

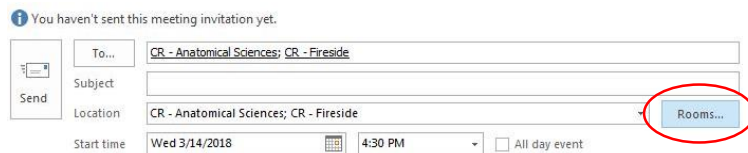
Instructions for Scheduling Conference Rooms Through Outlook Calendar

Scheduling Restrictions

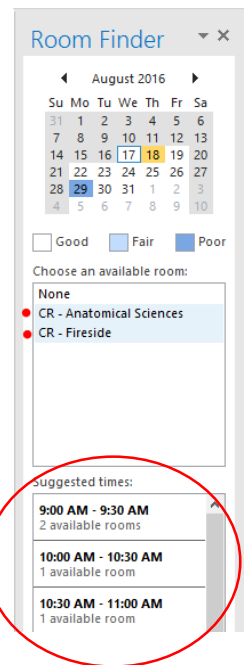
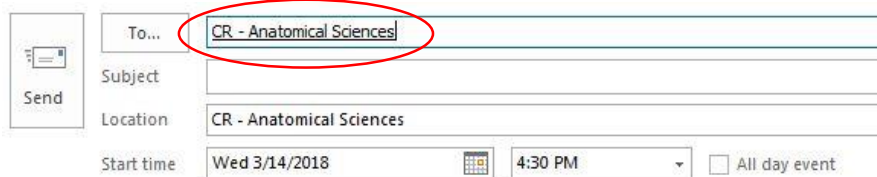
- You will not be able to cancel another person's meeting. If you need a specific room that is reserved, please contact that person directly or email events@uws.edu for help.
- 90 minutes is the maximum amount of time a single meeting can be booked.
- 180 days is the maximum amount of days out a recurring meeting can be scheduled. If you need a room for longer than these limits, please fill out the [room request form](#).
- The admissions conference room must be reserved via the [room request form](#).
- If you need to cancel a meeting, you must cancel from the original scheduler's calendar so the room may become available for others.

How to Schedule a Conference Room

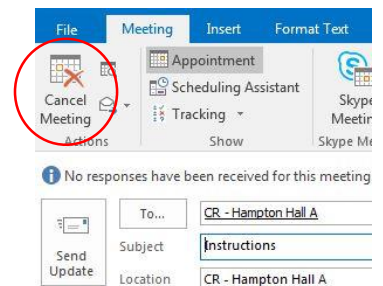
1. Click "New Meeting" button at the top of the calendar, which will open up a new meeting invitation.
2. Enter date, time and names of the people that you are inviting to the meeting.
3. Click the "Rooms" button to select the conference room from the dropdown menu that you wish to reserve.
 - a. You may select more than one room to see availability.
 - b. The room(s) you selected will show in the "Location" line.



4. Look to the far right in the "room finder" to see if your desired conference room is available.
 - a. If you selected more than one room, choose the room that you want and delete the other room from your invitation. The room will now be shown in the "To" line.



5. Send your invitation.
 - a. If the room is not available, you will receive a "Declined" email and the room will not be reserved even if it looks like it is scheduled on your personal calendar.
 - i. This email may go to your "Deleted" items folder.
 - b. If the room is available, you will receive an "Accepted" email.
6. Need to cancel your meeting?
 - a. The original meeting creator must open the meeting and click the "Cancel Meeting" button. This will change the "Send Update" button to "Send Cancellation".
 - b. Click the "send cancellation" button and your meeting will be cancelled and removed from all calendars.
 - c. * Please be sure to cancel meetings in this way so that the room will become available to others that may need it.



Questions?

Instructions for how to view available conference rooms in Outlook can be found in Udocs [here](#). Once you have read the instructions, questions can be sent to events@uws.edu.