# How to Reserve a Conference Room for An Existing Scheduled 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.
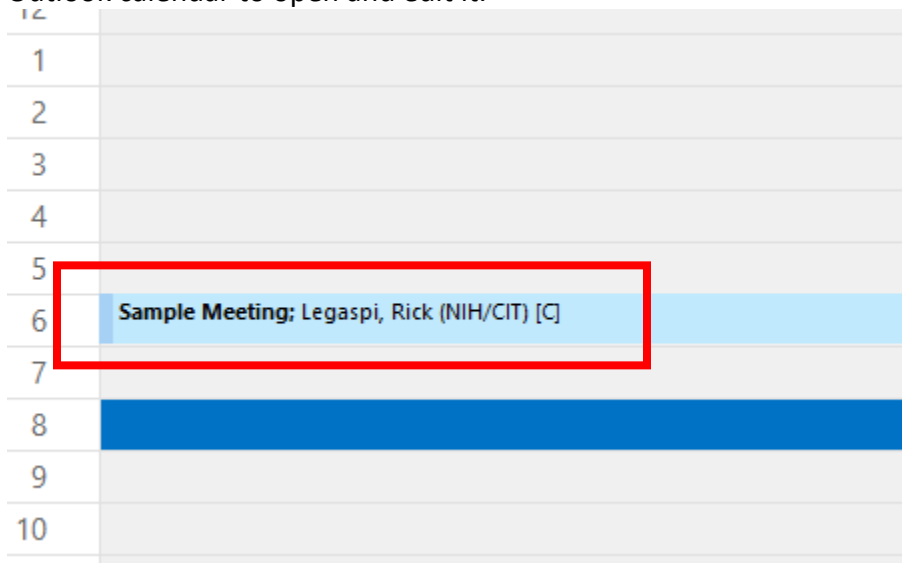

2. In the meeting window, click **Locations** to locate the room you want to reserve.
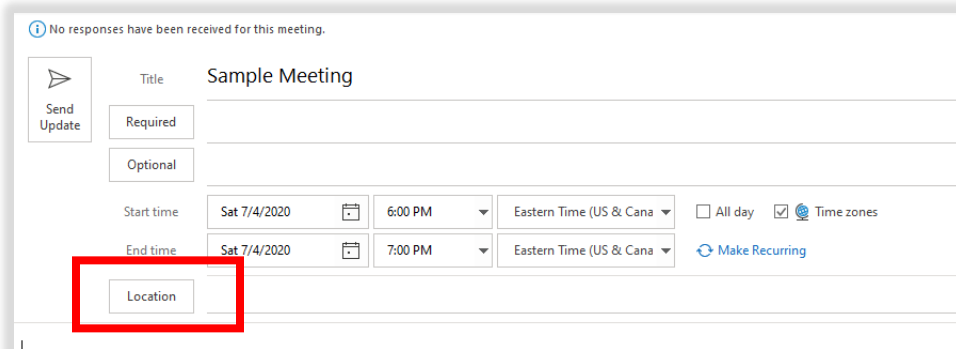

3. In the **Select Rooms** window, locate and select the room you would like to reserve, and then click **OK**. The room will be added to the **Location** field of your meeting invitation. It will also appear as a recipient in the **Required** field. You can add multiple meeting rooms
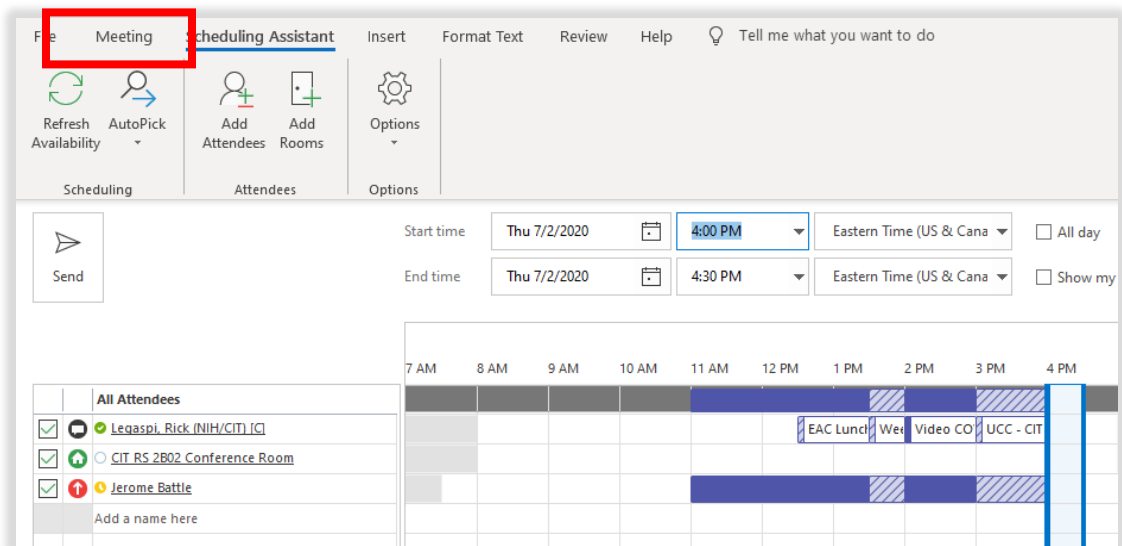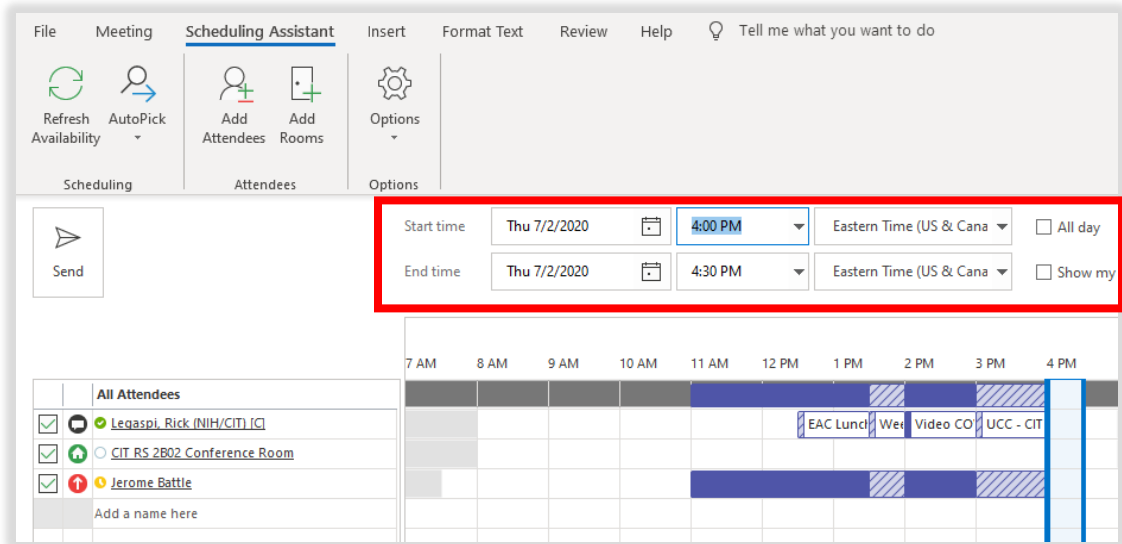
if your meeting requires it.
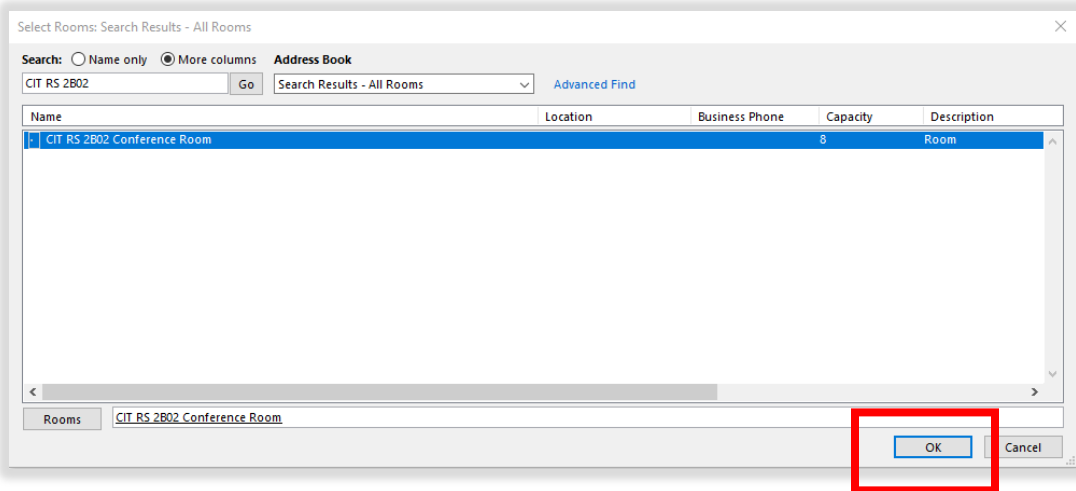
4. Click **Scheduling Assistant**. The Scheduling Assistant helps you find the best time for your meeting by comparing the available times for recipients and the conference room.
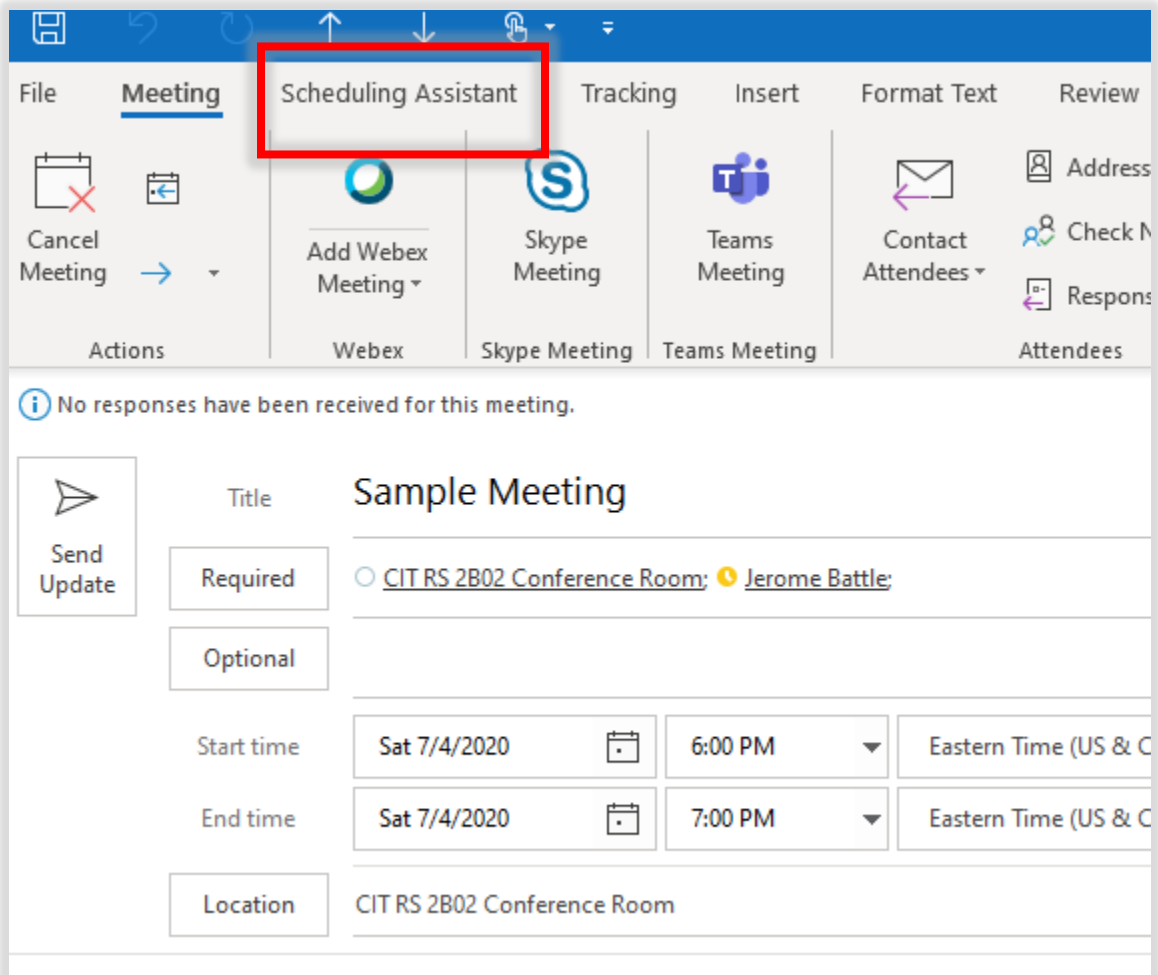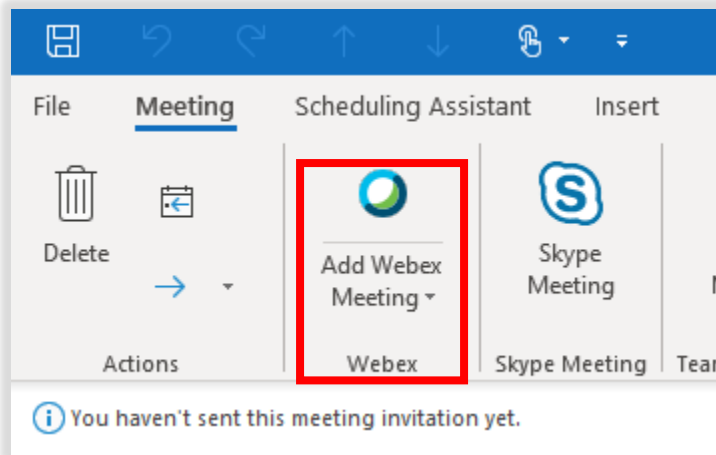

5. If needed, update the Start Time and End Time on the Scheduling Assistant menu. Then click on Meeting to return to the meeting Options.

6. (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.

- 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.

7. 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.
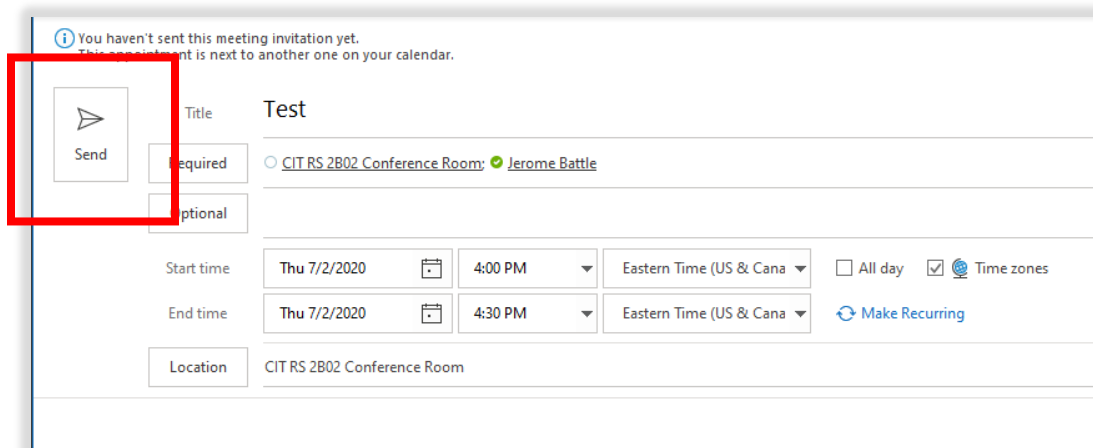
8. After you have sent your meeting invitation, you will receive an email back from the conference room mailbox account.

    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.