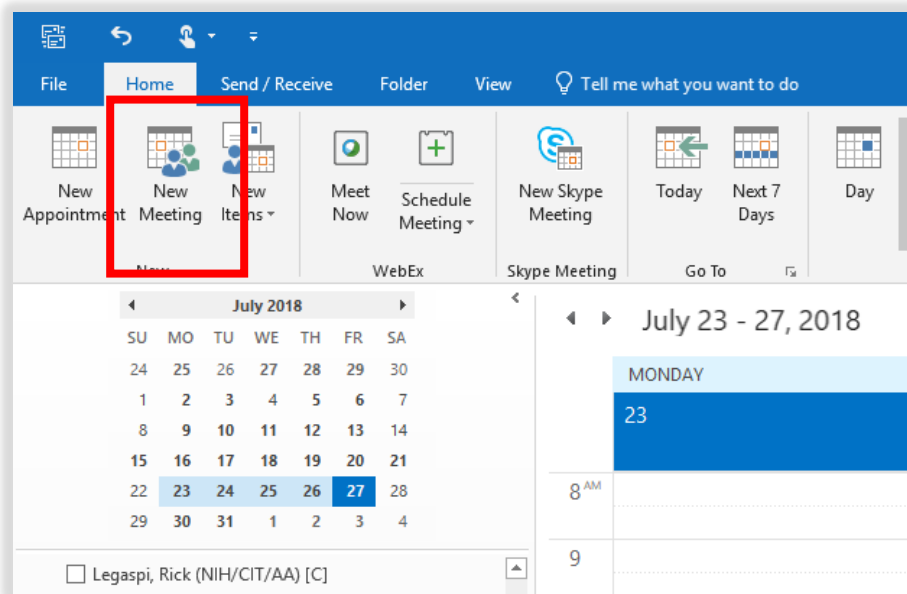


# How to Reserve a Conference Room When Scheduling a New Meeting through Outlook

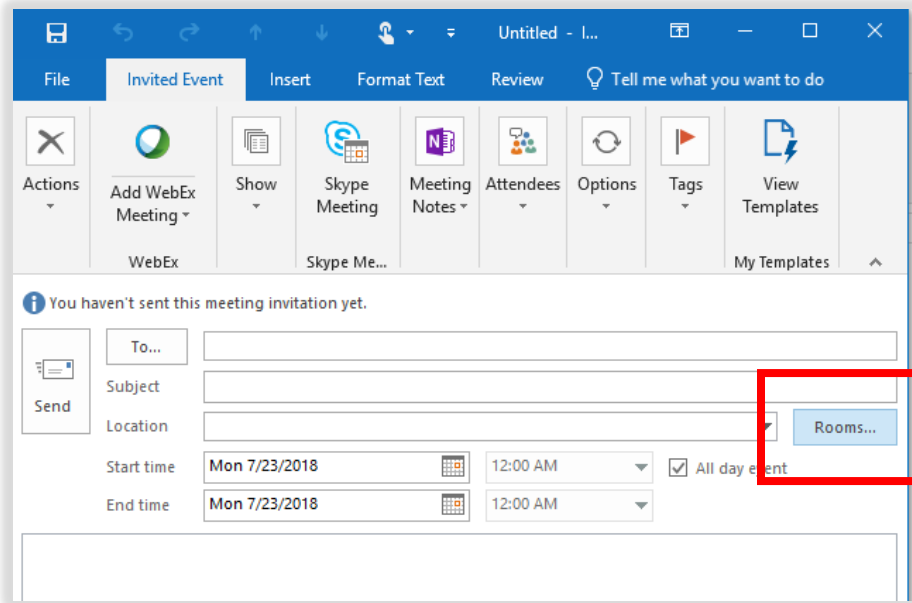
The following instructions describe how to reserve a conference room through Microsoft Outlook. *Note: To prevent overbooking, scheduling is limited to six months in advance.*

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

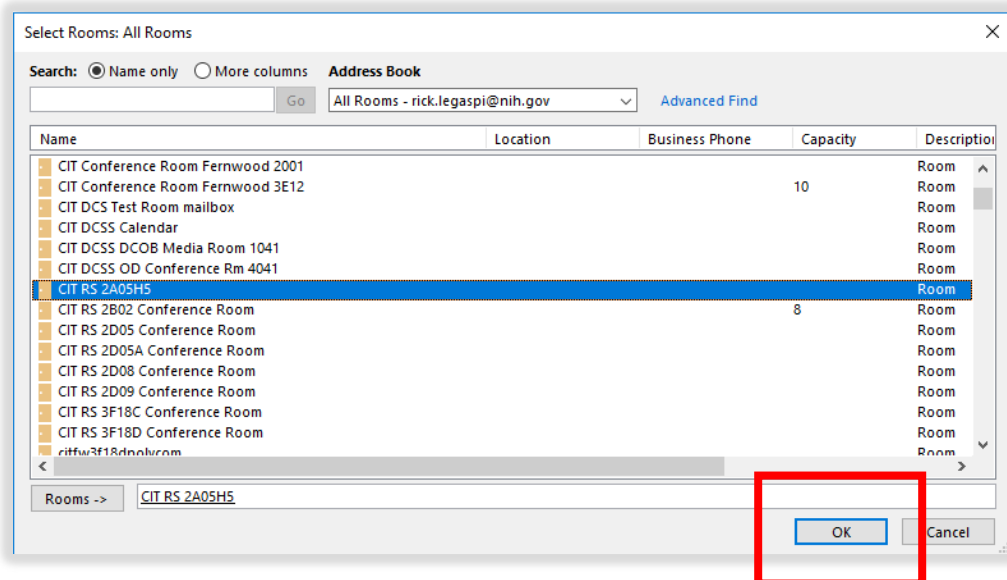
1. Open your meeting window. For new meetings, make sure you're in your Outlook calendar, and then click **New Meeting** on the Home tab.



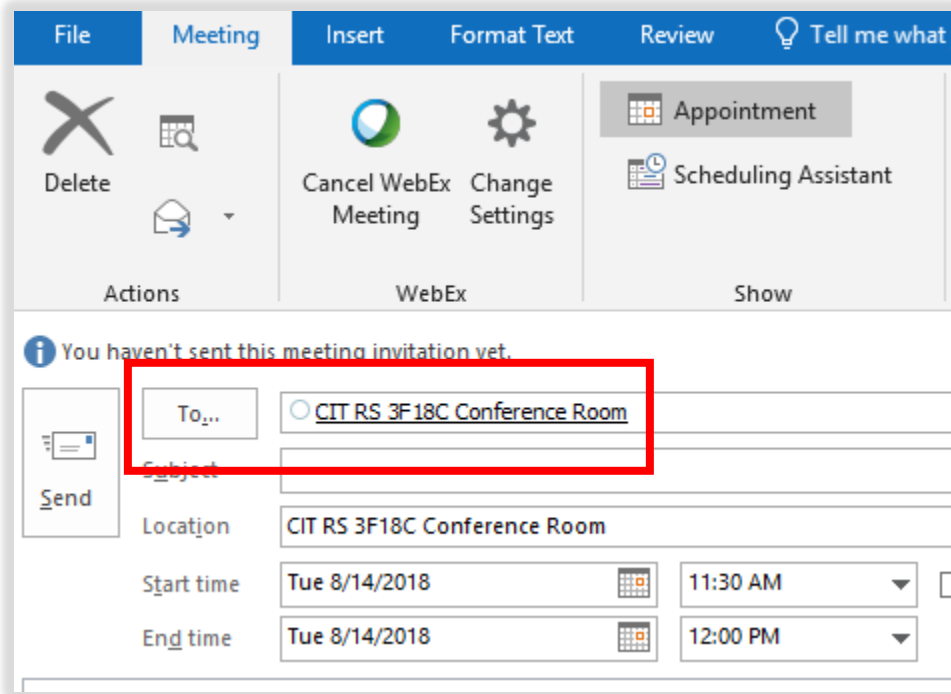
2. In the meeting window, click **Rooms** to locate the room you want to reserve.



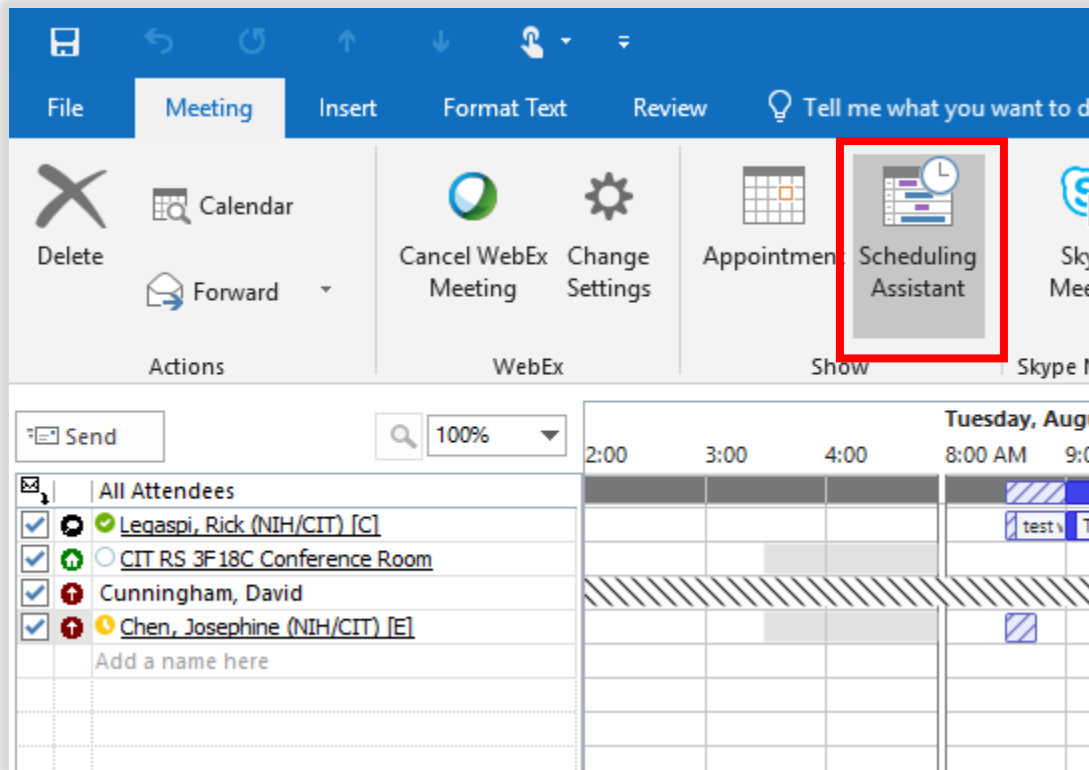
3. In the **Select Rooms** window, locate and select the room you would like to reserve, and then click **OK**. The room will be added to the **Location** field of your meeting invitation. It will also appear as a recipient in the **To** field. You can add multiple meeting rooms if your meeting requires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



4. Add your Meeting Attendees to the **To** field.



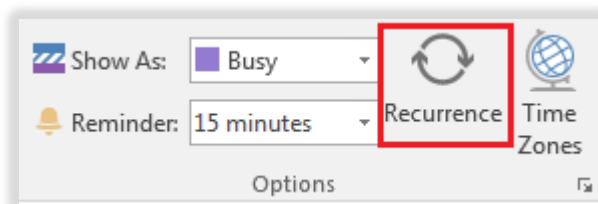
5. Click **Scheduling Assistant**. The Scheduling Assistant helps you find the best time for your meeting by comparing the available times for recipients and the conference room.



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
- End Time

7. (Optional) If you want the meeting to repeat on a certain date and time, do the following:
  - a. Click the **Recurrence** button.

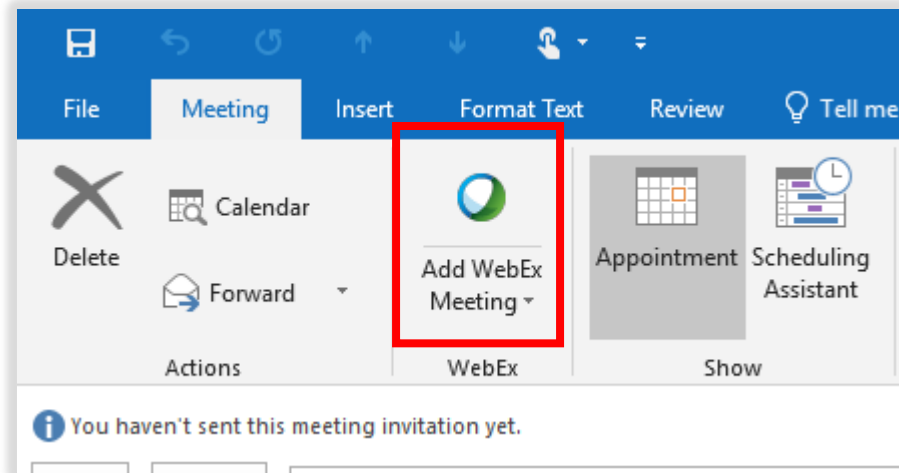


- b. Adjust recurrence settings as desired.

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

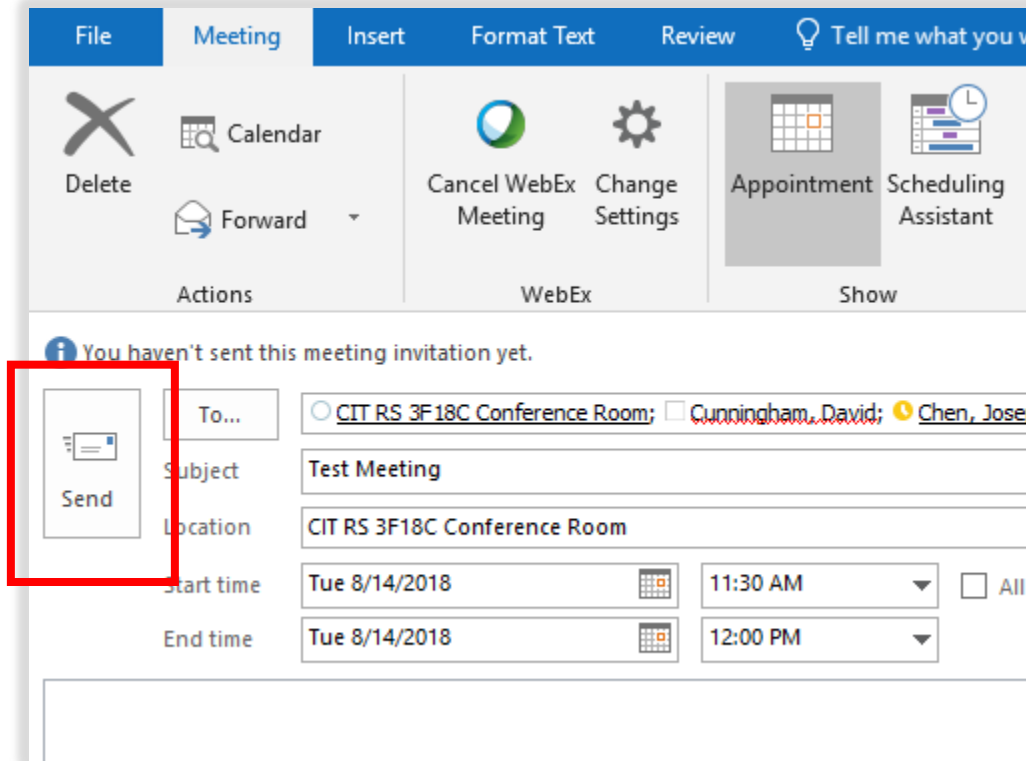
8. (Optional) If you want to use WebEx for your meeting, do the following:

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



- b. 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.

9. 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.



10. 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.