How to Schedule Conference Rooms in Outlook

Employees can schedule conference rooms for meetings on their Outlook calendar. With the Outlook Conference Room Booking system, users can see free/busy times for conference rooms, and conference room requests can be approved automatically (Cougar Room needs to be approved by President Office).

A conference room has its own calendar, which can be viewed in a meeting request much like an individual's calendar. When a request for a conference room is accepted, an event is added to the conference room's calendar.

Scheduling a Conference Room (hyperlinks will be added after we add the How to online)

- Outlook
- Webmail

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- Outlook
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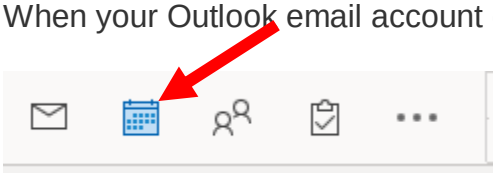
Scheduling a Conference Room

To schedule a conference room for your meeting, follow the instructions below. Please note: only the meeting organizer will be able to schedule the conference room for that meeting. Outlook treats the conference room as a guest, meaning you invite the room to the meeting. Once a conference room is added, it appears in both the "To:" and "Location:" invitation fields.

In Outlook Desktop Client

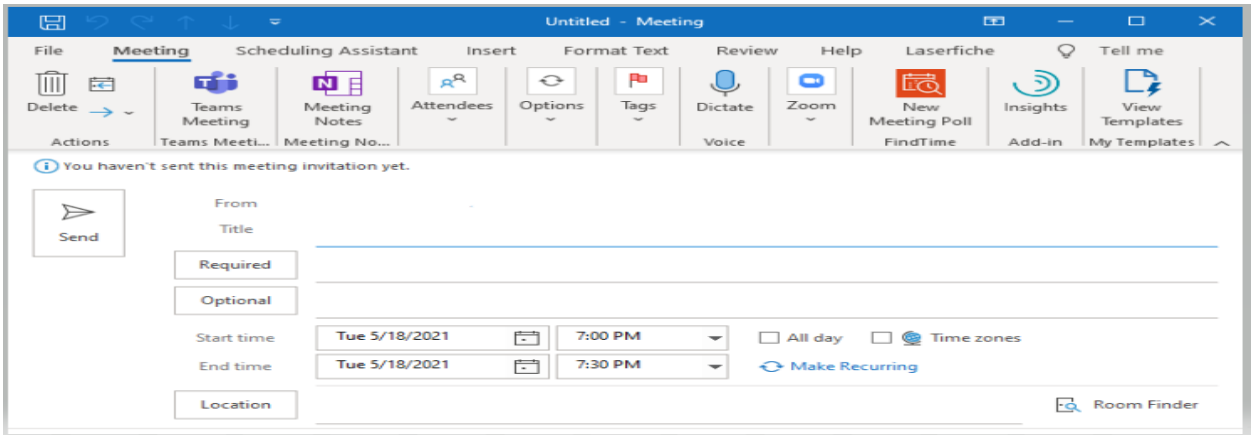
1. Click on the Outlook Desktop Icon.

When your Outlook email account opens, click on **Calendar**.

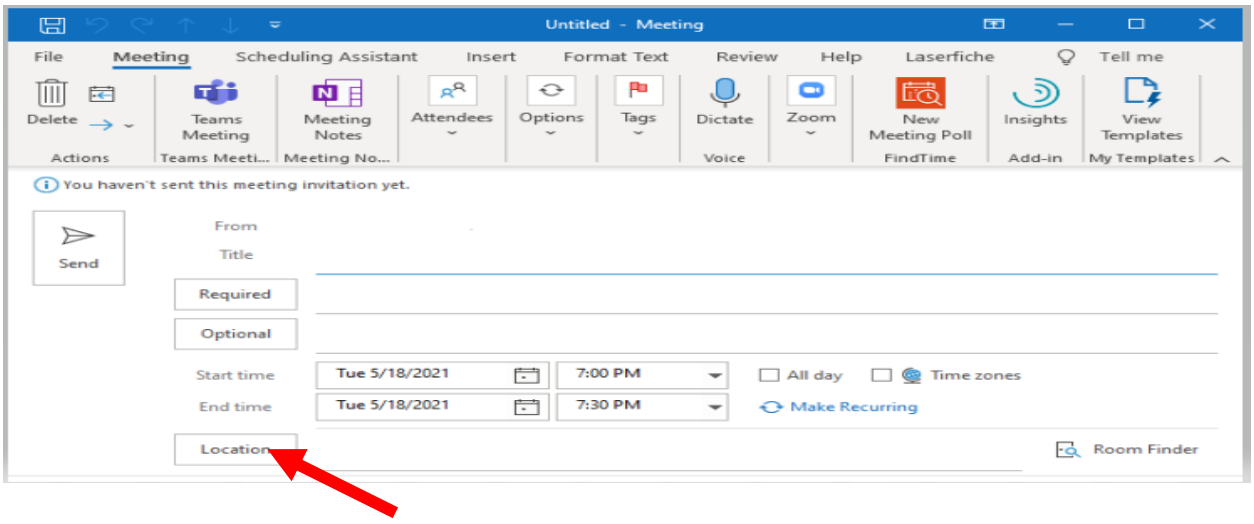


2. In the Home tab, click on **New Meeting**.

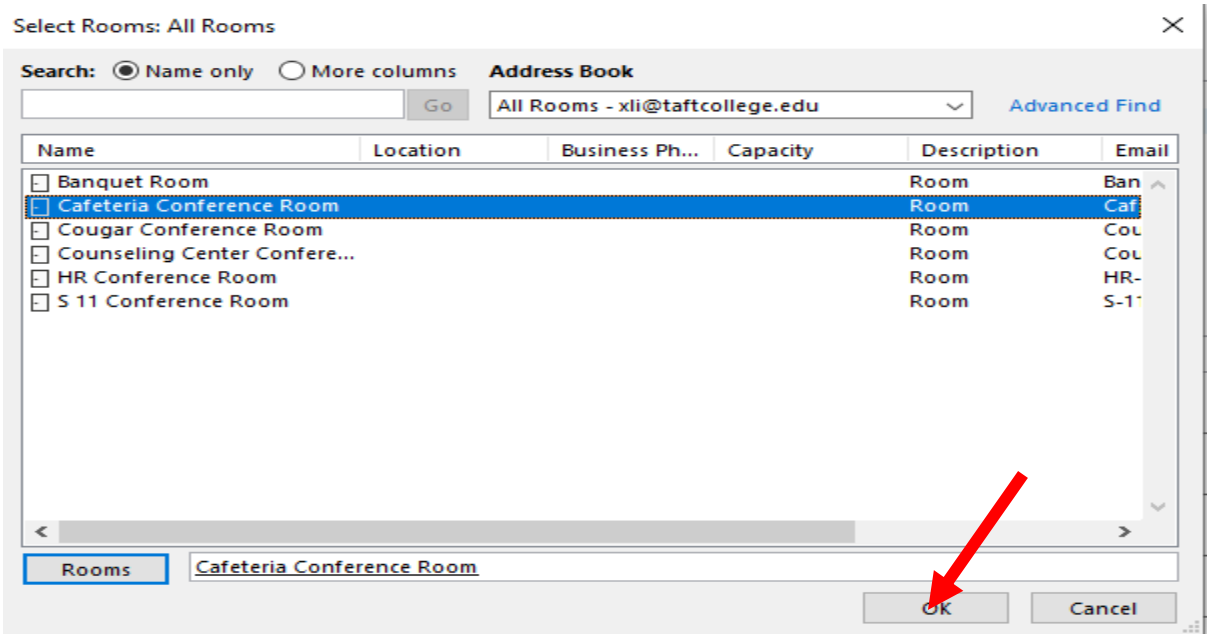
3. The untitled – Meeting window will open.



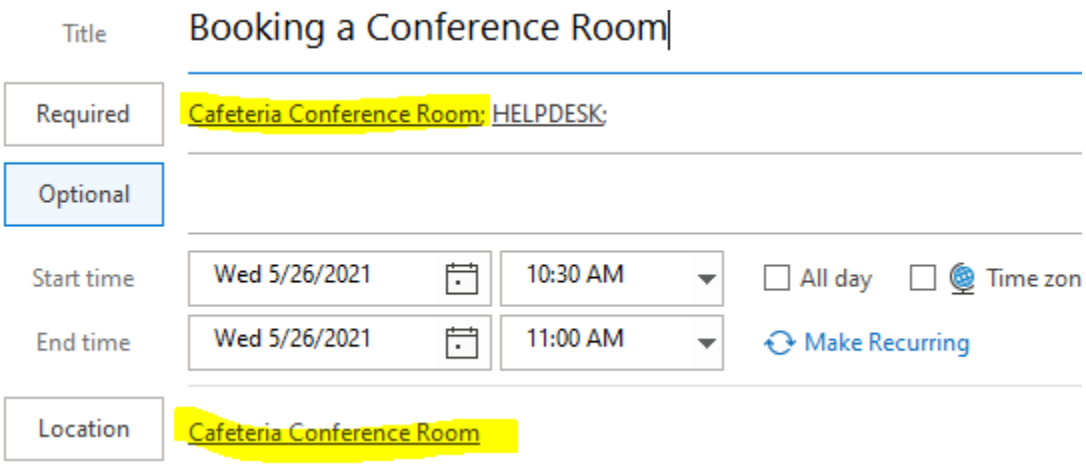
4. After filling out the meeting information such as, **TO, Title**, **Date, and etc.**, Click on **Location**.



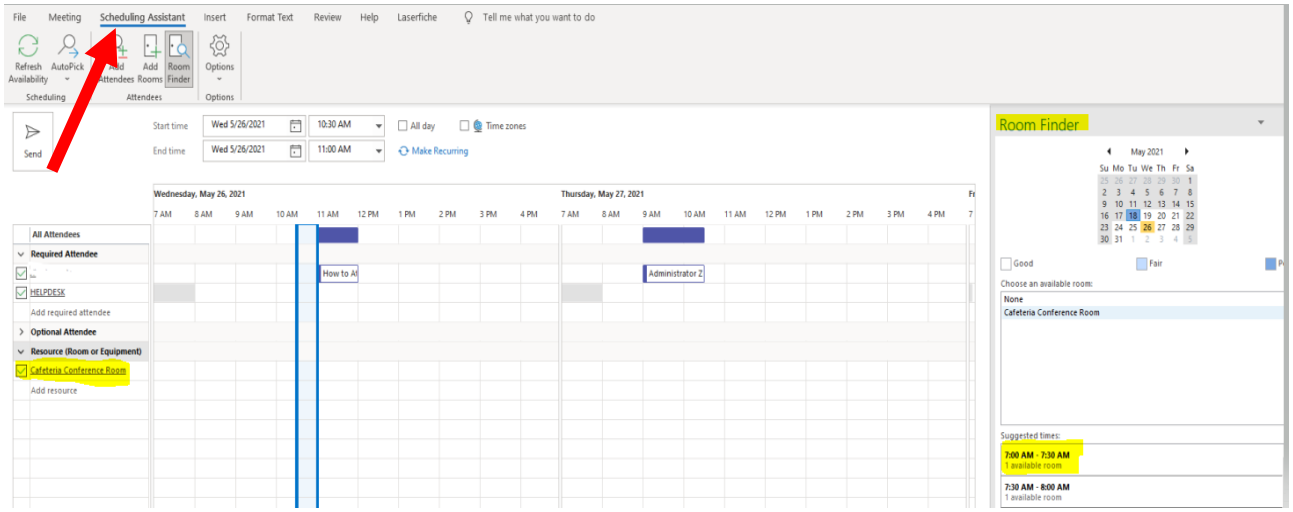
5. A list of conference rooms will appear. Select the room by double clicking on it. It should appear in the bar next to rooms. Click **OK.** In this example, two rooms were selected.



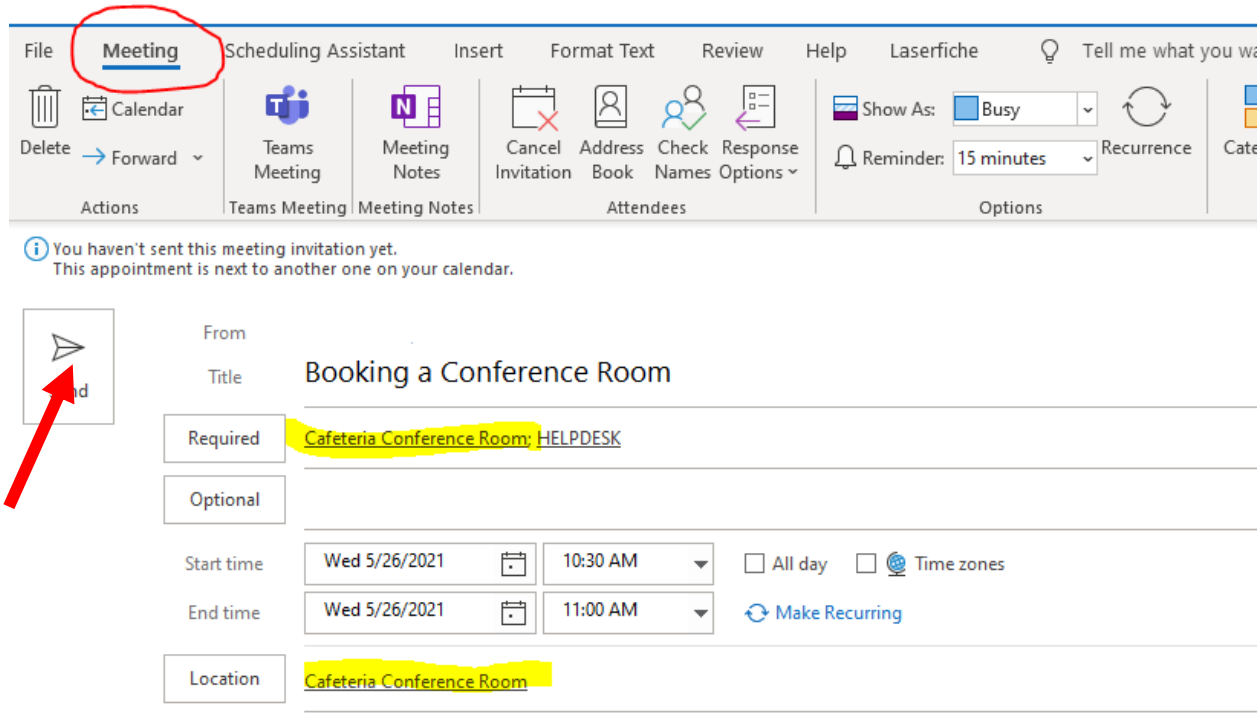
6. The room will appear in both the **Required** and **Location** area.



7. Click on **Scheduling Assistant** to view the room's availability

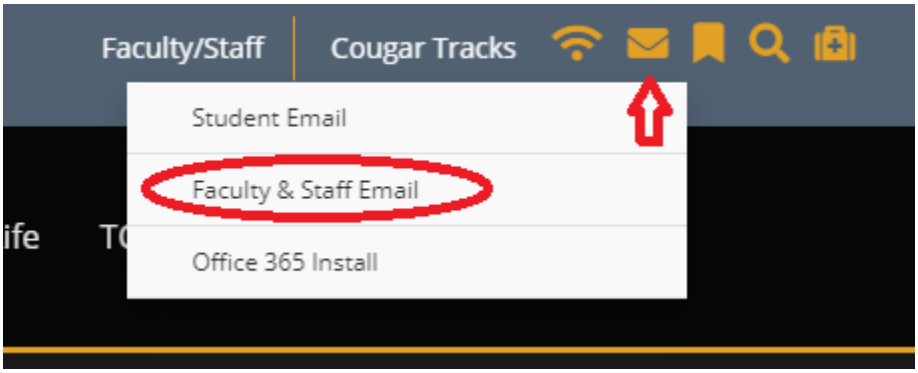


8. If the room is available, then back to Meeting, the room selected will appear in the **Required** area along with the invited guests. Click **Send** to finalize your meeting and your location.

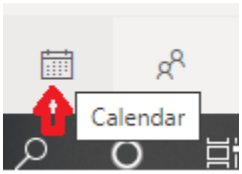


In Webmail (Outlook Web Access)

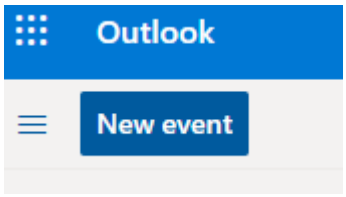
1. Go to http://www.taftcollege.edu/ , under **the icon of email**, click on **For faculty and staff**. Log in using your username and password.



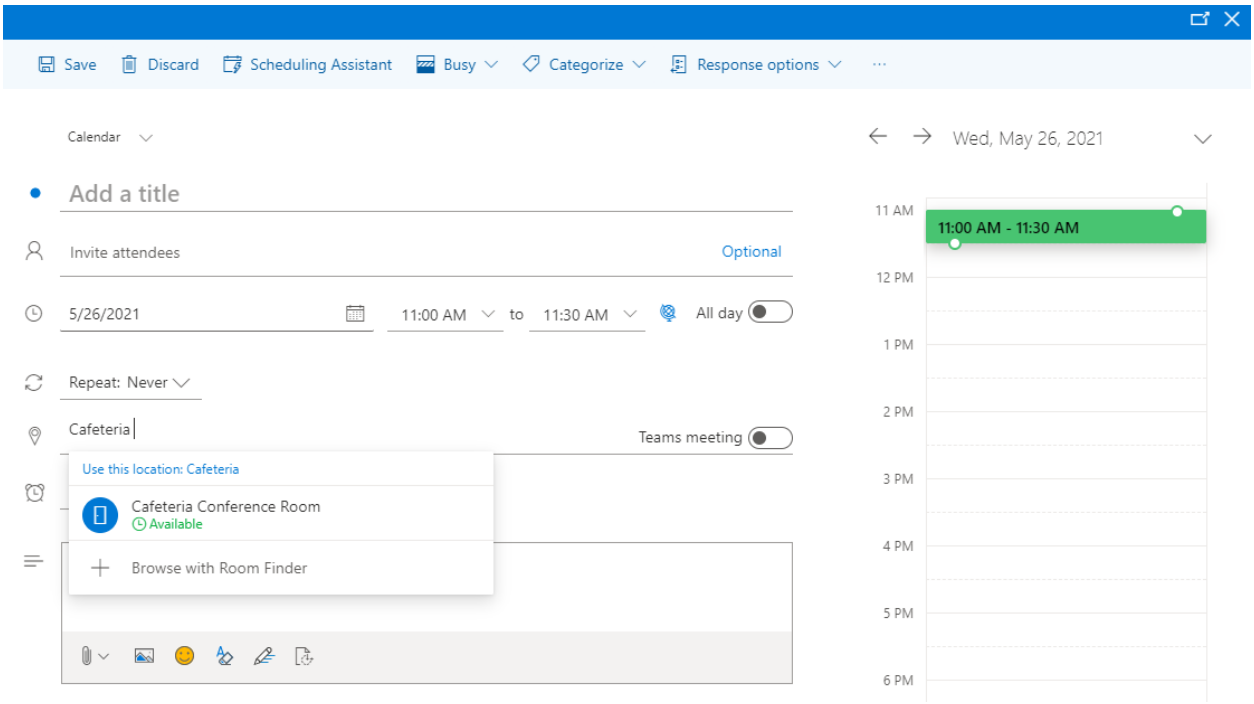
2. When Webmail opens up, click on **Calendar** on the bottom left corner.



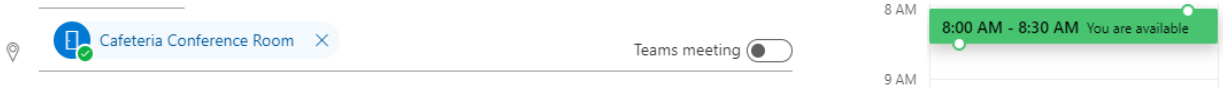
3. Click on **New Event** on top left corner.



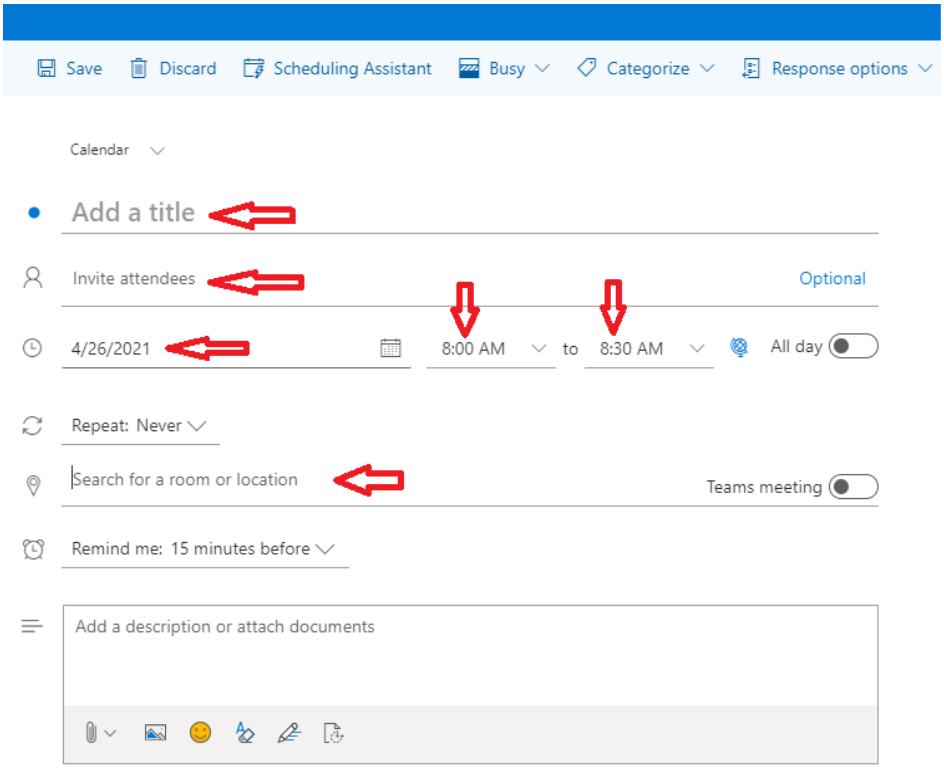
4. New pop-up window will open, click on **Search for a room or location.**



5. From the rooms and availability calendar, select the room and the date. The green highlighted area indicates the room is available. If available, click on the room. It will appear in the Location area.



6. In the new event window the room will appear in the **Location and Resource** area. Complete the request by filling out the (**Add a title**, **Invite attendees**, **date**, **Start time/End time**, both the **date** and the **time**). Then click **Send**.



Viewing a Conference Room's Calendar

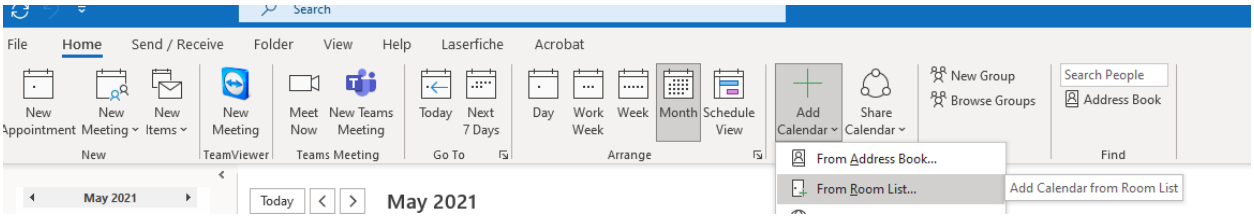
You can view the calendar for a conference room to see if it is available.

In Outlook Desktop Client

Viewing a conference room

1. In Outlook, go to your calendar and click on "Add Calendar".

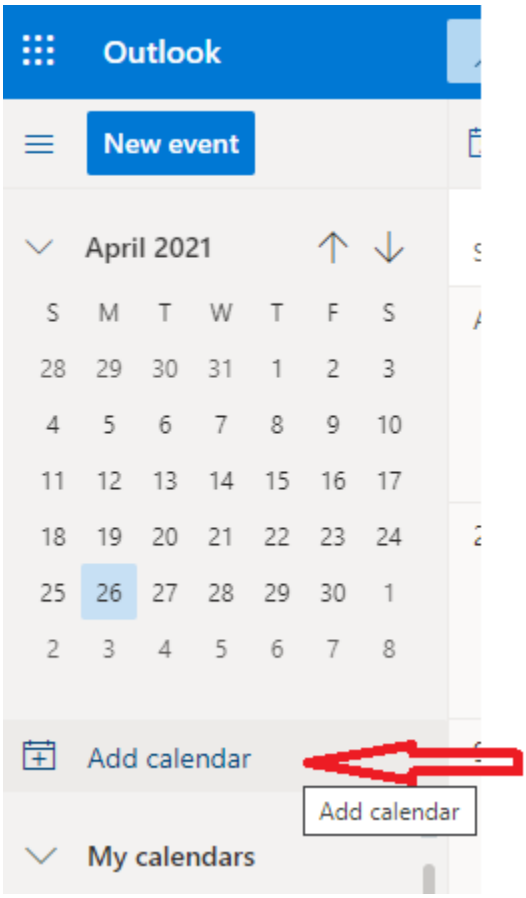
2. Select “From Room List” from the menu



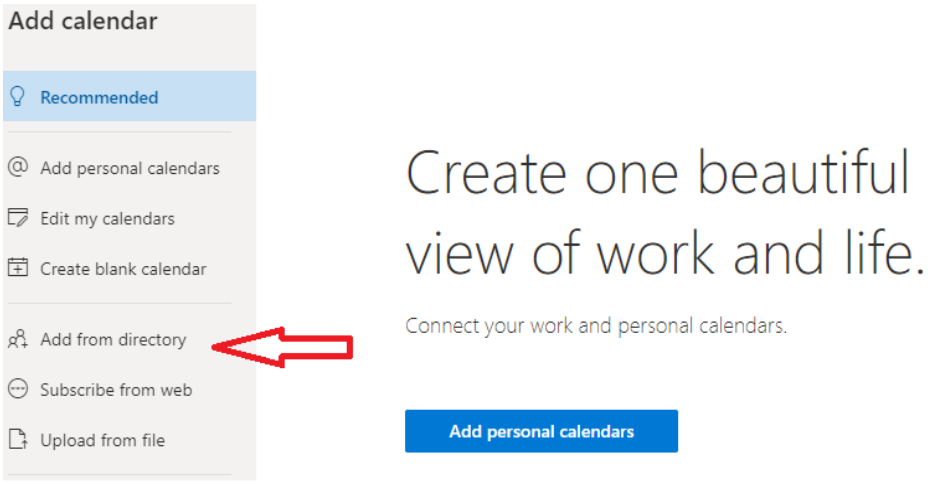
3. You will see a list of conference rooms available to you. Select the conference room whose calendar you wish to view.
4. It will now be available as a calendar you can view.

In Webmail (Outlook Web Access)

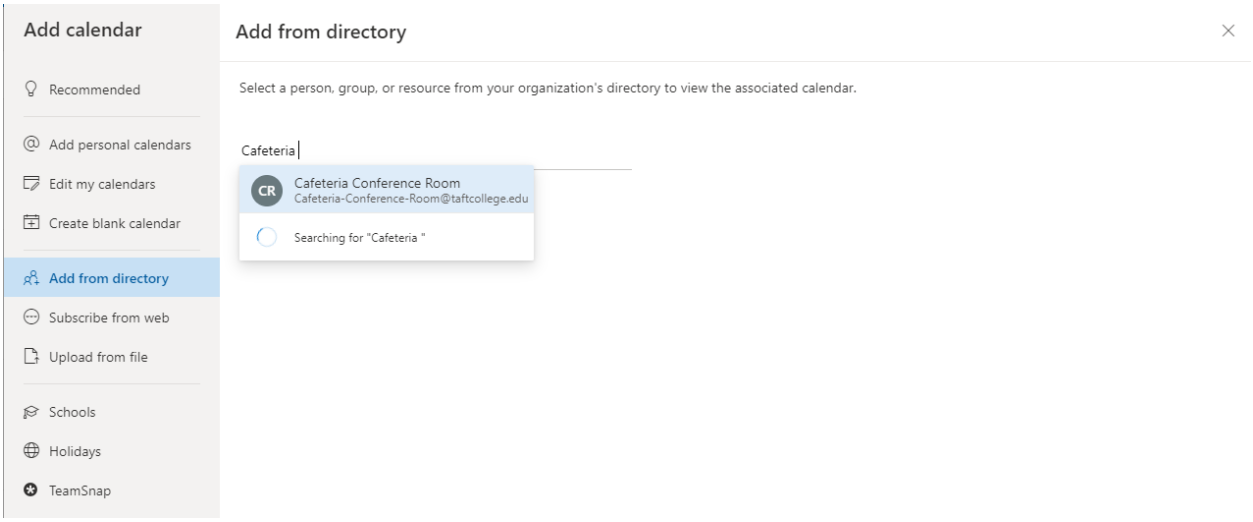
1. In Webmail, go to your calendar and click on “Add calendar.”



2. A window prompting you to “Add Calendar” will appear. Select “Add from directory.”

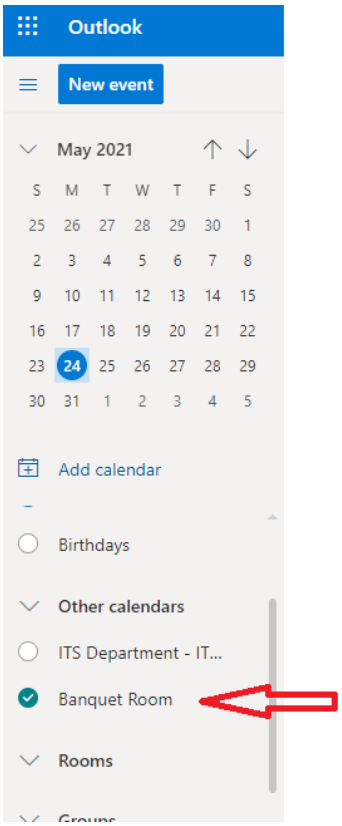


3. Enter conference room name.



4. You will see a list of conference rooms available to you. Click on the conference room whose calendar you wish to view and click add.

5. The conference room will appear in the “Other calendars” in the left-hand side pane.



If you have questions or need help in scheduling a conference room, please contact.

Makayla Perry

Department: Human Resources

Telephone: (661) 763- 7988 or (661) 763-7900