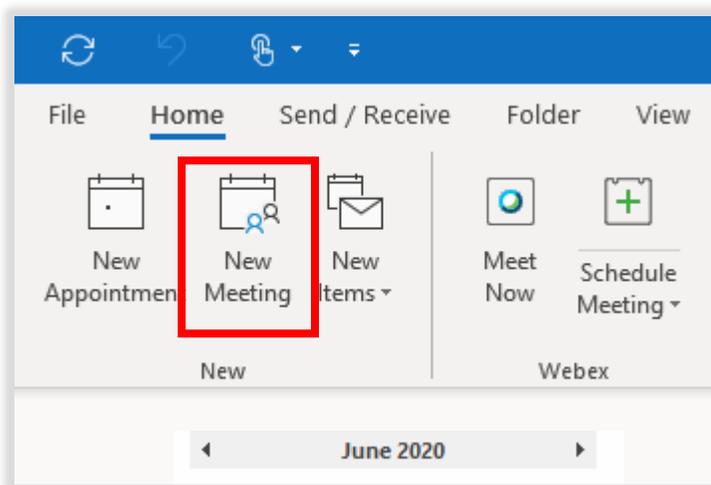


How to Reserve a Conference Room When Scheduling a New Meeting through Outlook

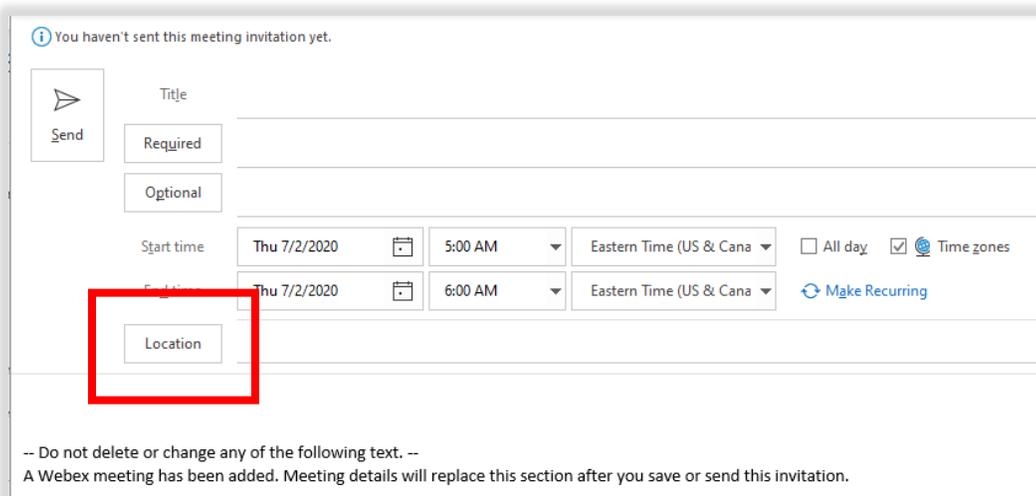
The following instructions describe how to reserve a conference room through Microsoft Outlook. *Note: To prevent overbooking, scheduling is limited to six months in advance.*

To reserve a conference room when scheduling a meeting in Outlook:

1. Open a new meeting window using the **New Meeting** button in the Outlook toolbar. Outlook tool bar.

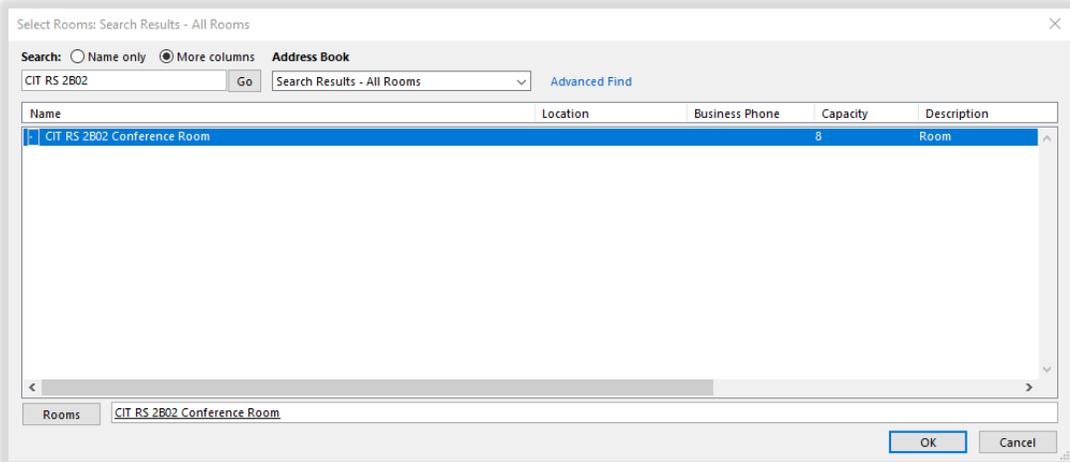


2. In the meeting window, click **Location** to locate the room you want to reserve.

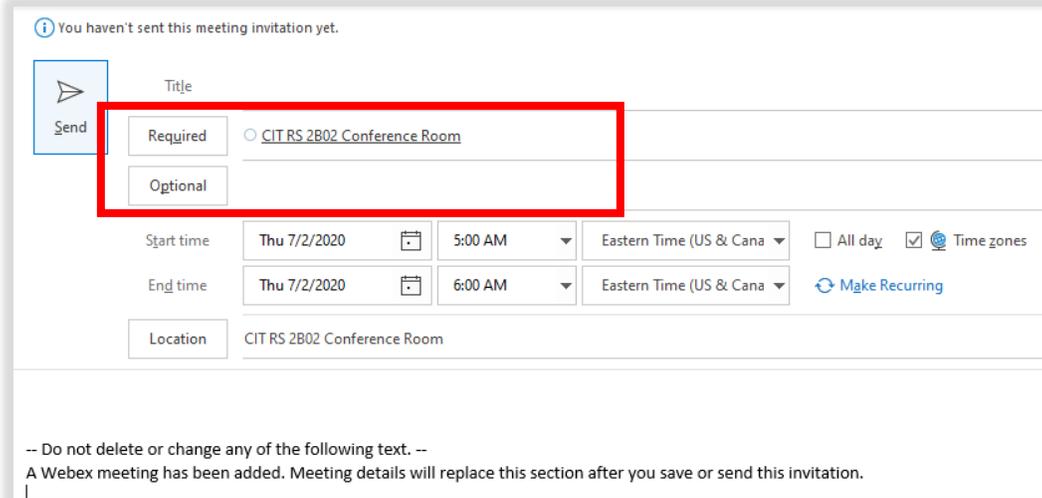


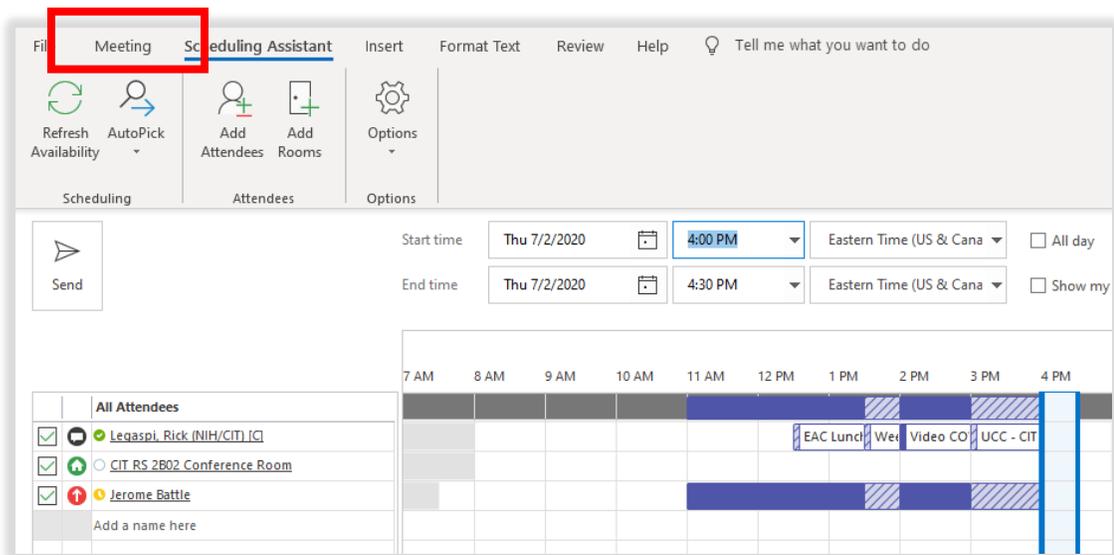
3. In the **Select Rooms** window, locate and select the room you would like to reserve, and then click **OK**. The room will be added to the **Location** field of your meeting invitation. It will also appear as a recipient in the **Required** field. You can add multiple meeting rooms

if your meeting requires it.



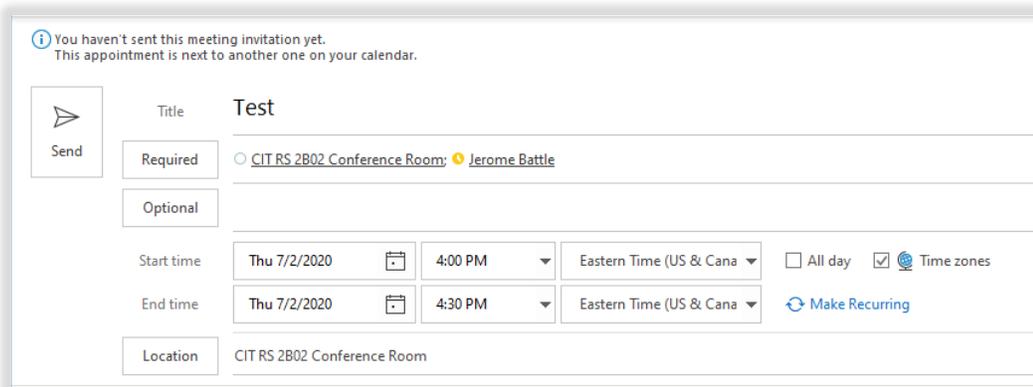
4. Add your Meeting Attendees to the **Required** field. **Optional** attendees can also be added.





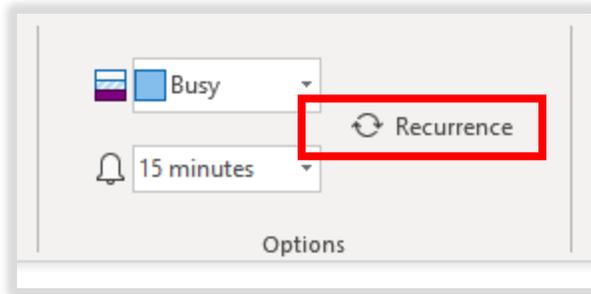
7. Fill in basic meeting information (the **Required**, **Start Time**, **End Time** and **Location** fields should already be populated from previous steps):

- Subject
- Meeting Body



8. (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.

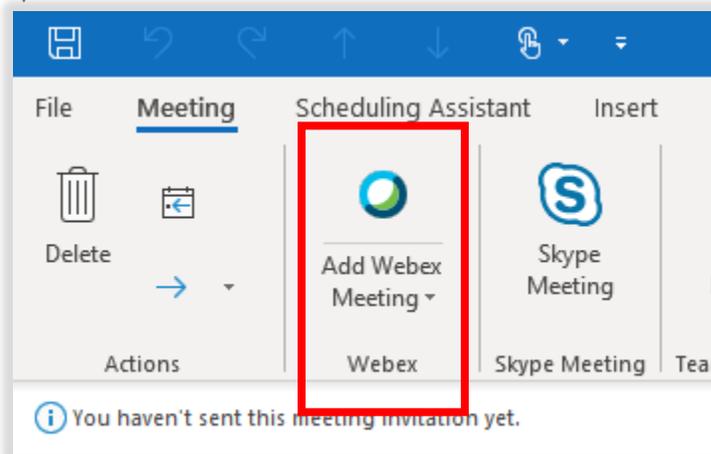
Note: To prevent overbooking, conference room reservation scheduling is limited to six months in advance.

Recurrence meetings cannot conflict with other scheduled meetings.

- 9. (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.



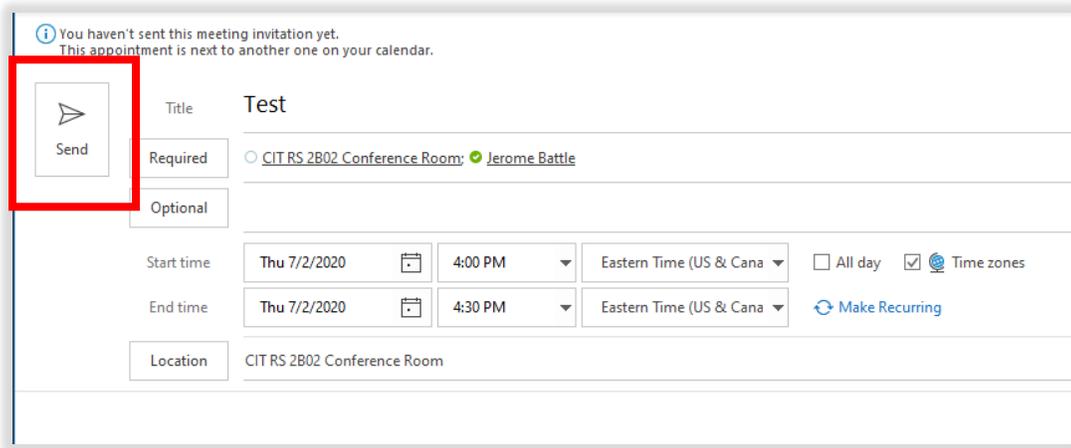
- b. Adjust WebEx Meeting settings as desired. For additional information on scheduling a WebEx Meeting, including scheduling through the [nih.webex.com](https://video.nih.gov/webex/index.html) website, and guidance on installing WebEx Productivity Tools, please visit the **How To** section of our WebEx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

<https://video.nih.gov/webex/index.html>.

- If you do not have WebEx productivity tools installed:

- a. Schedule a WebEx Meeting through [nih.webex.com](https://video.nih.gov/webex/index.html). This will create a meeting in your NIH Outlook calendar.

- b. Edit the meeting as described in step 1.
10. 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.



11. 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 chosen a time the conference room already has reserved.