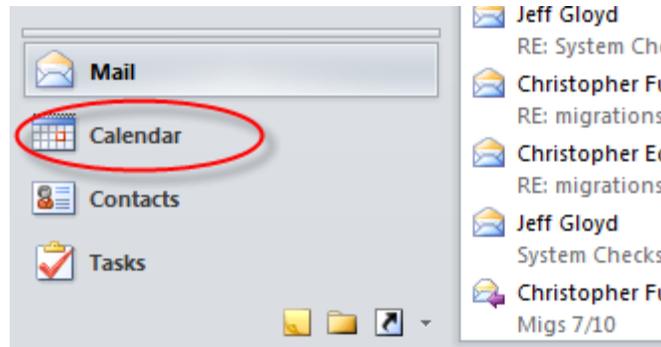


# How to

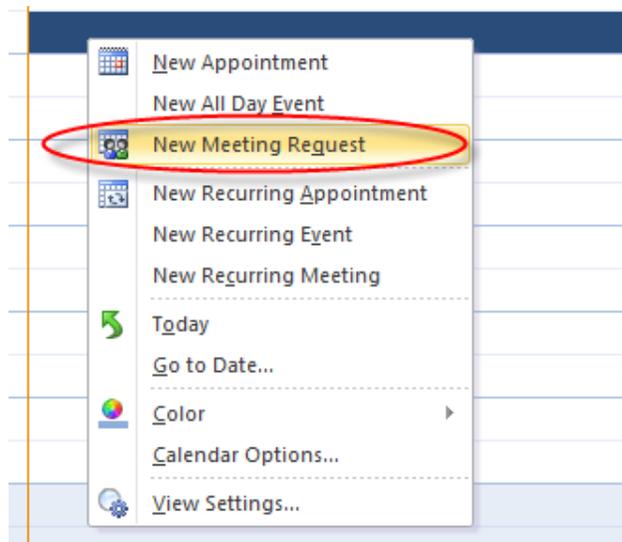
## Create a Meeting in Outlook 2010

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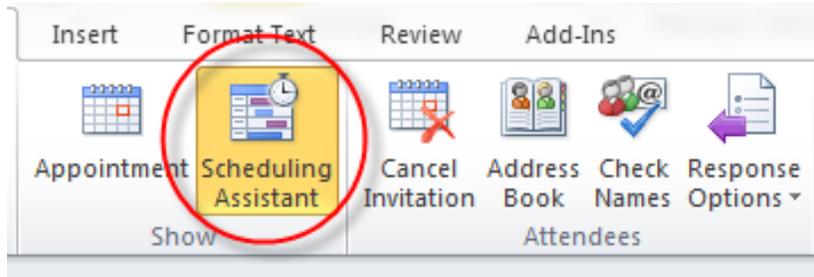
1. Select the **<Calendar>** tab at the bottom left of your Outlook window.



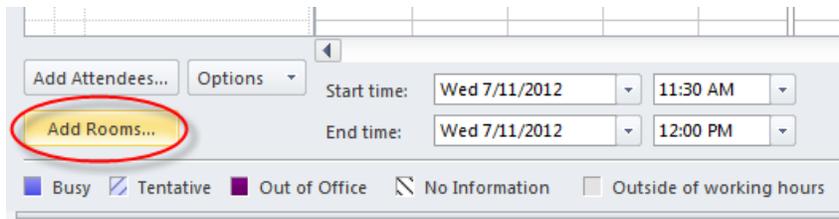
2. Once your calendar is open, choose **<New Meeting Request>** from the top menu bar.



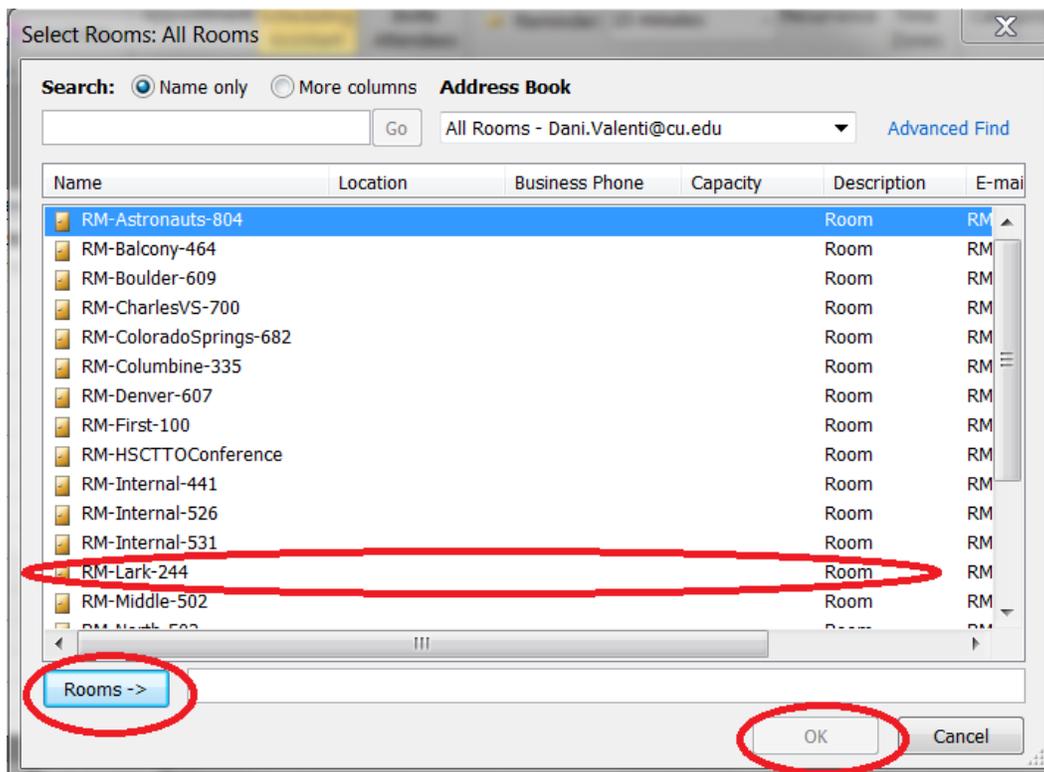
3. Click on the **<Scheduling Assistant>** icon in the top menu bar.



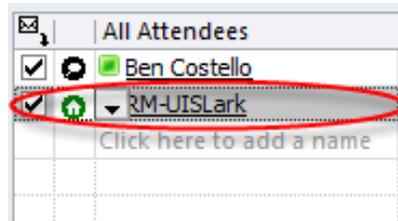
4. Click on the **<Add Rooms>** button at the bottom left of the meeting window.



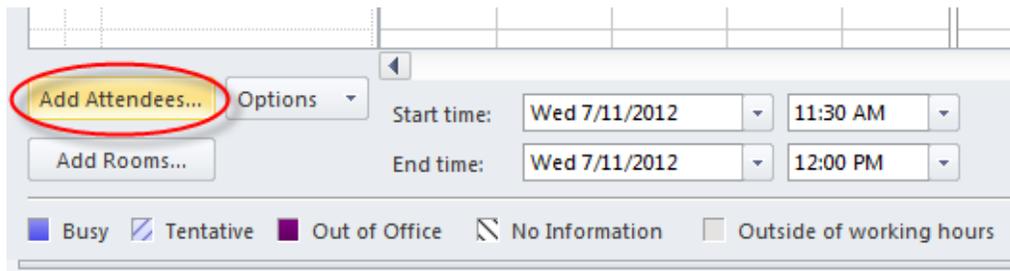
5. From there select the desired meeting room (See page 6 for the 1800 Grant Conference Room Naming Guide) by double clicking on it or by selecting **<Rooms>**. Then click **<OK>**.



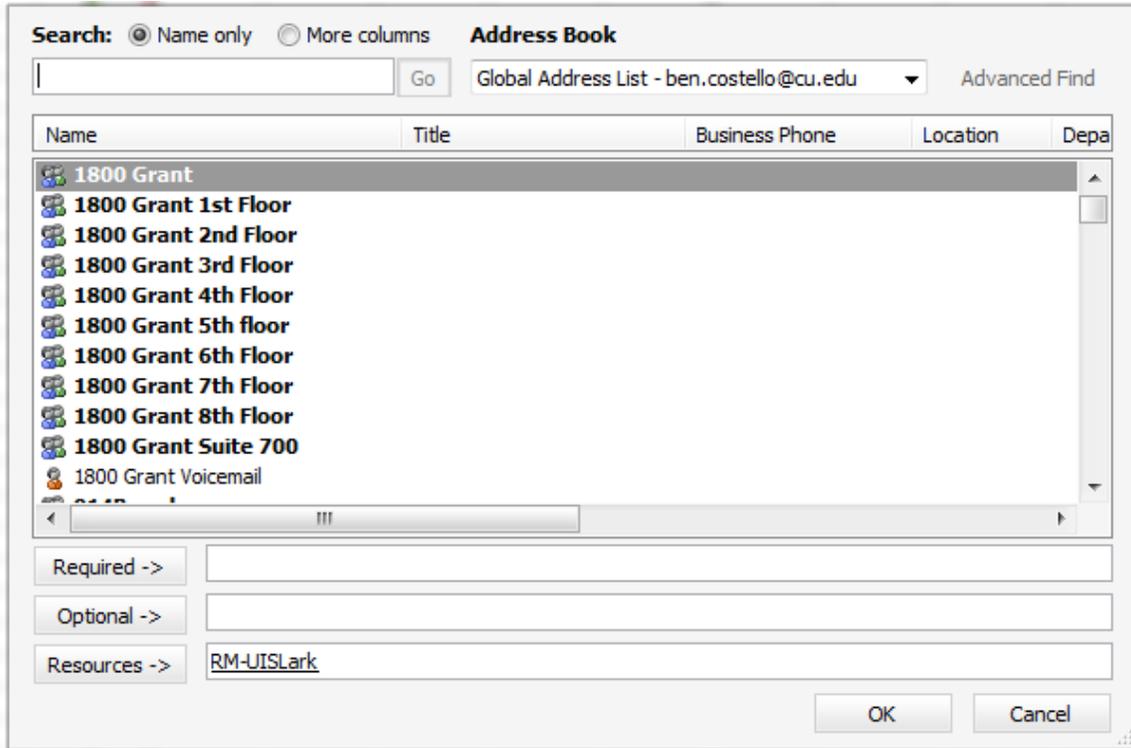
6. Once the room is selected it should be visible in the **All Attendees** section of the meeting window.



7. Next, you will add the attendees and select a meeting time. Click on the **<Add Attendees>** button at the bottom left of the window. To set the meeting time, use the drop down menu labeled **Start Time** and **End Time** to the right of the Add Attendees button.



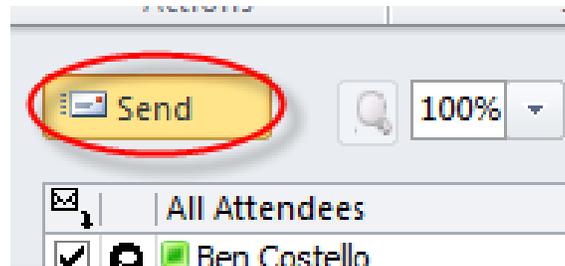
- From this window you can either browse for people by using the address book or search for people using the search field at the top left of the field. To select an attendee, click once on their name then click either **<Required>** or **<Optional>** at the bottom of the window.



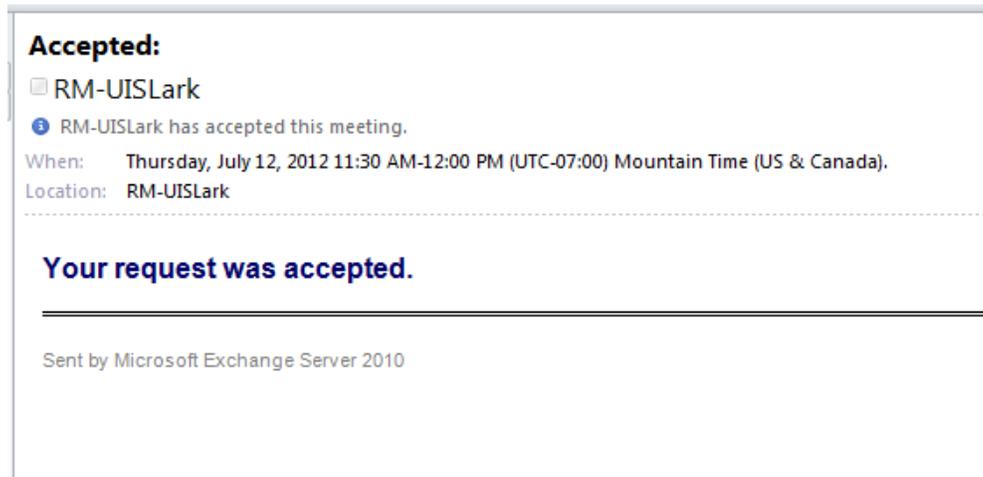
- Once you select all of the attendees, they should appear in the **All Attendees** section of the meeting window. You will see in the table if the attendees and conference room are available at the time you've selected.

All Attendees	
<input checked="" type="checkbox"/>	Ben Costello
<input checked="" type="checkbox"/>	Christopher Fuller
<input checked="" type="checkbox"/>	RM-Lark
	<a href="#">Click here to add a name</a>

10. Now you're ready to send your meeting invitations. Click the **<Send>** button at the top right of the window.



11. You should receive an e-mail confirming that the meeting room request was accepted. You can return to **Scheduling Assistant** to confirm that your room has been booked.



## 1800 Grant Conference Rooms – Naming Guide

The 1800 Grant conference rooms will be listed in the Outlook global address book in this format:

RM-ConferenceRoomName-#

The rooms will be listed as follows:

### 1<sup>st</sup> Floor

**RM-First-100**

### 2<sup>nd</sup> Floor

**RM-Lark-244**

**RM-TrainingRoom-256**

### 3<sup>rd</sup> Floor

**RM-Spruce-304**

**RM-Columbine-335**

### 4<sup>th</sup> Floor

**RM-Balcony-464**

**RM-Internal-417** (*also known as Internal Conference Room 1*)

**RM-Internal-441** (*Internal Conference Room 2*)

### 5<sup>th</sup> Floor

**RM-South-501**

**RM-Middle-502**

**RM-North-503**

**RM-Internal-526** (*Internal Conference Room 03*)

**RM-Internal-536** (*Internal Conference Room 04*)

**RM-Internal-531** (*Internal Conference Room 05*)

### 6<sup>th</sup> Floor

**RM-Denver-607**

**RM-Boulder-609**

**RM-ColoradoSprings-682**

### 7<sup>th</sup> Floor

**RM-CharlesVS-700** (*Charles V Sweet Conference Room*)

### 8<sup>th</sup> Floor

**RM-Astronauts-804**

**RM-Regents-890**

**RM-Chancellor-889**