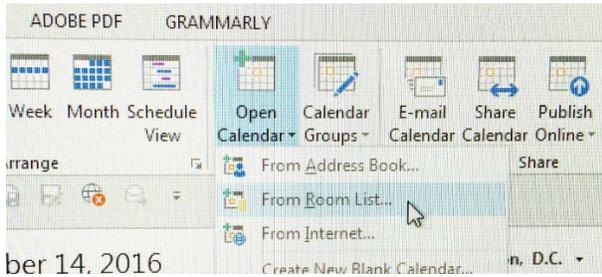
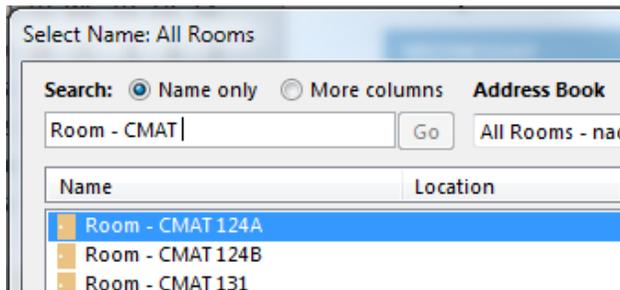


To View Conference Room Calendars

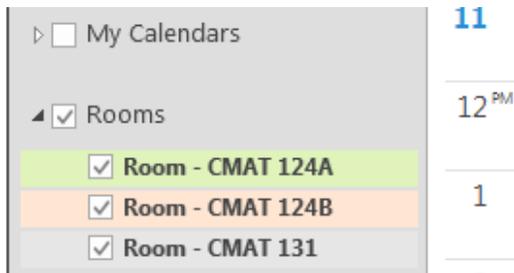
1. In the lower left corner of the main Outlook screen select the “Calendar” button
2. Click **Open** Calendar in the Home Calendar Ribbon. “**From Room List**”



3. In the search field type “**Room – CMAT**” and select the calendar you want to add. Click “**OK**” to finish.

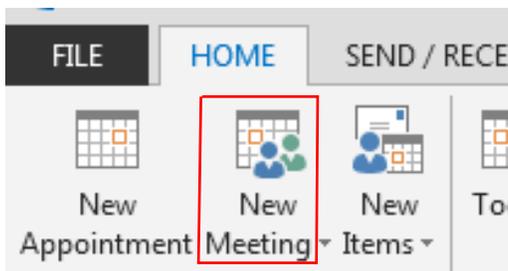


4. On the left of the Calendar Navigation Pane, you will see the calendar you added and can check or uncheck the boxes for the calendars you want to view.



Reserving a Conference Room

1. In the lower left corner of the main Outlook screen select the “**Calendar**” button
2. Select “**New Meeting**” in the upper left corner of the calendar view screen



3. In the “**to**” field add those who are being invited to the meeting

From nadiap@exchange.tamu.edu
To... NFSC - Staff;
Subject

4. In the “**Subject**” field type in description for the meeting as appropriate

You haven't sent this meeting invitation yet.

From nadiap@exchange.tamu.edu
To... NFSC - Staff;
Subject Test

5. Click the “**Rooms**” button and type **ROOM – CMAT** then select the appropriate room you would like to reserve

You haven't sent this meeting invitation yet.

From nadiap@exchange.tamu.edu
To... NFSC - Staff
Subject Test
Location Rooms...
Start time Thu 9/15/2016 9:30 AM All day event

6. Select the appropriate date and time period for your meeting

Start time Thu 9/15/2016 9:30 AM All day event
End time Thu 9/15/2016 10:00 AM

7. Type in any comments or agenda you would like to send to the meeting attendees
8. Click the “**Send**” button to send in your request

