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

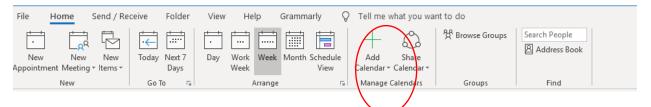
The conference room is set up for self-serve for Staff and Faculty In CIPS Labs.

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".



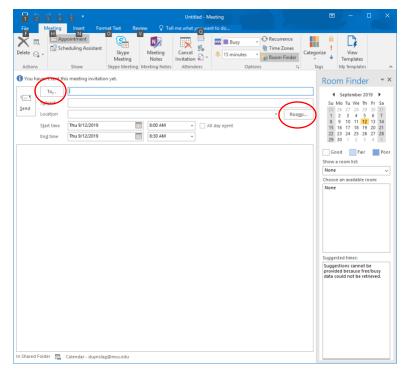
4. In the top text box, type psm.cips.rm101.

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RCPD Migration			4	Roo
RCPD.149				Roo
RCPD 11				Roo

- 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.

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- 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.

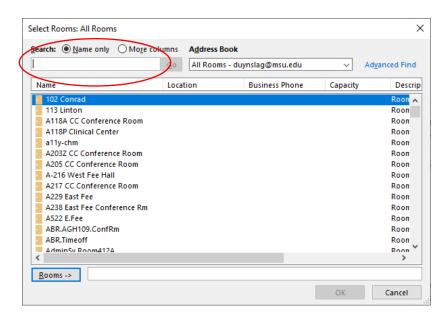


- 10. Fill in the following fields in the window that pops up.
  - To: Add email addresses of all meeting attendees/invitees.

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.

psm.cips	Go	All Room	s - duynslag@m	su.edu	~	Ad <u>v</u> anced Find
Name	Loca	tion	Business	Phone	Capacity	Descr
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RADOM.516EastFeeHall						Room
RADOM.EydeWICConf						Room
RADOM.RadiologyAtrium						Room
RADOM.SNAPPConf						Room
RCPD Migration					4	Room
RCPD.149						Room
RCPD 151				_		Room
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13. Click Ok to select. It should now display PSM.cips.rm101 as the location field and the "to" field.

1 2 3 4 5 * Website Migration Meeting - Meeting	
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	Nore  Choose an available room: None Supported times: Supported time: Supported tite: Supported time: Supported time: Supported time: Supp
in Shared Folder 🕎 Calendar - duynslag@msu.edu	

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.

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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:



If you click on this entry:

1 2 3 4	5 👻 Website Migration Meeting - Meeting	<b>⊡</b> – ⊡ ×
File Meeting	Insert Format Text Review Q Tell me what yr:: want to do	
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1 Attendee responses:	1 accepted, 0 tentatively accepted, 0 declined.	Room Finder • ×
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En <u>d</u> time	Tue 4/2/2019 8:30 AM -	<b>28 29 30</b> 1 <b>4</b> 5 6 7 8 9 10 11
calendars if they ch	eeting here. Maybe agenda or other details. This will get copied to each of the people's oose to accept your meeting time. Test Doug Please Disregard.	Show a room list: Custom Choose an available room: None Suggested times: 8:00 AM - 8:30 AM Current meeting time 8:30 AM - 9:00 AM 1 conflict, no rooms 9:00 AM - 9:30 AM 1 conflict, no rooms 9:30 AM - 10:00 AM 1 conflict, no rooms 11:00 AM - 11:30 AM 1 conflict. Landis, Do

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