

## Reserving the Center for Integrated Plant Systems Conference Room.

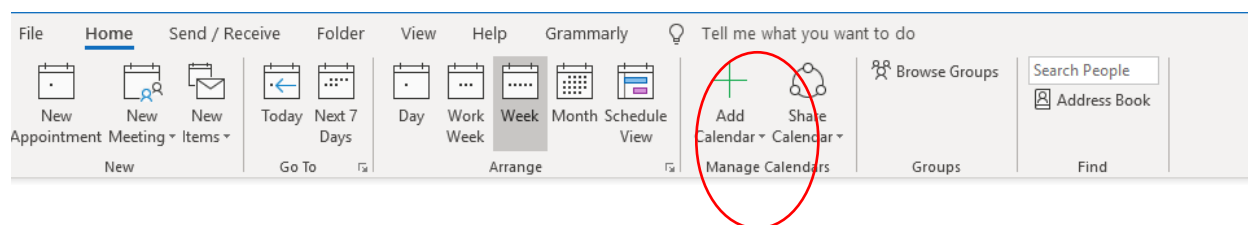
The conference room is set up for self-serve for Staff and Faculty In CIPS Labs.

Outlook 2016 and 365 on windows can be used to reserve the CIPS conference room, this replaces the system used previously. Below are instructions for reserving the room.

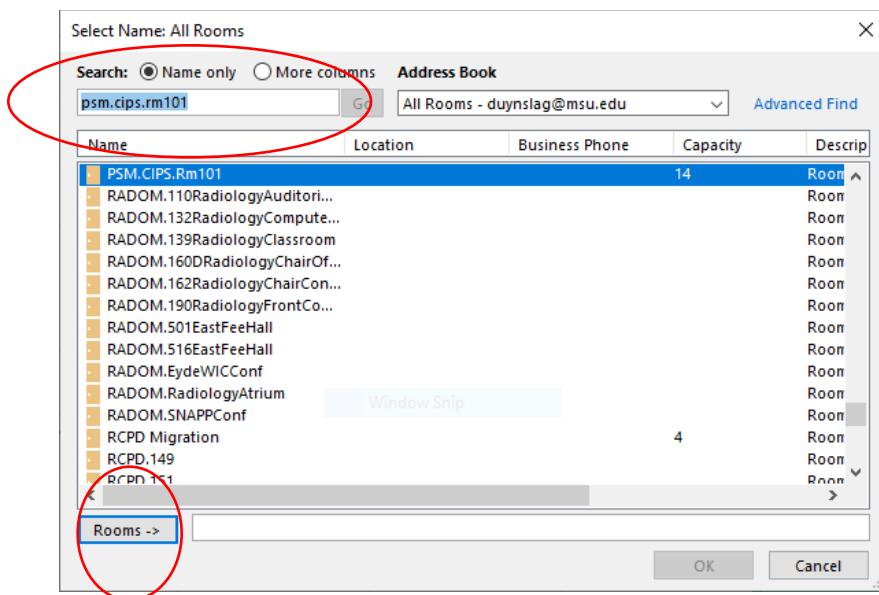
1. Open Outlook
2. Click the calendar icon that is in the bottom left corner of the window.



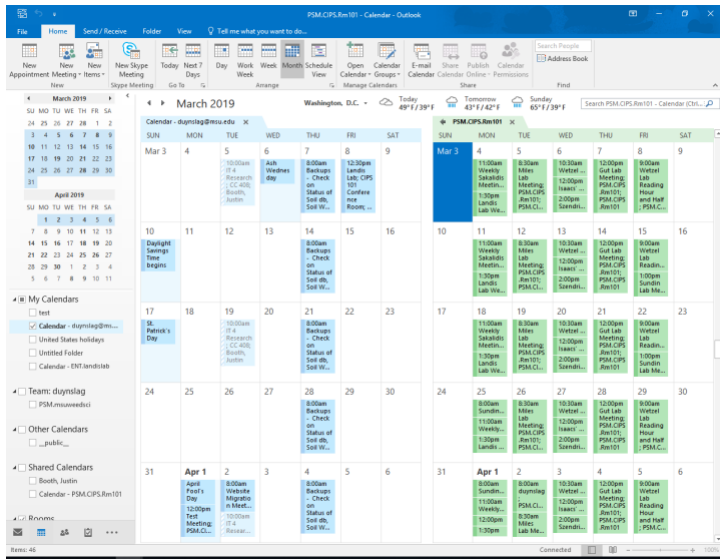
3. Click "Add Calendar" or Open Calendar on other versions and select "From Room List".



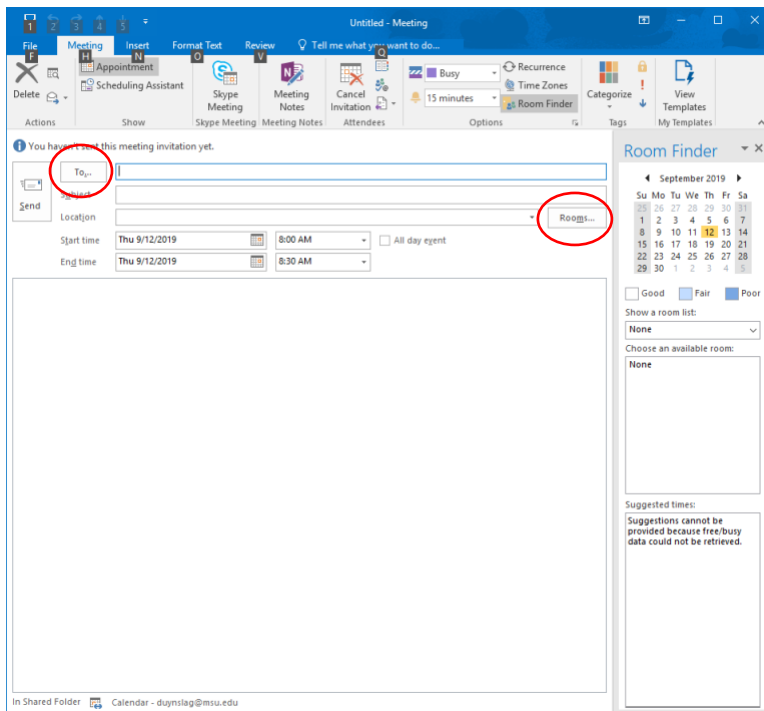
4. In the top text box, type psm.cips.rm101.



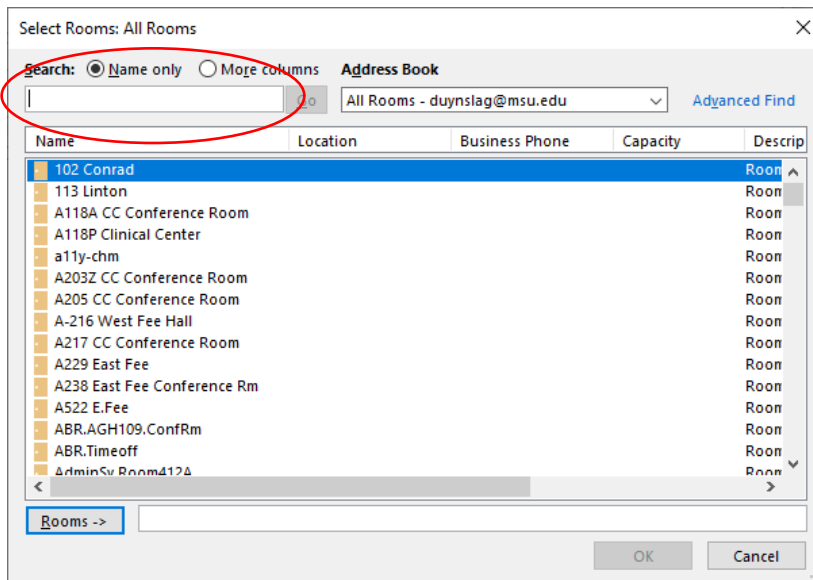
5. Click psm.cips.rm101 in the list so its highlighted blue.
6. Click rooms, this will make the room appear in the adjacent text box.
7. Click the okay button. The CIPS conference room should now appear to the right of your personal Outlook calendar.



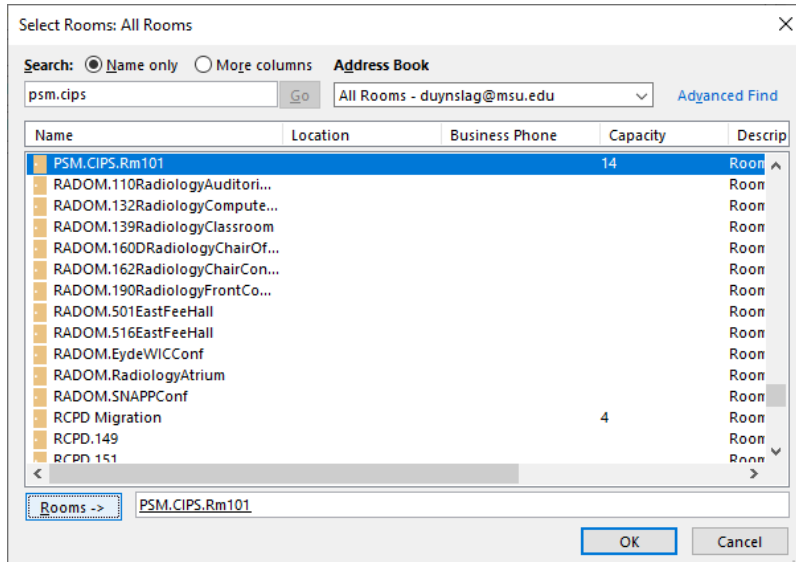
8. Buttons at the top of your window can be used to view daily, weekly, or monthly time periods (monthly is shown above).
9. On your own calendar, single click on the time slot of the day that you want to reserve. Choose either New Meeting Request or New Recurring Meeting.



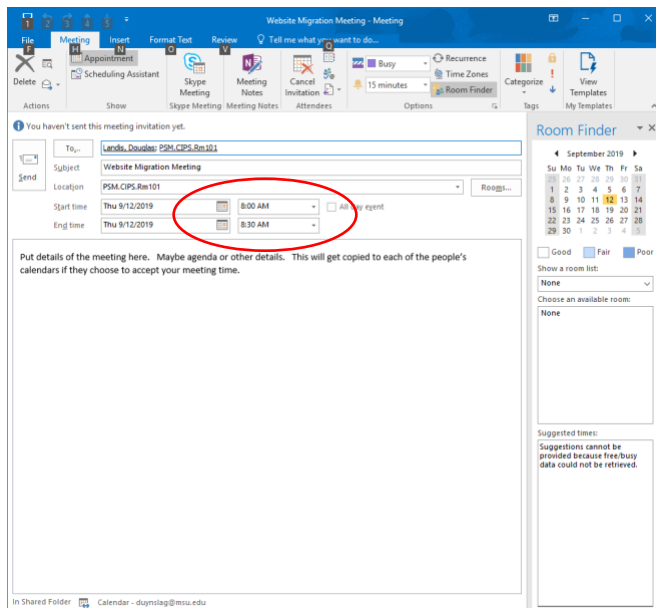
10. Fill in the following fields in the window that pops up.  
 To: Add email addresses of all meeting attendees/invitees.  
 Subject: Enter the subject of your meeting room entry  
 Rooms – click the rooms button (circled above)
11. A Select Rooms window will appear – search for **psm.cips.rm101**. Double click it from the list.



12. You should see PSM.CIPS.Rm101 in the room field at the bottom of the window.



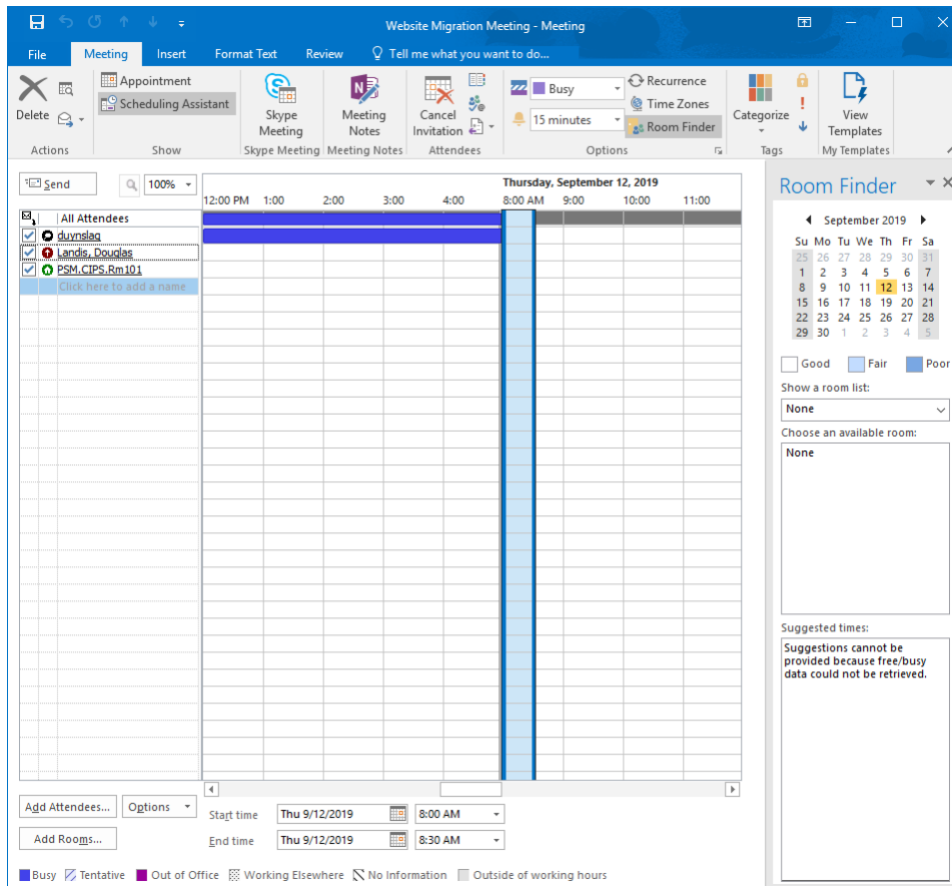
13. Click Ok to select. It should now display PSM.cips.rm101 as the location field and the "to" field.



14. Choose the start time and end time to your meeting. If you are sure the conference room is available for the time you selected click → **send** and you can skip the next step detailing the scheduling assistant.

**Instructions below are to determine availability – of CIPS conference room and your invitees that use Outlook scheduler.**

If you didn't determine the meeting room availability of your selected time and you would like to ensure that your invitees will be available you can click the **scheduling assistant**. On the Show Tab.



In the picture above the highlighted blue areas show that the conference room and that both of the attendees are available for the meeting.

If you are satisfied with your selections click the send button – this will:

- Reserve the conference room (if not occupied at the time you selected)

- Make the entry to your calendar

- Send a confirmation request sent out to your attendees.

If you tried to schedule when the conference room was busy the email system will send you an email indicating that it declined your request to schedule the room.

Additionally, the conference room can only schedule up to 180 days into the future. If you require later dates than that please consult with Linda Colon Or Lee Duynslager.

Once the reservation is confirmed you will see the meeting in your calendar:

<b>Apr 1</b>	2	3
April Fool's Day	8:00am Website Migration Meeting; PSM.CIPS.Rm101; duynslag 10:00am IT 4 Research; CC 408; Booth, Justin	

If you click on this entry:

The screenshot shows the Outlook interface for a meeting titled "Website Migration Meeting - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", "Review", and "Tell me what you want to do...". The "Meeting" ribbon has options like "Cancel Meeting", "Scheduling Assistant", "Tracking", "Skype Meeting", "Meeting Notes", "Contact Attendees", "Options", "Recurrence", "Time Zones", "Room Finder", "Categorize", and "View Templates".

Meeting details shown:

- To: Landis, Douglas; PSM.CIPS.Rm101
- Subject: Website Migration Meeting
- Location: PSM.CIPS.Rm101
- Start time: Tue 4/2/2019, 8:00 AM
- End time: Tue 4/2/2019, 8:30 AM

Attendee responses: 1 accepted, 0 tentatively accepted, 0 declined.

The "Room Finder" pane on the right shows a calendar for April 2019 with the 2nd highlighted. It includes a "Show a room list:" dropdown set to "Custom" and a "Choose an available room:" section that currently shows "None". A "Suggested times:" list shows various time slots with conflict information, such as "8:00 AM - 8:30 AM Current meeting time" and "8:30 AM - 9:00 AM 1 conflict, no rooms".

The main text area contains the following text: "Put details of the meeting here. Maybe agenda or other details. This will get copied to each of the people's calendars if they choose to accept your meeting time. Test Doug Please Disregard."

You can see the details of the meeting. How many people accepted how many declined and the location of the meeting.