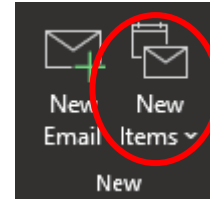
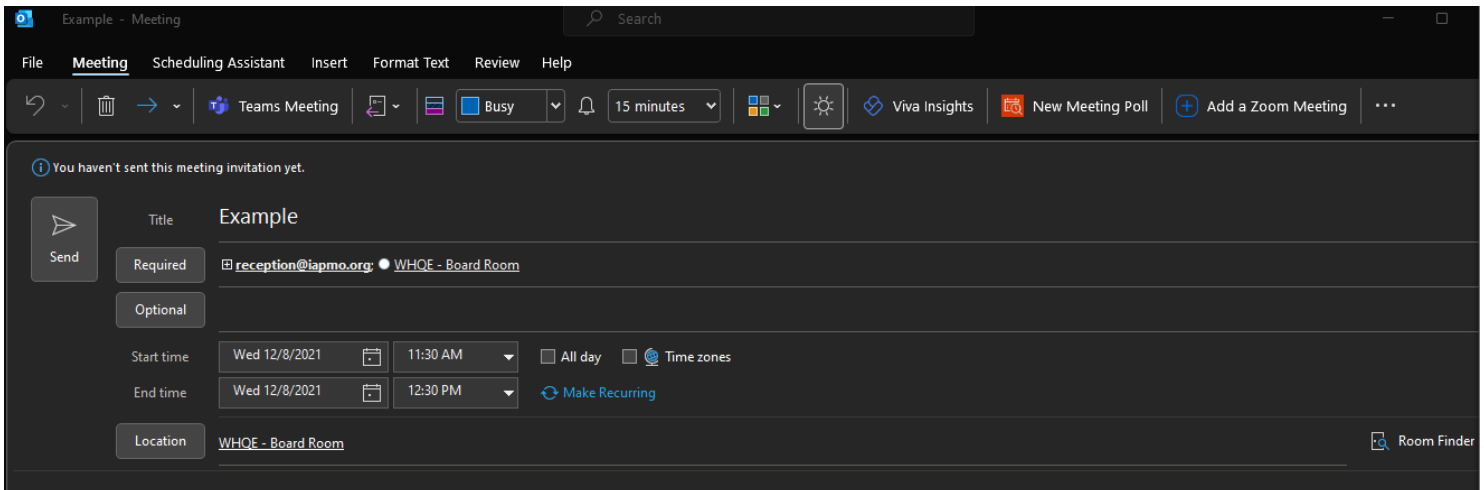


How to Reserve a Meeting Room Via Outlook.

1) You will need to click the drop-down arrow on the New Items button towards the top left of the Outlook Window and select the Meeting option.



A pop-up will appear like the one below.



You will need to input the **title** of your meeting, **required attendees**, **duration** of meeting and the **location**.

For the location, you can begin to type in which meeting room you would prefer, and the option should automatically show up for you. (Note: If the location shows up as "Microsoft Teams Meeting automatically, delete that information and input your correct meeting room)

Once you input all the required information for your meeting, you can simply press "Send" and your meeting should be approved if there are no other conflicts.

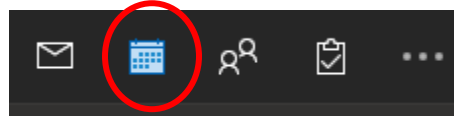
Please remember it is the sole responsibility of the meeting organizer to contact all attendees, and the other IAPMO Group business units if they need help with meeting room setup.

- IT – Technical assistance
- Warehouse – Room Set-up assistance
- Travel – Travel accommodations, snack and beverage/meal ordering and set-up
- Front Office – Coffee/Tea and ice set up

****Please note that all Business Units require at least 24 hours' notice to accommodate meeting room set up request****

How to Check if a Meeting Room is Reserved:

Click on the Calendar icon towards the bottom left of your Outlook Window.

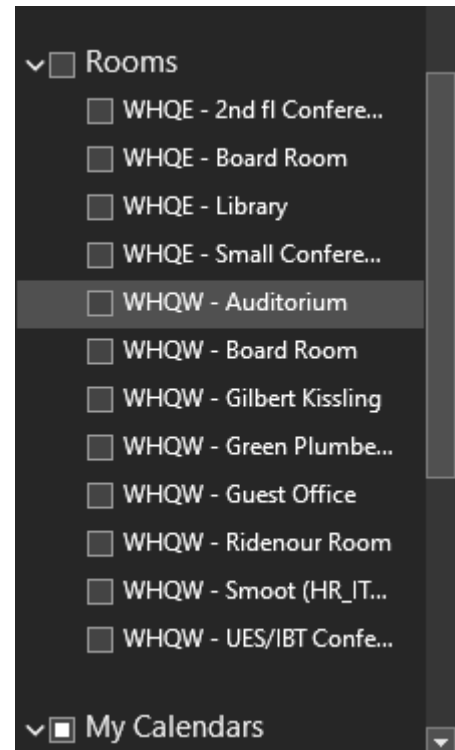


Towards the bottom left of your Outlook window, a box like the one pictured to the right should appear, this allows you to pick any meeting room you would like to add in your calendar view.

If you cannot see the list of meeting rooms, you may need to click the small drop-down arrow next to the "Rooms" check box.

Click the check box next to the name of the meeting room you would like to view to see that room's calendar.

Notes: If a meeting room is already booked, you will see a conflict and no matter who has scheduled the meeting, it should still show up on the calendar as booked.



If you need any further assistance, please reach out to frontoffice@iapmo.org