

# BOOKING A ROOM

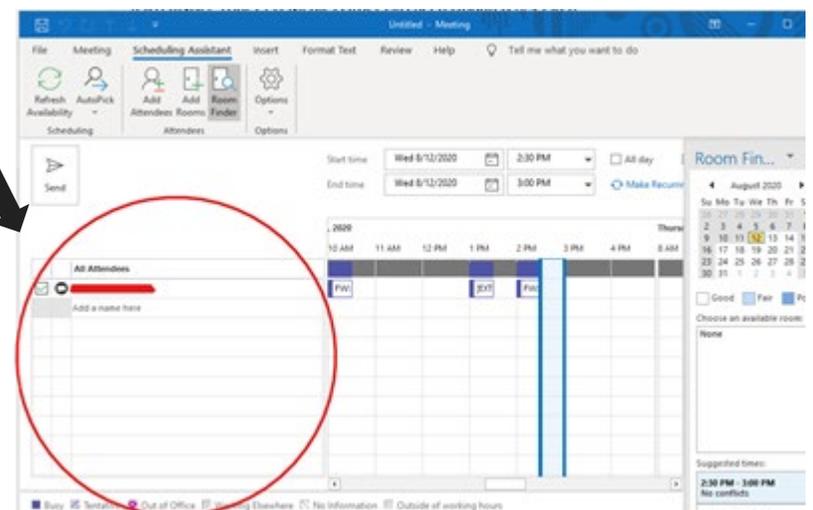
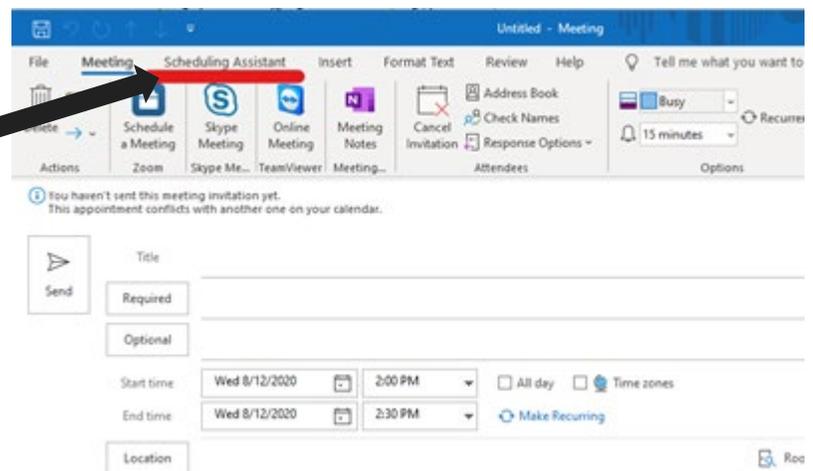
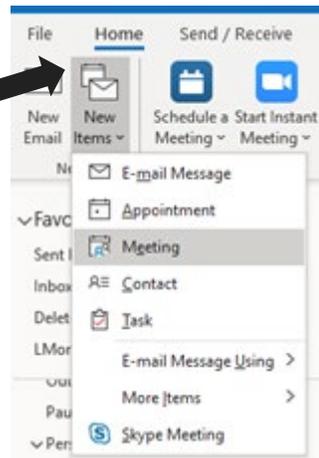
## Booking a Conference Rooms -

We have internal and external meetings happening daily in Cherry Hill. Please always book a conference room for a meeting through outlook. This secures the room for your meeting and avoids confusion.

### Open Outlook.

Create a meeting invitation.

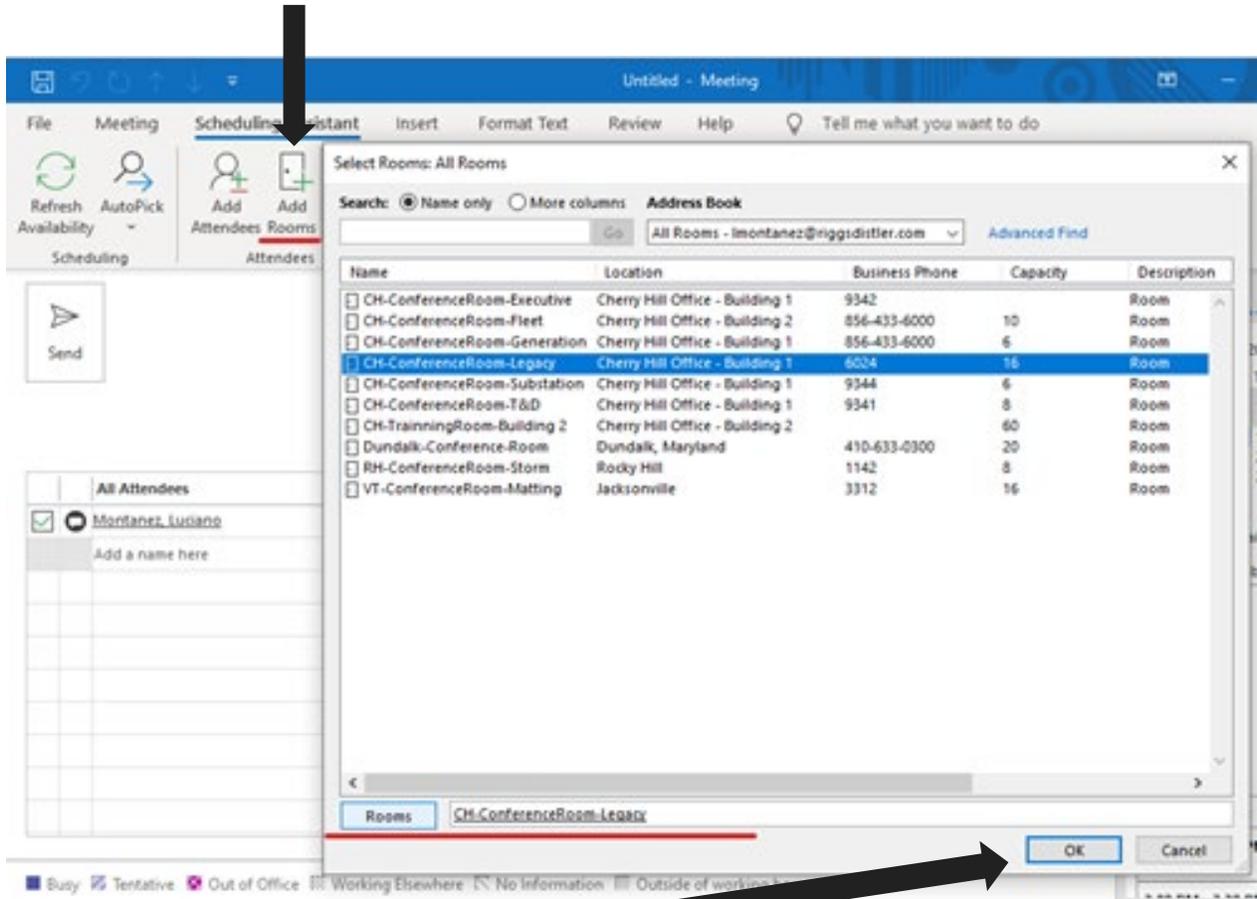
- In the Mail screen, click **New Items** in the upper left bar and then select **Meeting** or you can also use the keyboard shortcut while outlook is open Ctrl+Shift+Q
- Add attendees to **Required** and/or **Optional** box.
- In the **Title/Subject** box, enter a description of the meeting or event.
- Select Scheduling Assistant from the Ribbon You'll see a row for every recipient you entered in the **All Attendees** box. If you want to add more attendees, you can type their name in any blank row.
- Times that your attendees are busy are shown in dark blue. Times that your attendees have a tentative appointment are shown in a light blue hashed block, and times outside of your attendees' working hours are shown in light gray. Select an available time for all of your attendees.





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In the Scheduling Assistant screen, click **Add Rooms** then select your conference room and click on the **Rooms** icon at the bottom of your screen. Your room appear in the box on the right-hand side.



- Click **OK**.
- Click **Send**. You will receive a message from the calendar account for the room accepting your request if the room is available during the selected day and time.



If you run into an issue, please contact IT for assistance.