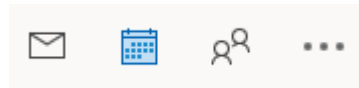


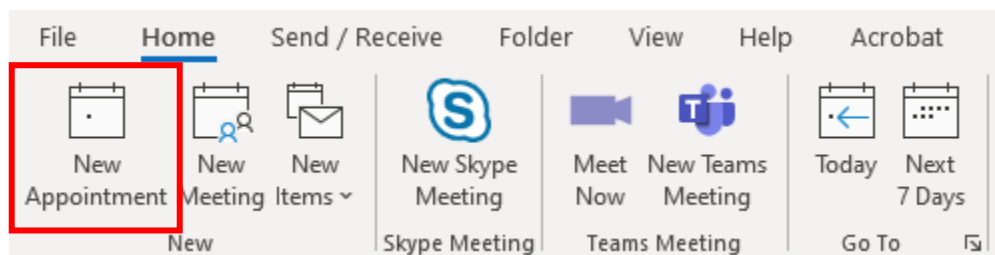
## How to Schedule ED Conference Rooms

*\*Access is only for scheduling meetings in conference room space and not classes. Faculty wanting to schedule small class size meetings in the conference room need to work through their department scheduler. Classes added and not approved through their department scheduler will be removed. \**

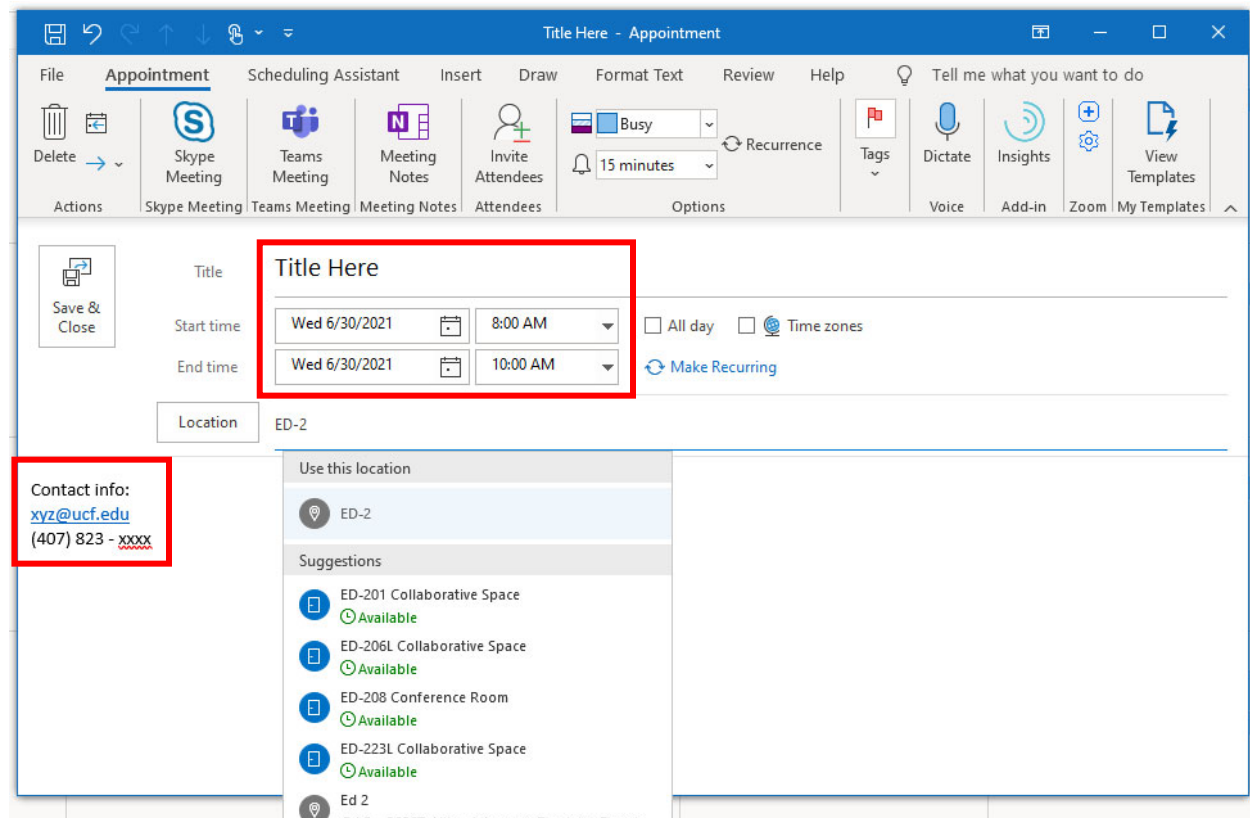
On the Outlook app, click the calendar icon in the bottom left corner of the window.



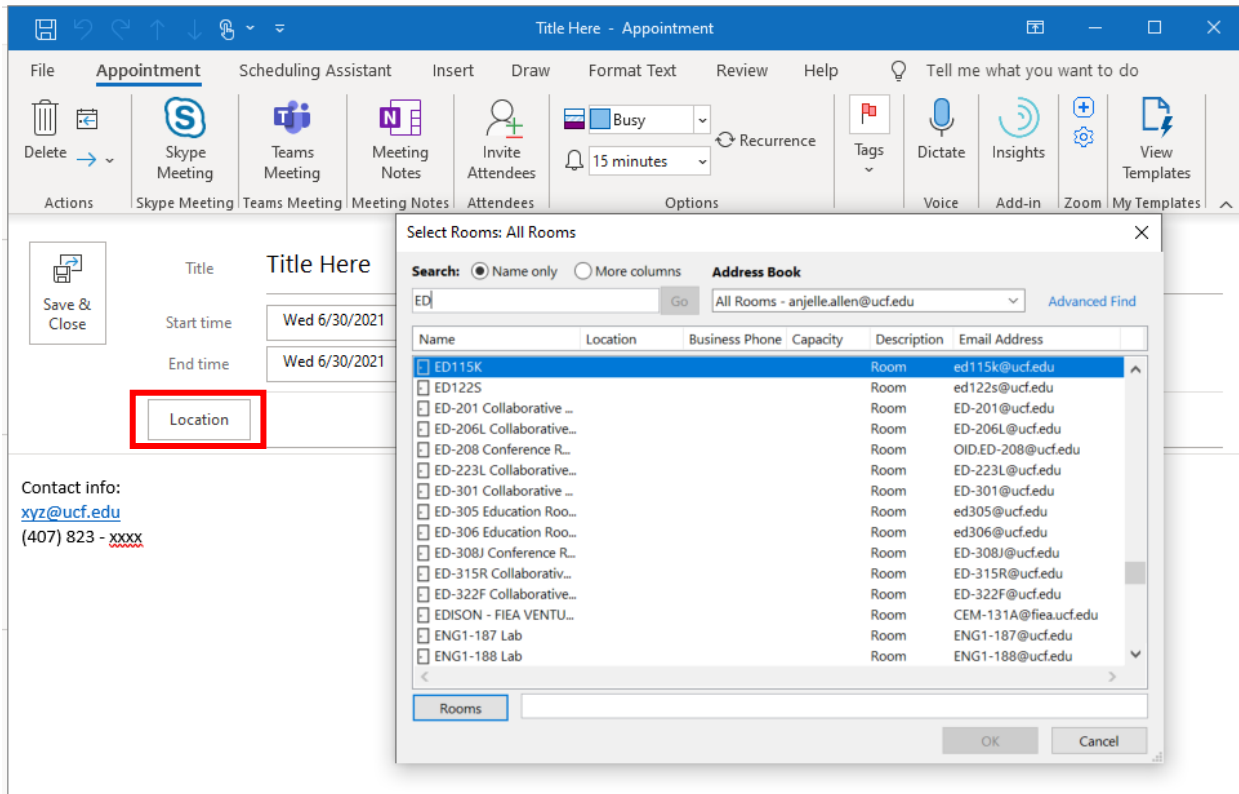
Click new appointment in the home tab at the top.



Include a **title**, **time**, **date** and list a **contact person** for scheduling or technical issues in the description. When entering **location**, you may either begin typing “ED – (room number)” and select your desired room from the drop-down menu.



OR click the **location** button type “ED” in the search bar to see which Education Complex conference rooms are available to schedule. If the appointment time is not available, you will not be able to book.



Lastly, remember to **save & close**. The appointment should pop up on your personal calendar as well as the conference room calendar that was chosen.

**\*Recurring appointments are not allowed.\***