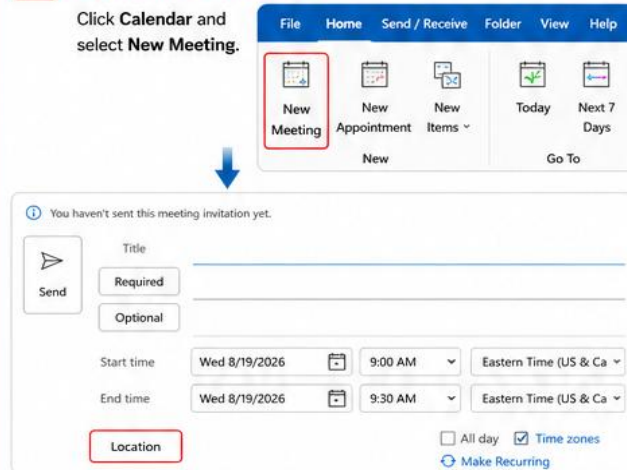


How to Check Room Availability in Outlook

When looking up the room, enter **+MRN** to search for rooms available for booking.

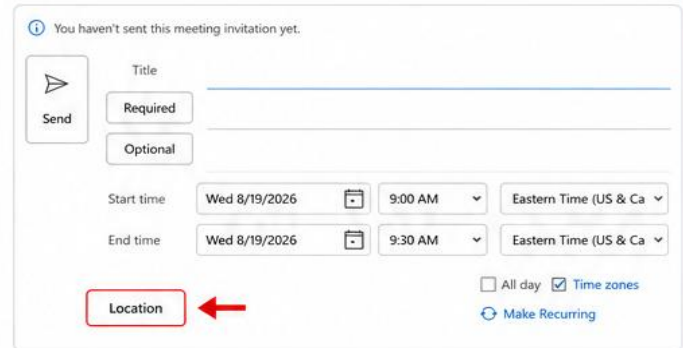
1 Open a new meeting.

Click **Calendar** and select **New Meeting**.



2 Click Location.

Click the **Location** button to open the room search window.

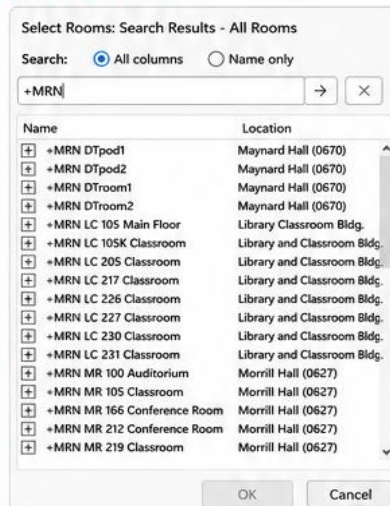


3 Search for rooms using +MRN.

In the search box, type **+MRN** and press Enter.

This will display all rooms you can book.

★ IMPORTANT:
Always enter **+MRN** to see our available rooms.

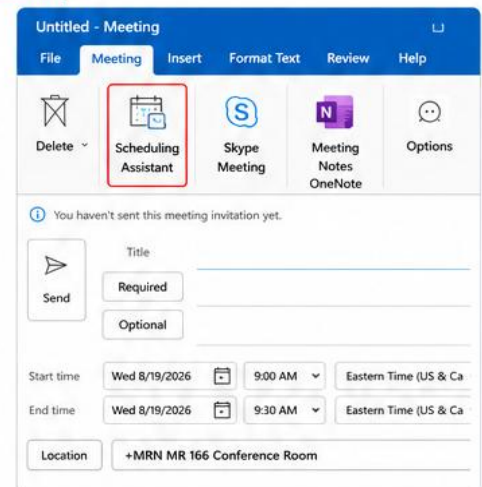


4 Add the room, then use Scheduling Assistant to check availability.

1. Double-click the room you want to book.

The room will be added to the Location field.

2. Click **Scheduling Assistant** on the ribbon.

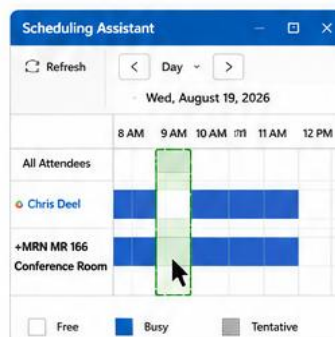


5 Check availability in Scheduling Assistant.

The Scheduling Assistant shows the availability of your attendees and the room.

Look for open time (white), then select the best time.

Close the window when done.



6 Before reserving the space, your event must be approved.

Room reservations are not confirmed until your event has been reviewed and approved by the Dean's Office.

Once your event is approved, the room can be reserved.



IMPORTANT:

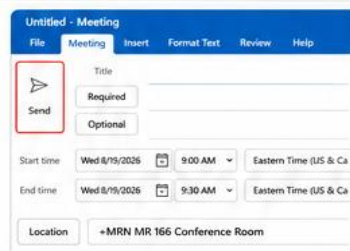
Before reserving the space, your event must be approved.

If your event is not approved, the room reservation may be removed.

7 Send your meeting.

Click **Send** to invite attendees.

The room is now listed in the Location field.



TIP:

Always enter **+MRN** in the search box to see all rooms available for booking.

Use Scheduling Assistant to view availability and choose the best time for your meeting.