OUTLOOK CALENDARING TRAINING—SCHEDULING CONFERENCE ROOMS AT MC

Set up calendar event—enter subject/location/dates (ex: Room Meeting)
Show time as busy

Select Rooms – From the pop up select the room desired (ex. MC Conf. room TAV130), press the “Rooms ->” button, and then select Ok
Invite attendees

Click on Response options
Unclick the Request Response option, you are sending the notification for Info only

Unclick Reminder, unless you feel the need for sending reminder
Check important fields—all day, response required, dates, subject location, reminder

Send Invitation

This is what the invitation looks like on recipient’s screens, no need to accept or decline the invitation

RESPONSE NOT REQUIRED
This is what the invitation looks like on recipient’s screens—all day events post on the top of the screen.