How to Reserve a Conference Room When Scheduling a Meeting through Outlook

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:

1. Open your meeting window:
   - For an existing meeting, double-click the meeting in your Outlook calendar to open and edit it.
   - For new meetings, make sure you’re in your Outlook calendar, and then click **New Meeting** on the Home tab.

2. In the meeting window, click **Rooms** to locate the room you want to reserve.
3. In the Select Rooms window, locate and select the room you would like to reserve, and then click OK. The room will be added to the Location field of your meeting invitation. It will also appear as a recipient in the To field. You can add multiple meeting rooms if your meeting requires it.
4. Add your Meeting Attendees to the To field.

5. Click Scheduling Assistant. The Scheduling Assistant helps you find the best time for your meeting by comparing the available times for recipients and the conference room.

6. Once you have chosen a meeting time, return to the Meeting window and fill in basic meeting information (the Location and To fields should already be populated from steps 3 and 4):
   - Subject
   - Start Time
7. **End Time**

(Optional) If you want the meeting to repeat on a certain date and time, do the following:

a. Click the **Recurrence** button.

b. Adjust recurrence settings as desired.

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1. (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. Adjust WebEx Meeting settings as desired. For additional information on scheduling a WebEx Meeting, including scheduling through the nih.webex.com 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](https://video.nih.gov/webex/index.html).
• If you do not have WebEx productivity tools installed:
  
a. Schedule a WebEx Meeting through nih.webEx.com. This will create a meeting in your NIH Outlook calendar.
b. Edit the meeting as described in step 1.

2. When you are satisfied with your meeting settings (time, location, subject, participants), click **Send**. The meeting request is sent to the recipients specified in the To field.