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.

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

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| 0 | See more abou | t: Wright,Tom. | | | 2 ^ | | | - |

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

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

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