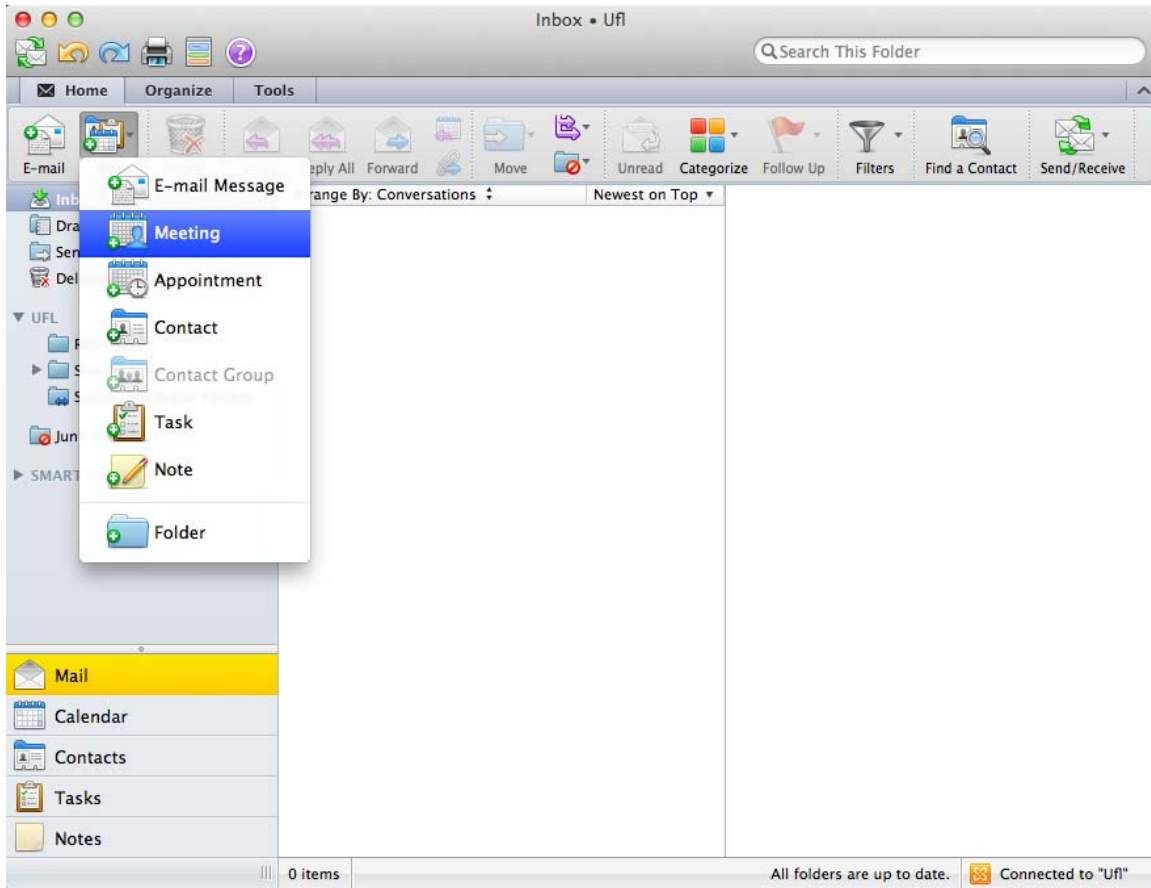


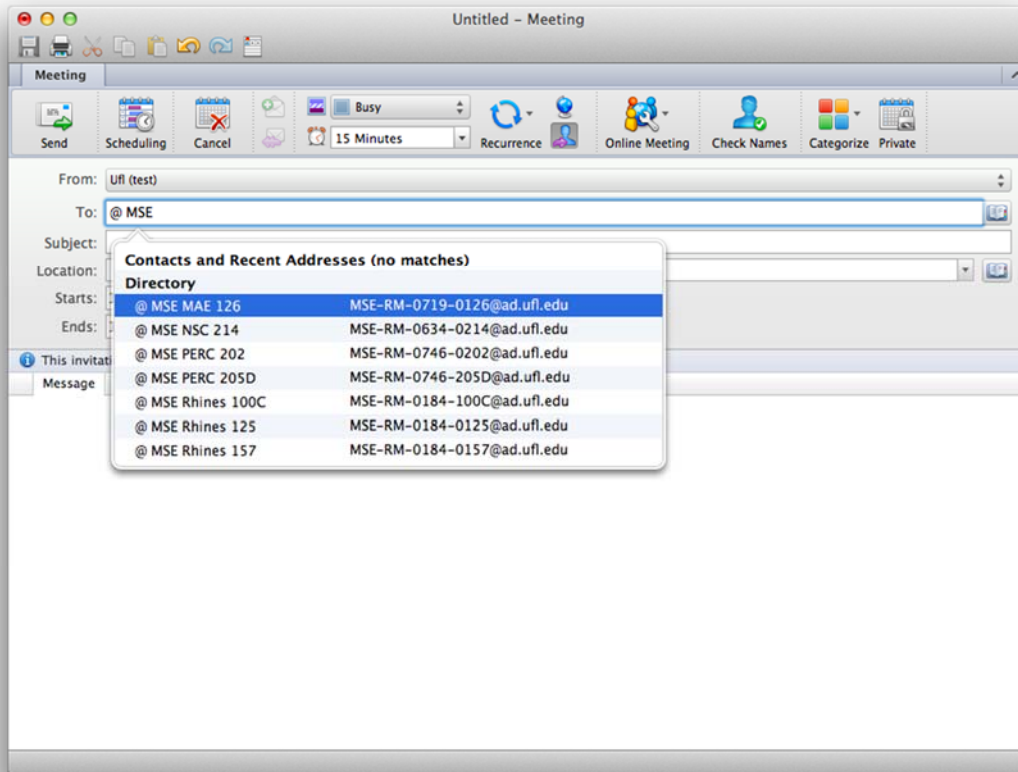
Reserving a Room in Outlook 2011 for Mac.

Step 1: Open Outlook and make sure you are on the Mail View, not the Calendar view. Choose New > Meeting.



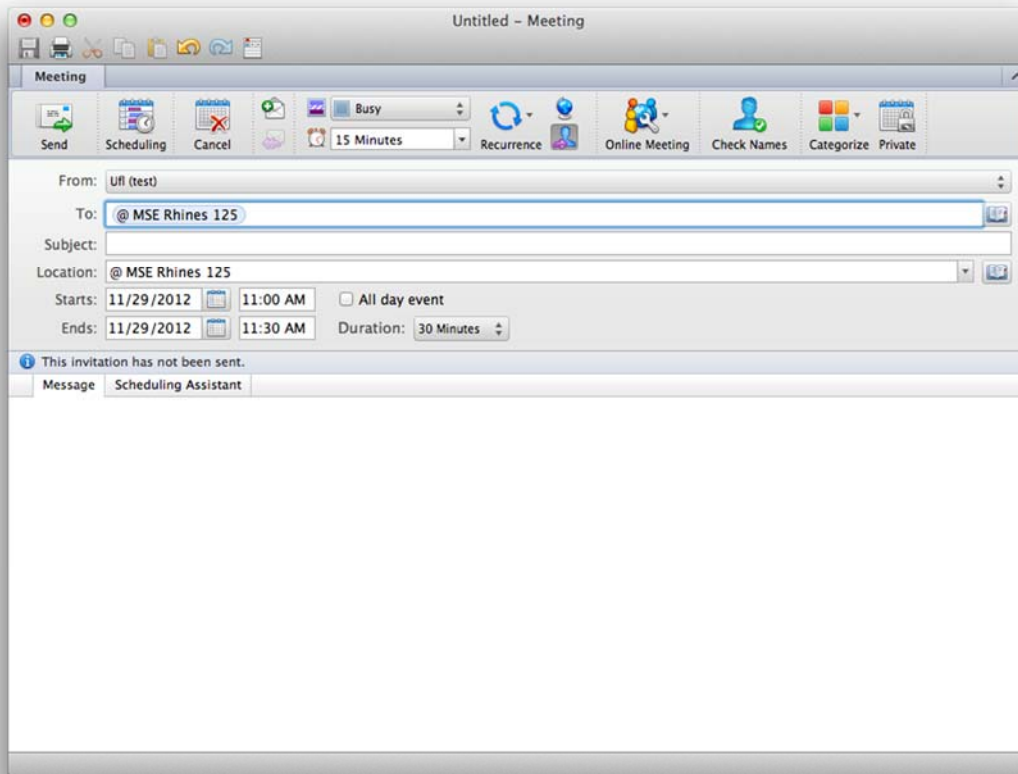
Reserving a Room in Outlook 2011 for Mac.

Step 2: Enter “@ MSE” in the To: Field.



Reserving a Room in Outlook 2011 for Mac.

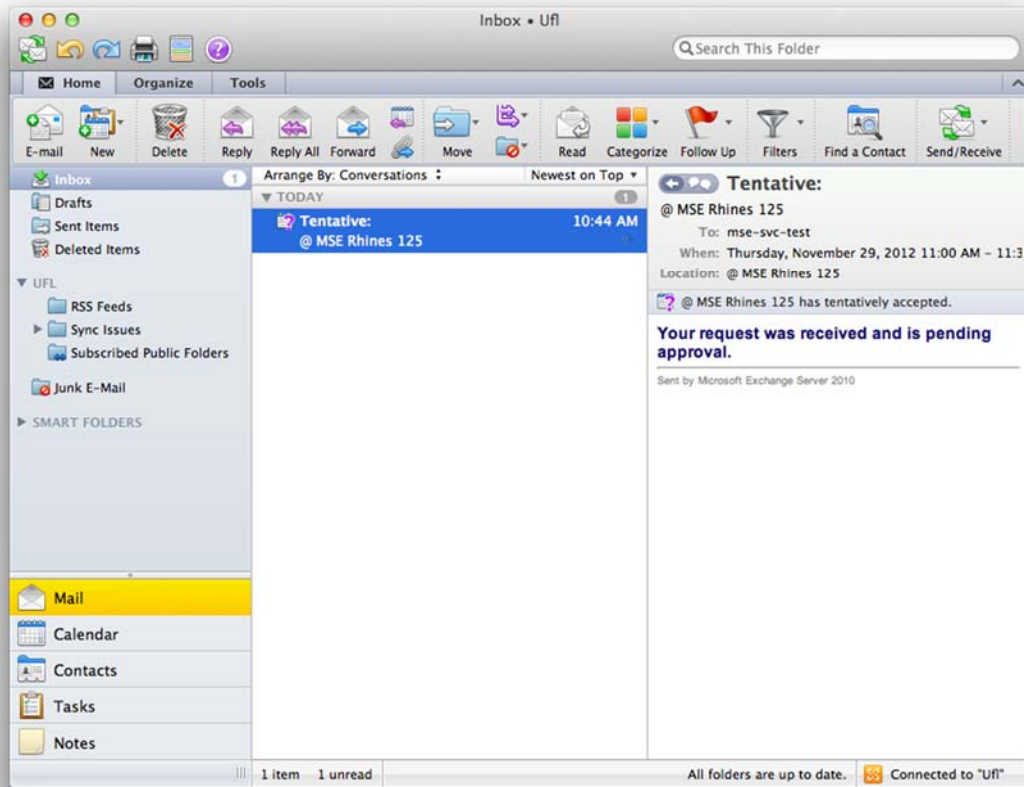
Step 3: Select the room and you should see that room appear in the To field.



Step 4: Set any other options such as recurrence and add other attendees to the To field. Add a descriptive Subject such as Group Meeting. Click Send.

Reserving a Room in Outlook 2011 for Mac.

Step 5: You will receive an email within 5 minutes stating that your request was received and is pending approval.



Reserving a Room in Outlook 2011 for Mac.

Step 6: After your request has been reviewed you will receive an email stating whether it was accepted or declined.

