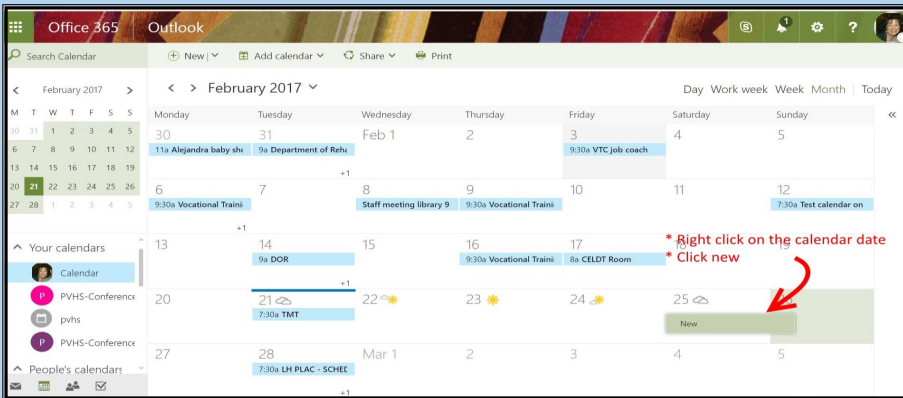

Step #1 -

♦ Go to your email

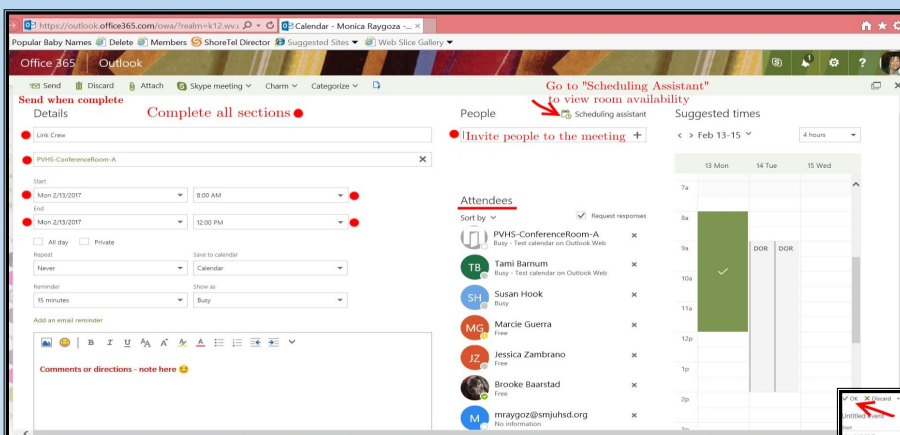♦ Click on Microsoft Checker Board

Step #2 -
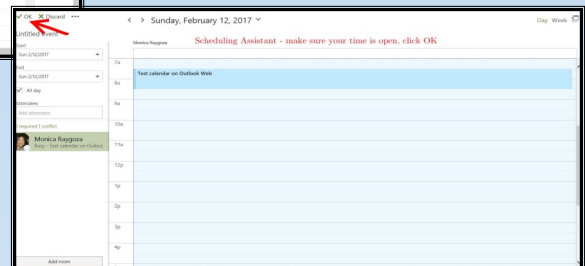
♦ Go to Calendar

Step #3 -

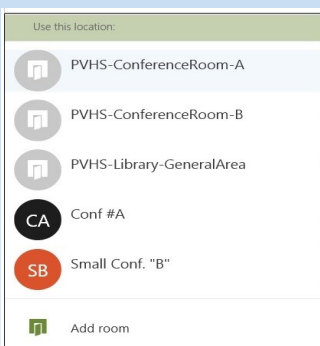♦ Right click on the calendar date

♦ Click new

Step #4 -

♦ Verify availability for your room by viewing Scheduling Assistant

Step #5 -

♦ Drop down rooms

♦ Double click on the room you would like to reserve

♦ Invite attendees and

♦ Complete all Sections

All done   Easy . . . .