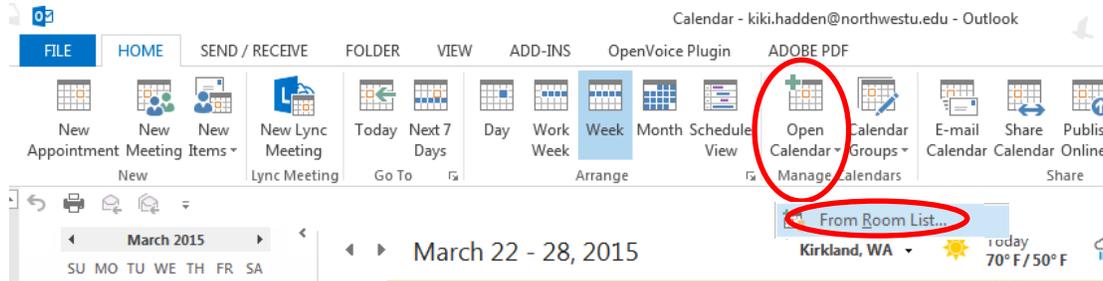


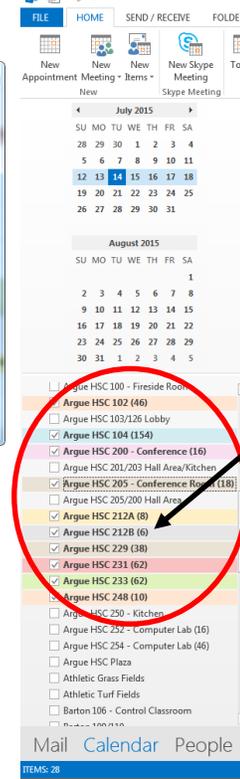
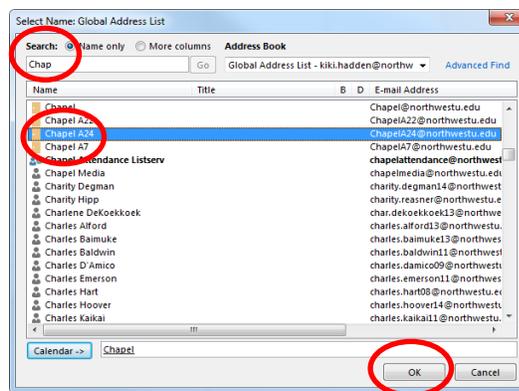
VIEWING Room Availability in Outlook 2013

To see the availability for each room you will need to open the room calendar in Outlook 2013. Follow the steps below to view room calendar.

1. Go to your calendar in Outlook 2013
2. Click "Open Calendar" (Home tab)
3. Click "From Room List"



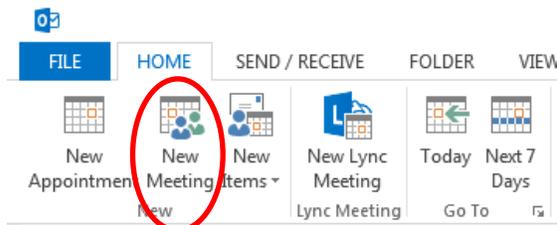
4. Type the room name in the search field.
5. Double click the room and then click "OK"
6. The calendar will now be displayed in the left hand panel.



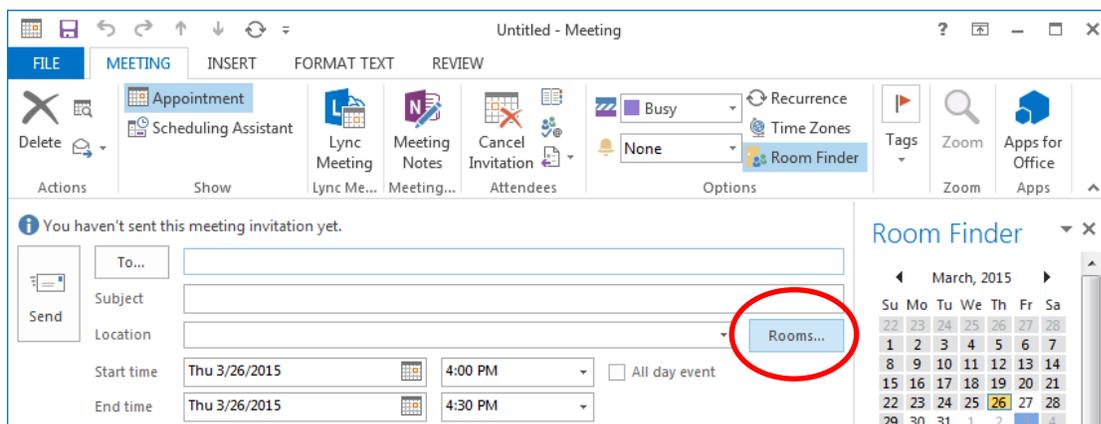
The numbers in parentheses reflect the classroom capacity.

RESERVING a Room in Outlook 2013

1. Go to your Outlook calendar.
2. Click "New Meeting"

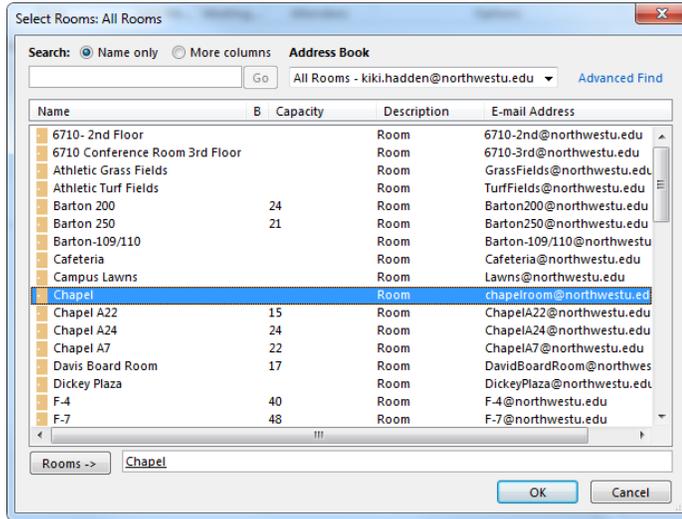


3. Click on "Rooms" button for a list of rooms.



4. Double-click a room in the list. The room will auto fill the "To" field and the "Location" field. You can add multiple rooms.

5. Click "OK"

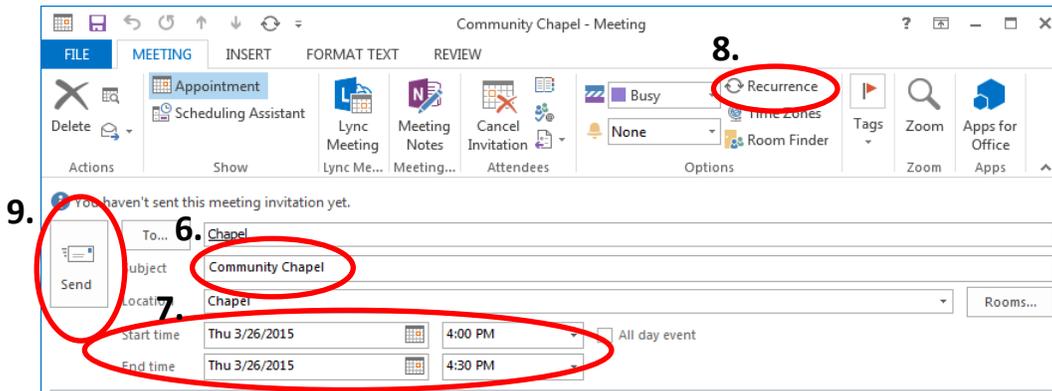


6. Enter the Event Name in the "Subject" field

7. Edit the date and time fields

8. Click the "Recurrence" button for recurring events

9. Click "Send"



REQUEST PROCESS: If the room is already booked you will get a declined email immediately. If the room is available it will post to the room calendar as tentative and automatically send an email to KiKi with your room request. Once KiKi approves your room request it will send you a confirmation email and will appear on the calendar as booked.

CANCELING a Room Reservation in Outlook 2013

1. Click on your reservation

2. Click "cancel meeting"



CANCELING PROCESS:

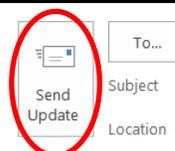
When you cancel a room reservation it will be removed from the calendar.

EDITING a Room Reservation in Outlook 2013

1. Click on your reservation

2. Edit dates or times

3. Click "Send Update"



EDITING PROCESS: When you click "Send Update", your original reservation is replaced with a tentative version of your updated reservation. If there is no conflict, your reservation will post as tentative and automatically send an email to KiKi with your edited room request. Once KiKi approves your room request it will send you a confirmation email and will appear on the calendar as booked.