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



Step 2: Enter "@ MSE" in the To: Field.

From:	Ufl (test)		
To:	@ MSE		
Subjects			
Subject.	Contacts and Recent Addresses (no matches)		
Location:	Directory		
Starts:	@ MSE MAE 126	MSE-RM-0719-0126@ad.ufl.edu	
Ends:	@ MSE NSC 214	MSE-RM-0634-0214@ad.ufl.edu	
This invitati	@ MSE PERC 202	MSE-RM-0746-0202@ad.ufl.edu	
Message	@ MSE PERC 205D	MSE-RM-0746-205D@ad.ufl.edu	
	@ MSE Rhines 100C	MSE-RM-0184-100C@ad.ufl.edu	
	@ MSE Rhines 125	MSE-RM-0184-0125@ad.ufl.edu	
	@ MSE Rhines 157	MSE-RM-0184-0157@ad.ufl.edu	

Reserving a Room in Outlook 2011 for Mac.

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

Send	Scheduling Cancel	
From:	Uff (test)	
To:	@ MSE Rhines 125	10
Subject:		
Location:	@ MSE Rhines 125	-
Starts:	11/29/2012 🛅 11:00 AM 🗌 All day event	
Ends:	11/29/2012 🛅 11:30 AM Duration: 30 Minutes 💲	
1) This invita	ation has not been sent.	
Message	Scheduling Assistant	

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.

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



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

