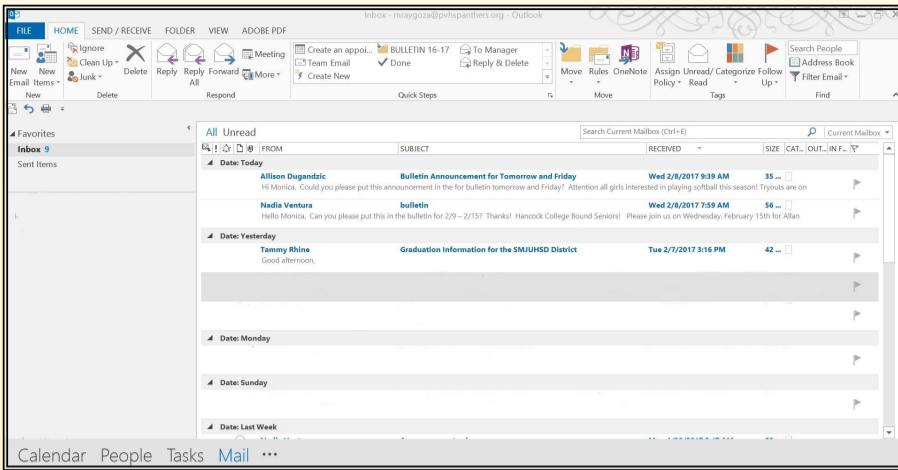
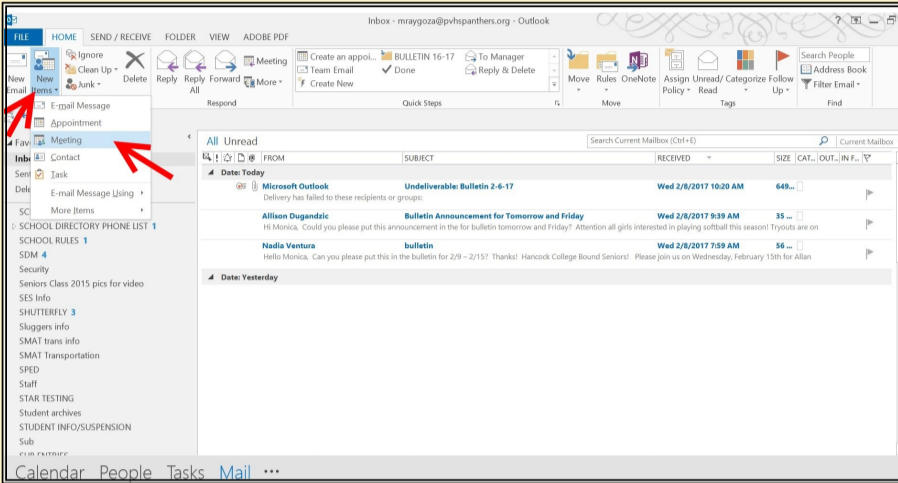


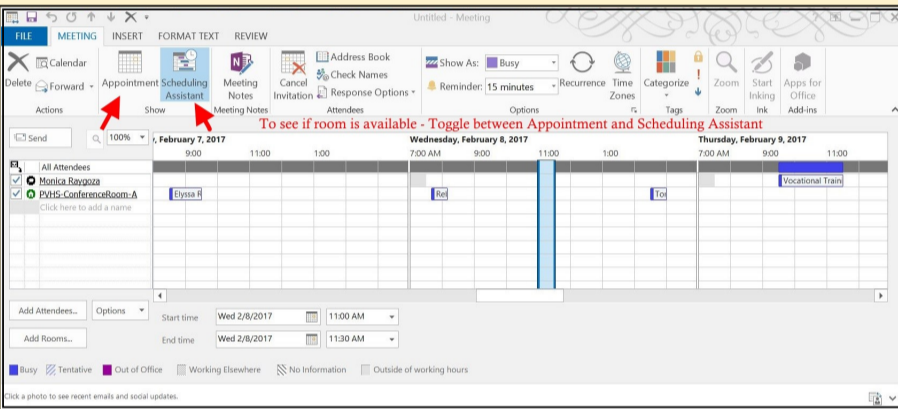
# Instructions: How to reserve a Conference Room/Library/Computer Lab with Outlook Desk Top Client Version



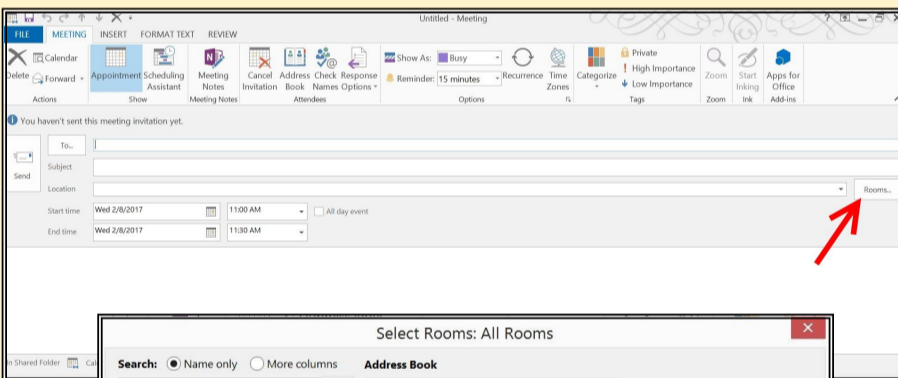
Step #1 - Go to your email



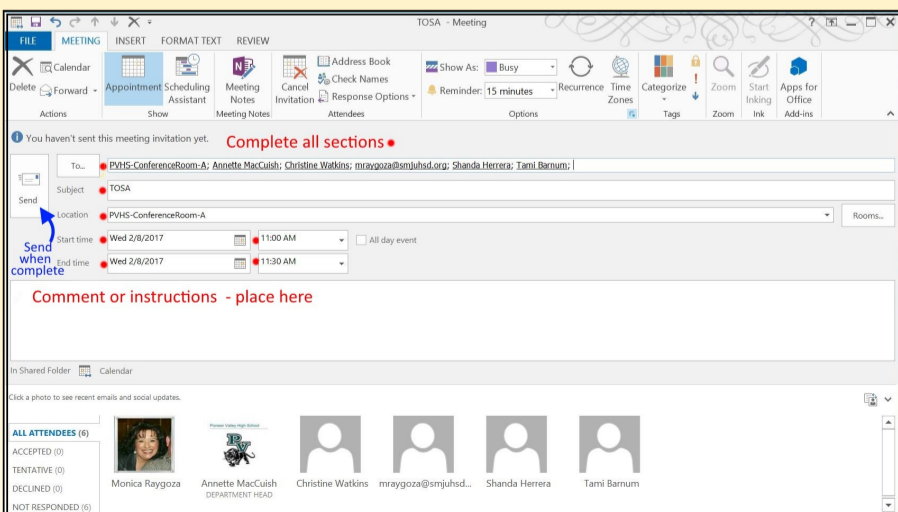
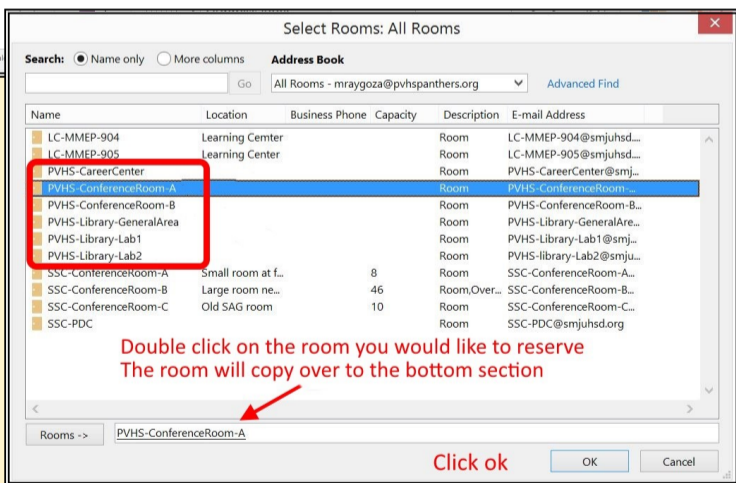
Step #2 - Go to "New Items" (drop down) select meeting



Step #3 - Verify availability for your room by viewing "Scheduling Assistant"



Step #4 - "Drop down rooms"  
Double click on the room you would like to reserve,  
Click ok,



Step #5 - Complete all sections  
Final step - click send

Easy.....