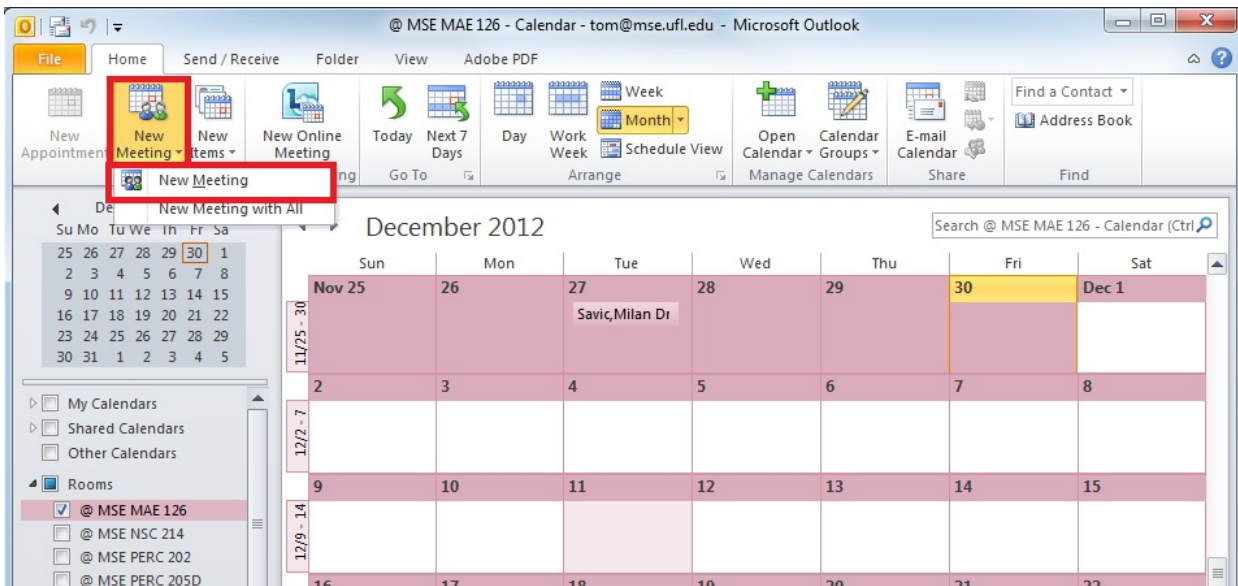


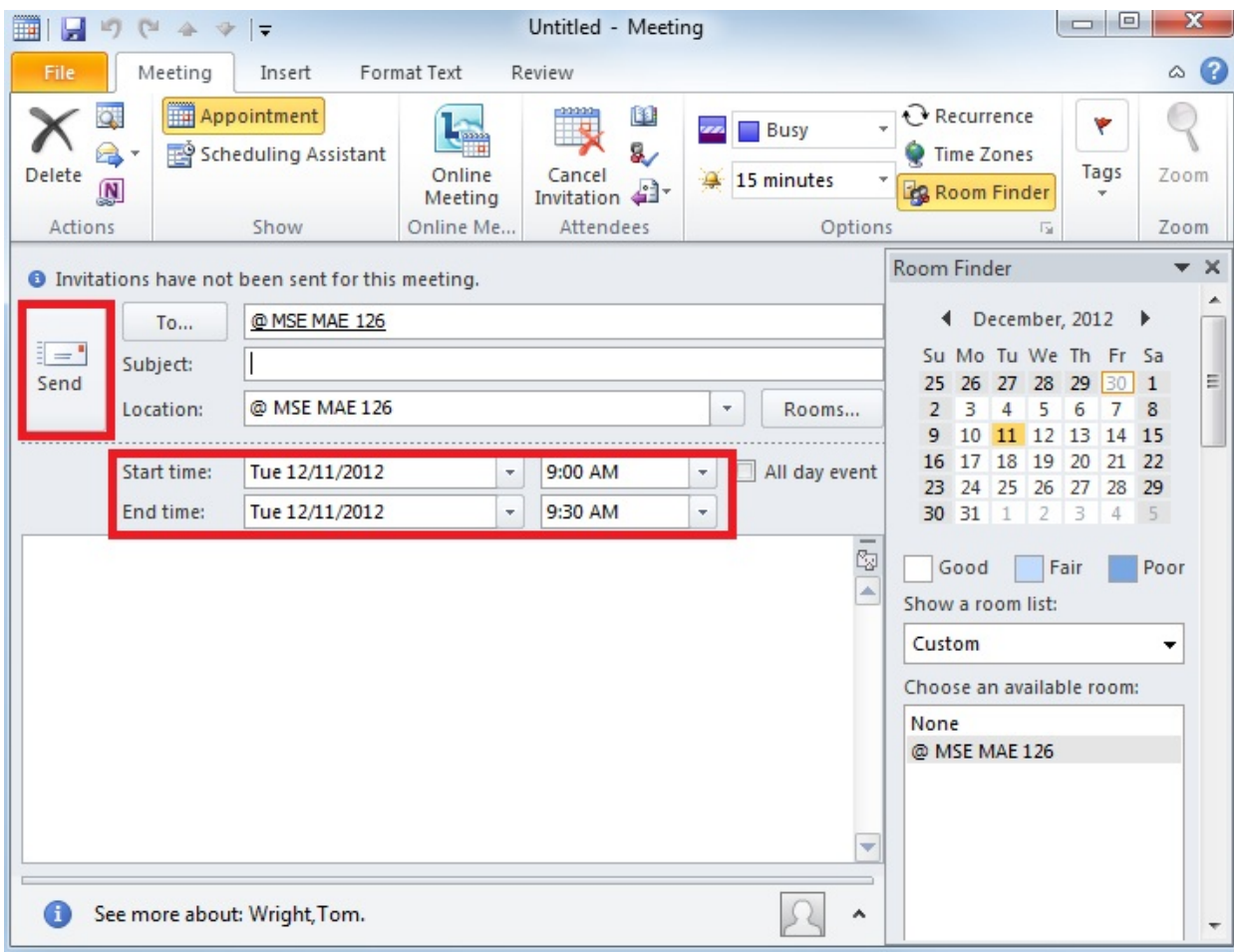
Reserving a Room in Outlook 2011 for a PC

Step 1: Open Outlook and go to the Calendar you want to reserve.

Step 2: Click **New Meeting** and then **New Meeting** again.

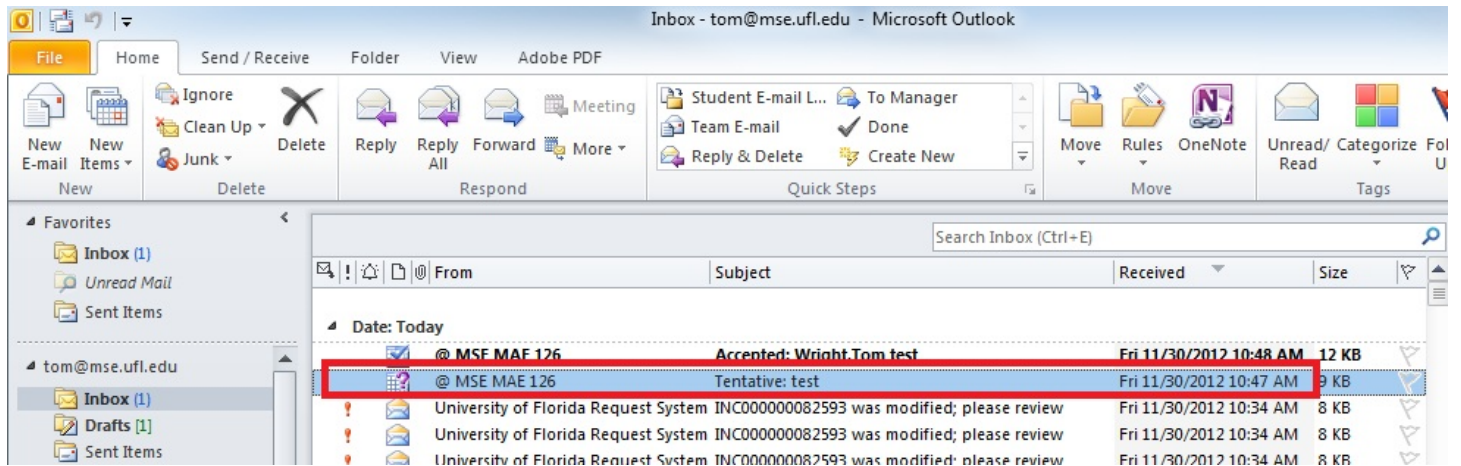


Step 3: The Meeting Dialog box will open. If the times are correct, click **Send**.



Reserving a Room in Outlook 2011 for a PC

Step 4: You will receive an e-mail confirmation of your Room Request.



Step 5: Once your Room Request is approved you will receive a second e-mail accepting your request.

