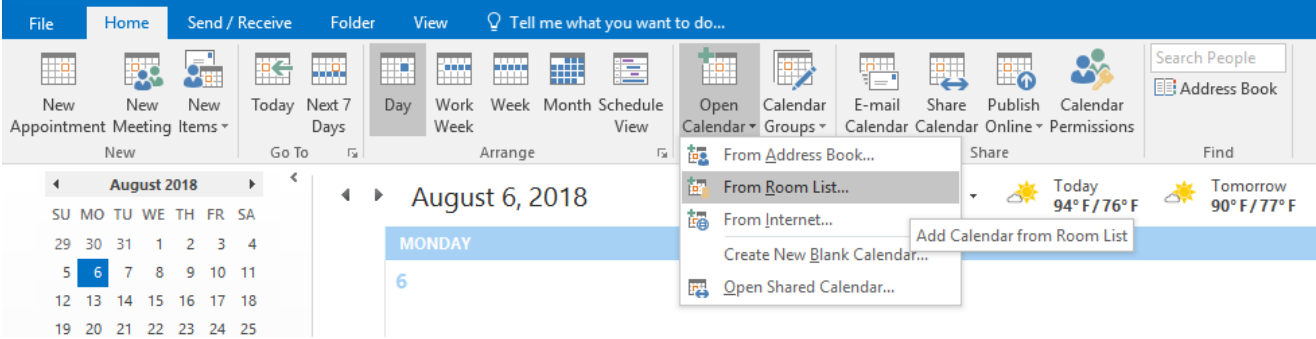Outlook for Windows

Adding a Room Calendar

1. In the **Calendar View** in Outlook (go to "**Calendar View**", click the "**Calendar**" icon at the bottom of the left navigation pane), click the **Open Calendar** button in the "**Manage Calendars**" group under "**Home**" tab in the Ribbon. Then select "**From Room List...**" from the drop-down list.


2. Under "**Search**", type **"WGVCV-"** in the search field. A list of meeting rooms at WGVCV will then be displayed.
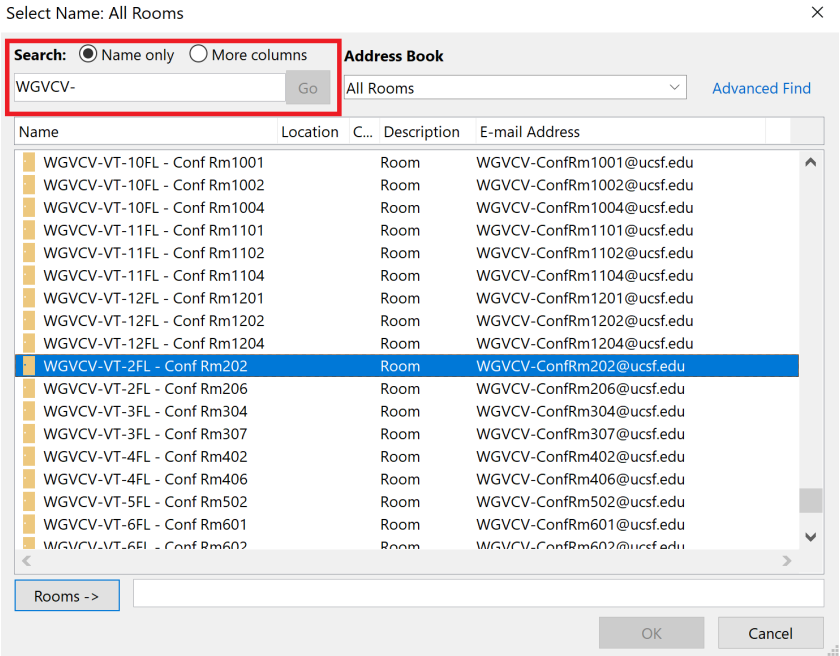
3. Click a meeting room whose schedule you want to see. Make sure it's highlighted, then click the "**Rooms**" button in the lower left corner, and then click **OK**.
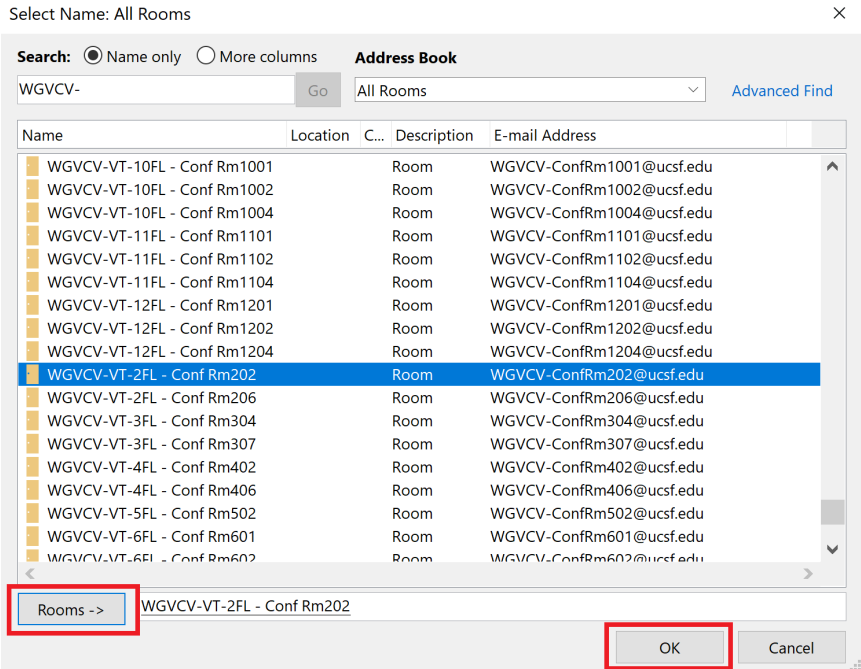
4. You're back to the **Calendar View** in Outlook and the meeting room calendar has been added to your Outlook profile under the "**Rooms**" group in the left navigation pane as shown below.
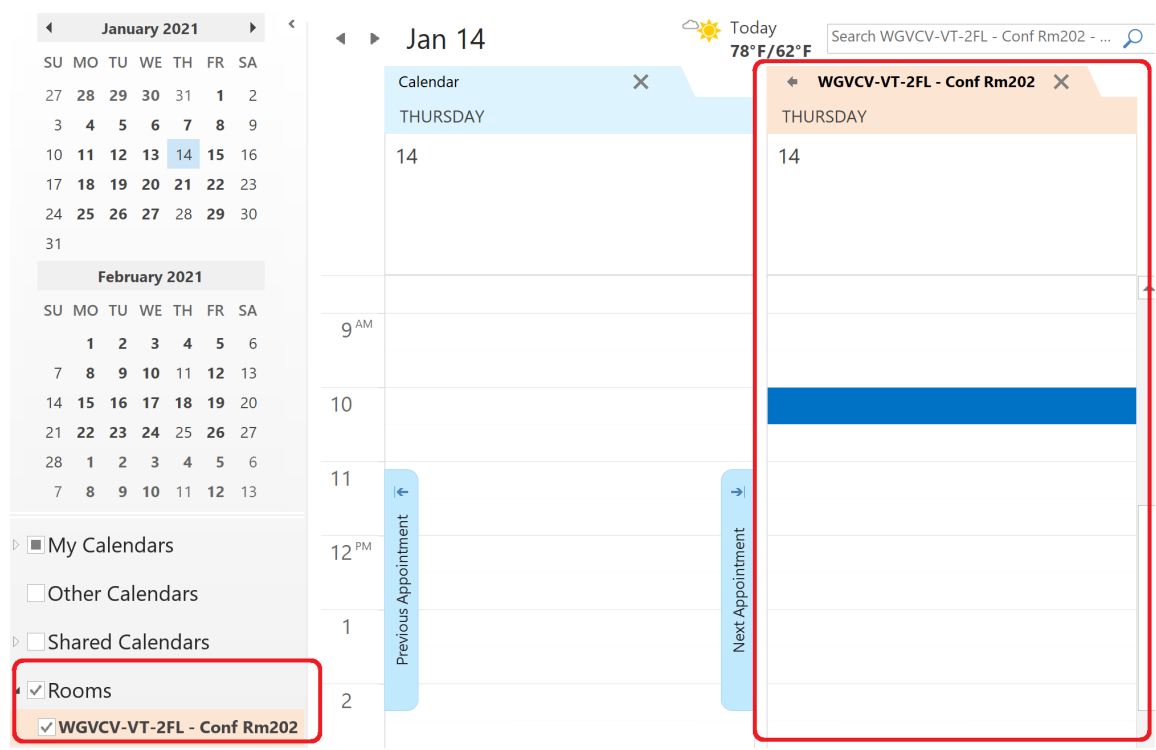
IMPORTANT: Everyone except the "Owner" or "Scheduler" who initiated the calendar event has read-only access to these room calendars which does not allow adding or editing reservations directly on the calendar. This is to automate enforcement of conference room booking policies to prevent reservation 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.

Outlook for Windows

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. In Outlook, switch to the **Calendar** View.

2. Browse for an available time slot from any WGVCV conference room calendar you are authorized to reserve.

3. Once you found a conference room with the timeslot you are looking for, leave that room's calendar open but close out the calendars of other rooms as needed.

4. Click the **New Meeting** button located in the Home menu and select **New Meeting with All**.
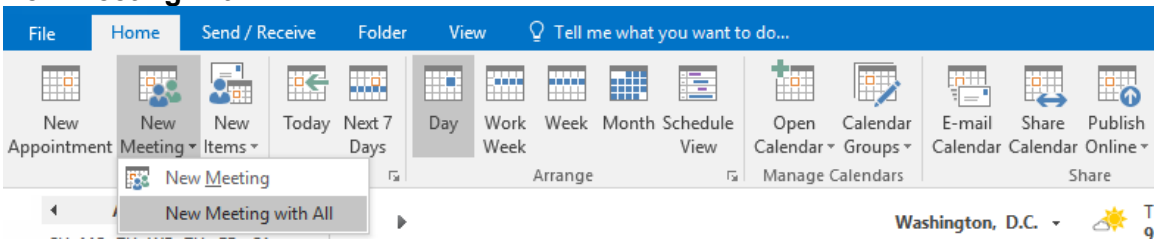
5. Enter the Subject for your meeting as well as meeting attendees as usual. To locate rooms available for reservation, click on the **Rooms** button to the right of the Location field.

   IMPORTANT: Do not delete the room from the "To…" field or else the conference room will not be reserved for your meeting.

6. Choose the time and date by changing Start time and End time.

7. Enter the appropriate subject for this particular room reservation.

8. Click **Send** to reserve this room first. This will send your reservation request to a process automation that enforces room booking policies and prevents reservation conflicts.

9. Wait for the automatic email confirmation to your Inbox indicating whether your room reservation is accepted.

   a) If it accepts it, congratulations. You may re-open the reservation from your calendar and continue adding attendees and information. Including body messages and attachments are fine as the system will not include them onto the room calendars for confidentiality reasons.

   b) If it comes 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 the time you selected.

10. If you need to make any changes to or cancel the room reservation, it must be done from the Organizer's calendar (meaning the actual person who reserved the room). If the Organizer of the room reservation is no longer available, please contact your Floor Owner for further assistance.

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