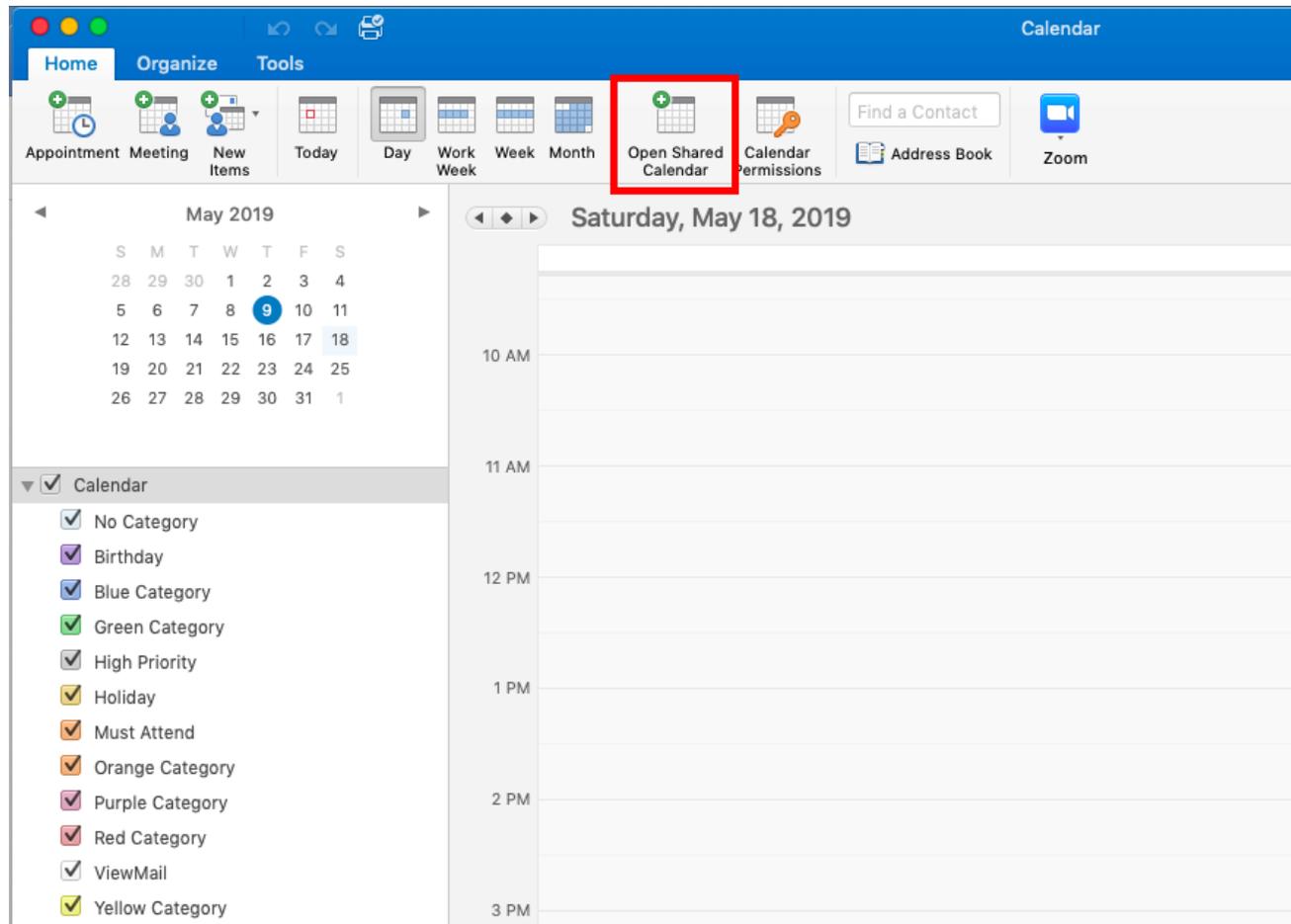


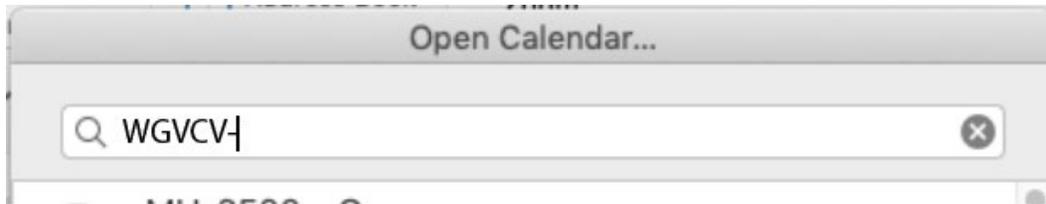
Adding a Room Calendar

1. Open Outlook on your Mac
2. Go to your Calendar in Outlook by clicking on the calendar icon near the lower-left corner in Outlook
3. Click the **Open Calendar** icon on the top toolbar



Outlook for Mac

4. Type “**WGVCV-**” in the search field as shown below, then select the room you want to add to your Outlook and then click **Open**.



5. You should now see the room you just added under “Shared Calendars”. Repeat steps 3-5 for any additional rooms you need to add.

IMPORTANT: Everyone except the “Owner” or “Scheduler” who initiated the calendar event has read-only access to these room calendars which does not allow adding or editing reservations directly on the calendar. This is to automate enforcement of conference room booking policies to prevent reservation conflicts and “anonymous” reservations, allowing them to function as self-managed room calendars.

Any changes or cancellations must be done by the original creator (a.k.a. Organizer/Scheduler) of the room reservation from his or her calendar or through your Floor Owner.

Please refer to the next section for instructions on how to create, change and cancel a room reservation on these self-managed room calendars.

Reserving Rooms

Standard booking policies apply:

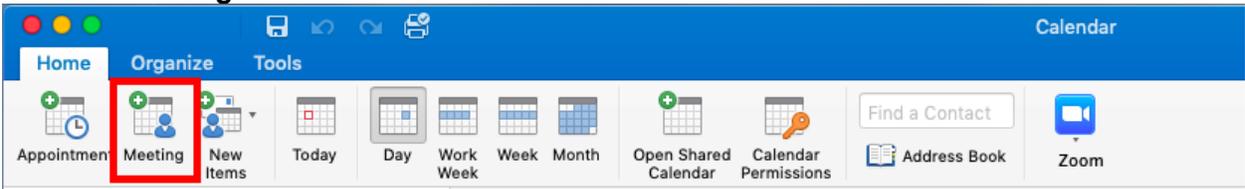
- Reservations can be made up to 180 days in advance
- Maximum duration of reservations is 24 hours
- Reservations will be declined if there is a conflict with an existing meeting

Instructions:

1. Open Outlook and switch to your Calendar.



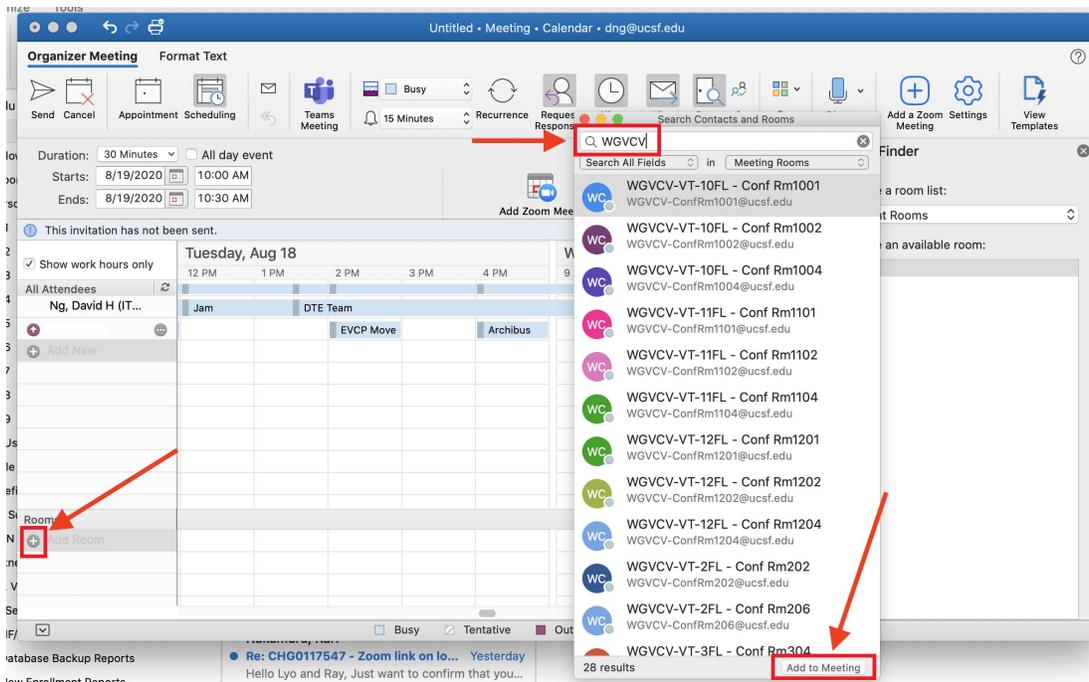
2. Click the **Meeting** button that is located in the Home menu.



3. In the "To" field, type the email addresses of the people you would like to invite to your meeting.

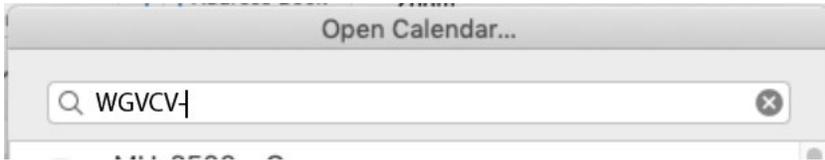


4. Enter the Subject for your meeting.
5. Choose the time and date by changing Starts and Ends.
6. Switch to the Scheduling screen tab and then click the + next to "Add Room" (shown below)

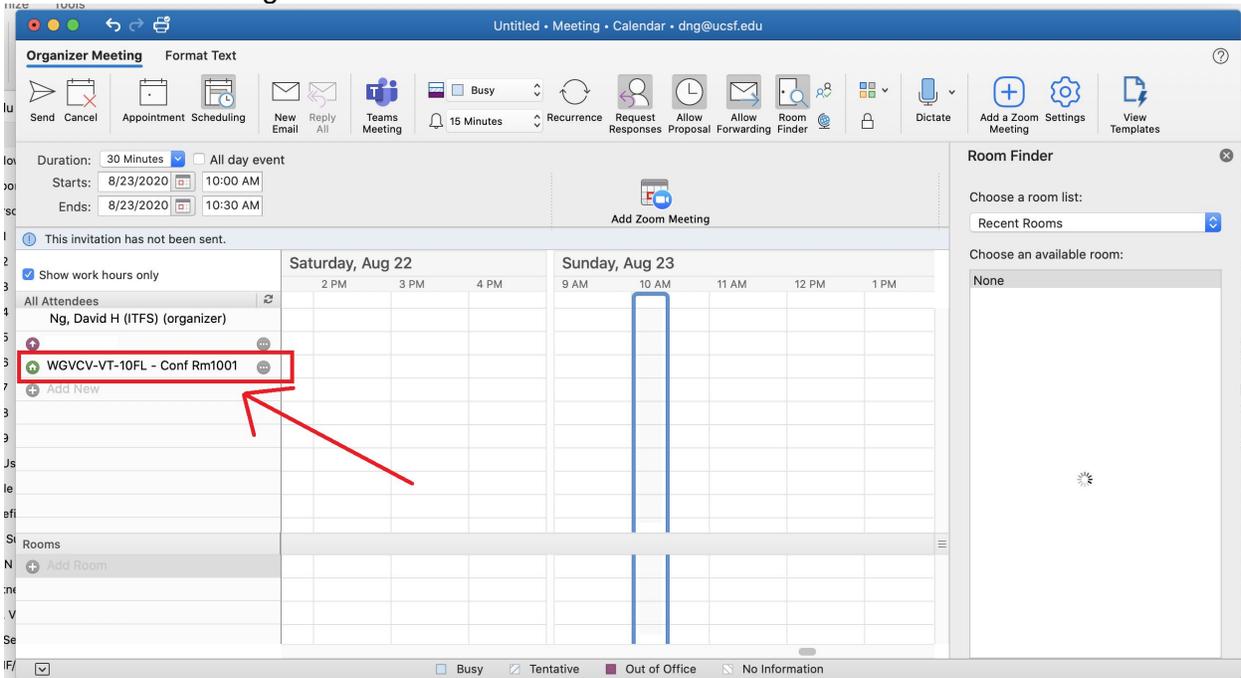


Outlook for Mac

- Type in “WGVCV-“ and find the room you want. Then select it and click **Add to Meeting**



- Close the “Search Contacts and Rooms” window afterwards. You should now see the room added to the meeting invitation.



- If no further adjustments are necessary from your part, click Send.
- Wait for the automatic email confirmation to your Inbox indicating that your room reservation is accepted. If it came back as “Declined”, then it means someone already took that timeslot right before you did and you must either choose a different time or a different room that can accommodate your meeting.
- If you need to make any changes or cancel the room reservation, it must be done from the Organizer’s calendar (meaning the actual person who reserved the room). All entries in the room calendars are programmed to be read-only to everyone.

REMINDER: Everyone has read-only access to WGVCV conference room calendars except for Owners and Schedulers who originated/organized their own meetings.