

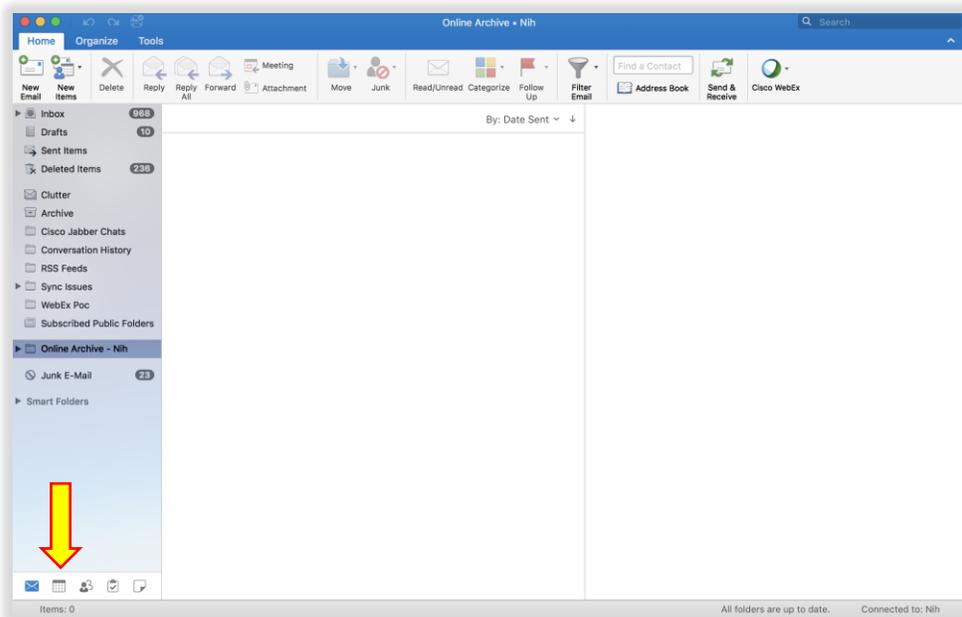
# How to Reserve a Conference Room When Scheduling a New Meeting through Outlook (Mac)

The following instructions describe how to reserve a conference room through Microsoft Outlook.

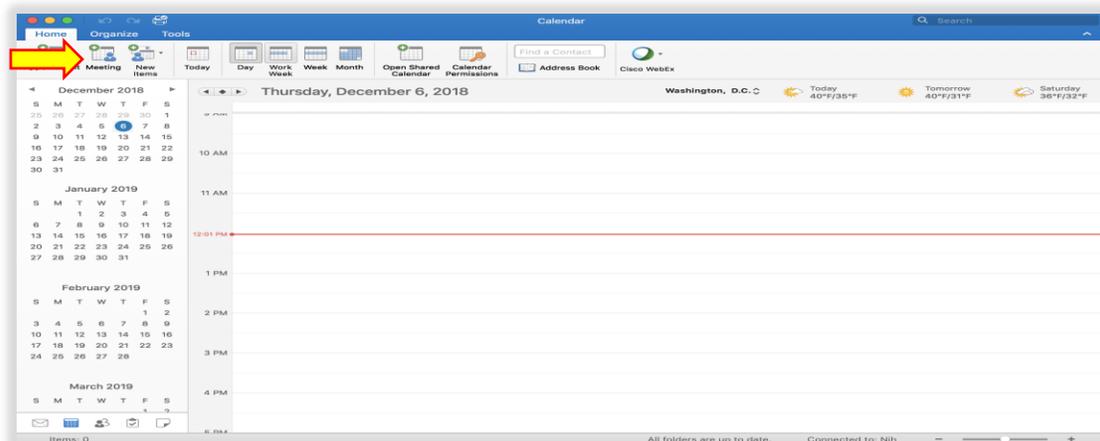
**Note:** To prevent overbooking, scheduling is limited to six months in advance.

To reserve a conference room when scheduling a meeting in Outlook (Mac):

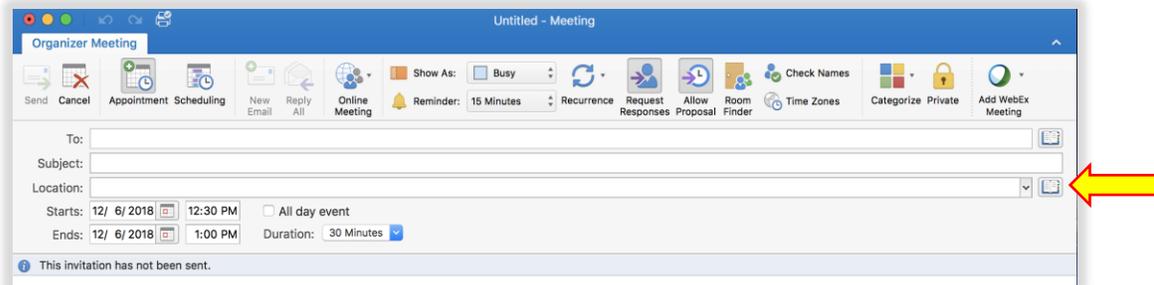
1. From within Microsoft Outlook (Outlook), click on the calendar icon at the bottom left of the screen.



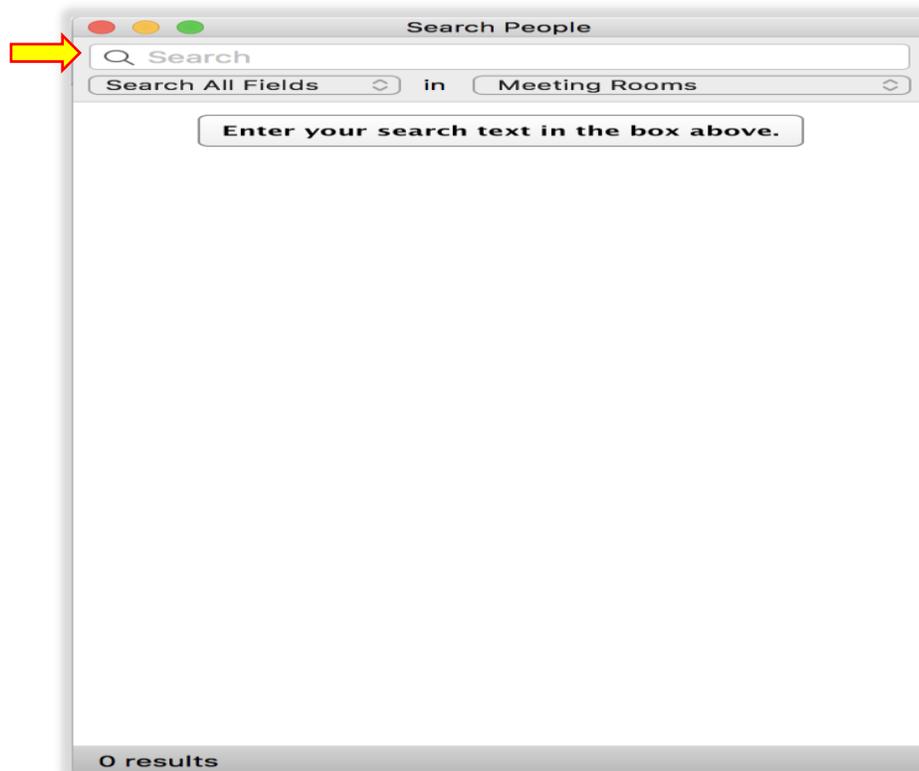
2. When the "Calendar" screen appear, click on "Meeting" from the menu.



3. At the “Organizer Meeting” screen, click on the meeting room icon next to the Location entry field

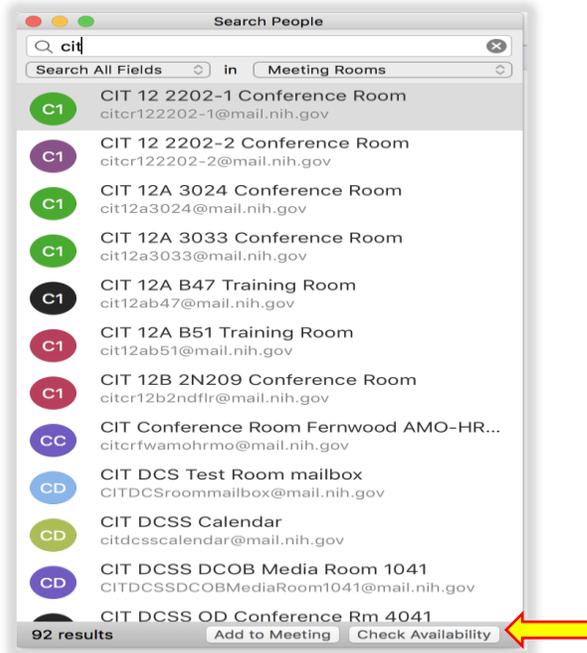


4. When the “Search People” screen appear, type in the conference room name in the “Search” field. The system will start populating the conference room names in the box.



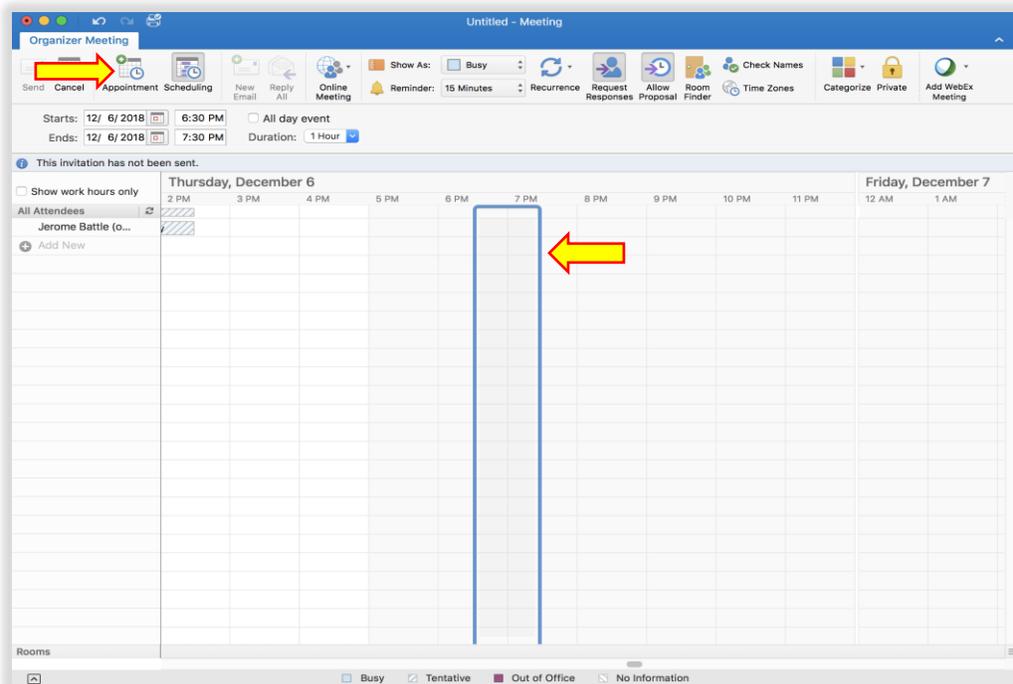
5. Once the desired conference room appear in the box, click on the name to select the conference room.

6. Click on the “Check Availability” button.

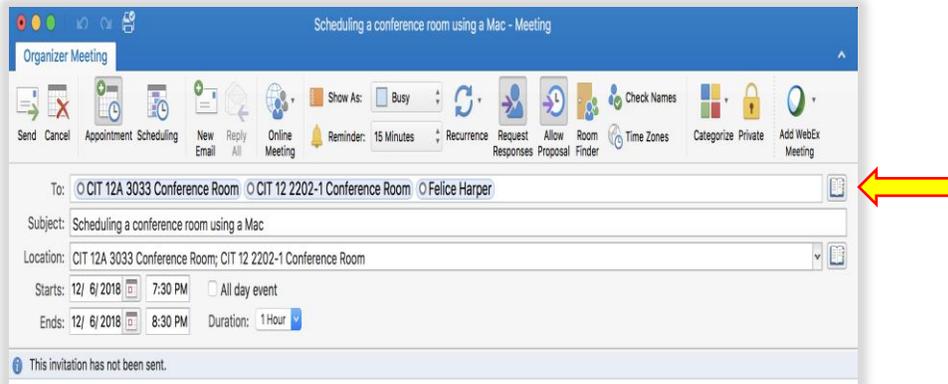


7. Verify that the requesting conference room time is available.

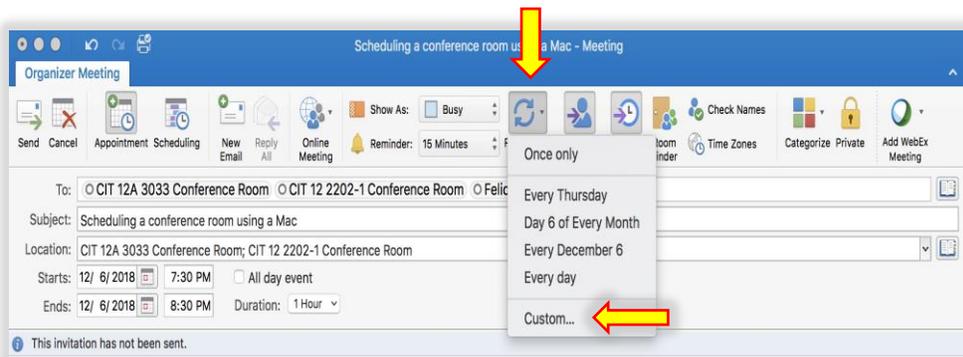
8. Once the time has been verified, click on the “Appointment” button from the menu.



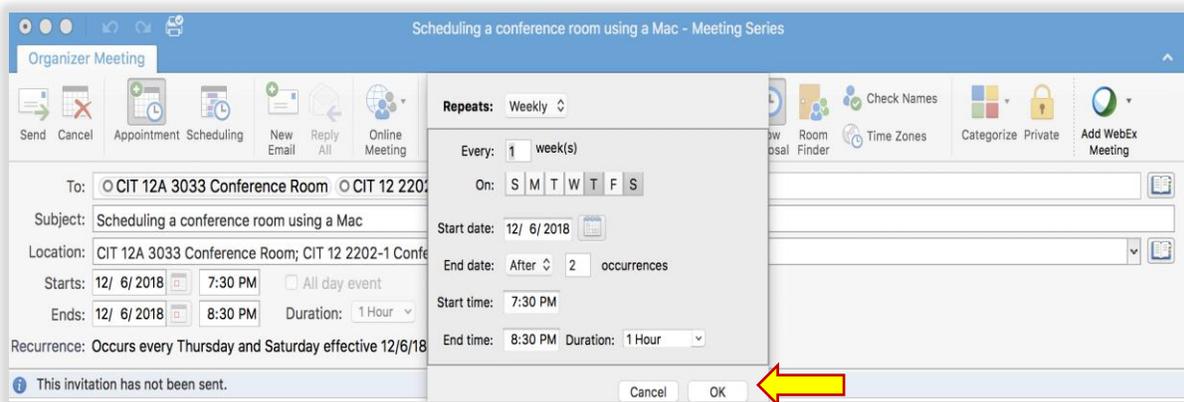
- Repeat steps 4 – 8 if multiple conference rooms need to be reserve.
- Add additional invitees to the “To:” section if required.



- To schedule the conference room for recurrence, click on the recurrence icon from the menu. Click on the “Custom” option from the dropdown list to customize the recurrence schedule.



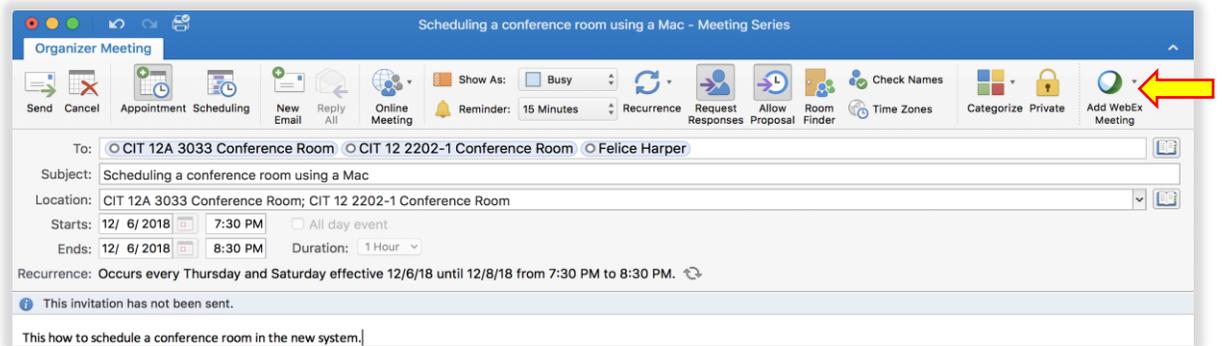
- When the “Custom” window appear, make the required changes then click the “OK” button.



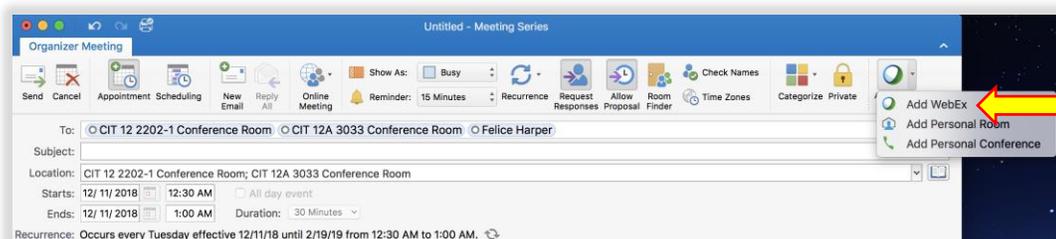
Note: To prevent overbooking, conference room reservation scheduling is limited to six months in advance.

8. (Optional) If you want to use WebEx for your meeting, do the following:

- If you have WebEx Productivity tools installed:
  - a. Click the Add WebEx Meeting button.



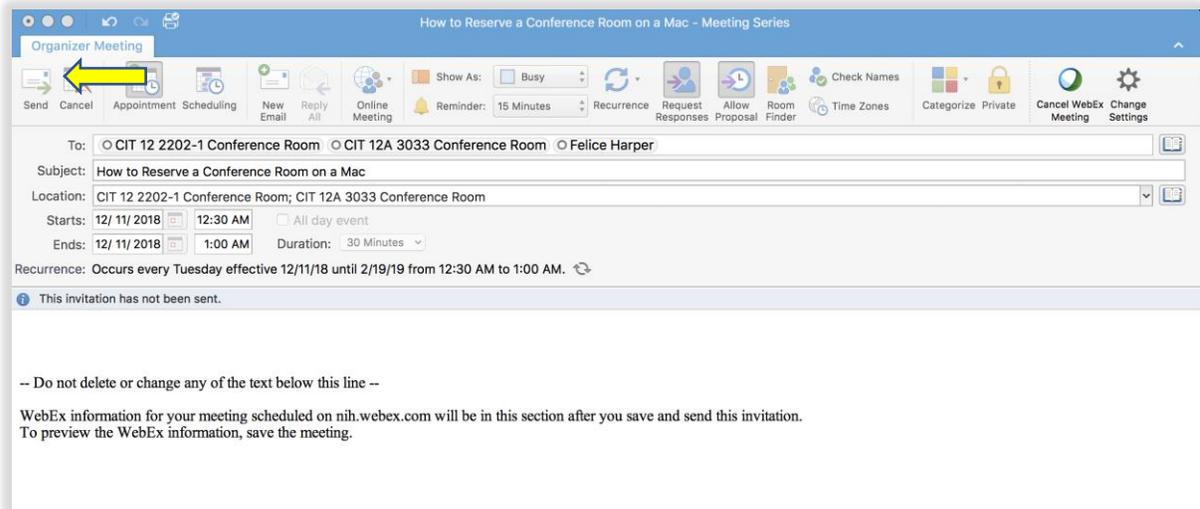
b. Click on the "Add WebEx" option from the dropdown list.



c. Adjust WebEx Meeting settings as desired. For additional information on scheduling a WebEx Meeting, including scheduling through the [nih.webex.com](https://video.nih.gov/webex/index.html) website, and guidance on installing WebEx Productivity Tools, please visit the How To section of our WebEx information webpage: <https://video.nih.gov/webex/index.html>.

- If you do not have WebEx productivity tools installed: Please contact the NIH IT Service Desk at <http://itservicedesk.nih.gov/support> or call (301) 496-HELP (4357), 301-496-8294 (TTY), or 866-319-4357 (HELP).

13. Review the scheduling settings then click the “Send” icon from the menu to complete the scheduling request.



14. A confirmation email will be sent to the requestor stating the request has been accepted or declined.

a. An Accepted response will confirm your conference room has been reserved.

b. A Declined response will be received if you have a chosen a time the conference room already has reserved.

Accepted All: Scheduling a conference room using a Mac - Inbox

Message

Delete Archive Reply Reply All Forward Attachment Meeting Move Junk Rules Read/Unread Categorize Follow Up

Accepted All: Scheduling a conference room using a Mac

○ CIT 12A 3033 Conference Room <cit12a3033@mail.nih.gov>  
To: ○ Battle, Jerome (NIH/CIT) [C]  
When: Occurs every Thursday and Saturday effective 12/6/18 until 12/8/18 from 7:30 PM to 8:30 PM.  
Location: CIT 12A 3033 Conference Room; CIT 12 2202-1 Conference Room

Accepted All: CIT 12A 3033 Conference Room has accepted.

**Your request was accepted.**

Your request was accepted through 12/8/2018.

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

Sent by Microsoft Exchange Server 2016