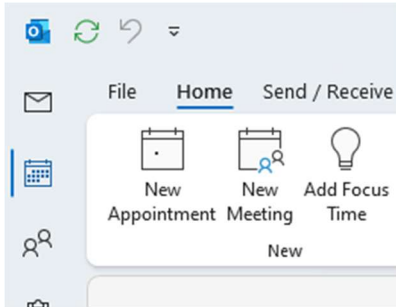


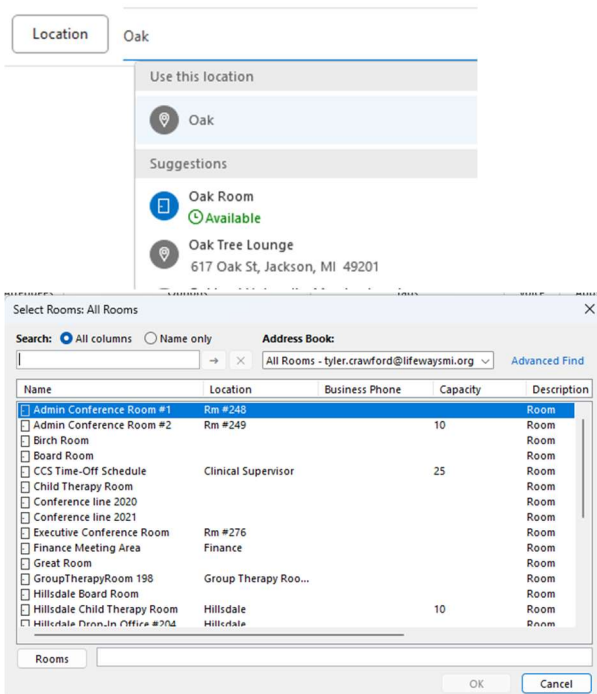
## SCHEDULING MEETING ROOMS

### IT Tips & Tricks

1. In your Outlook calendar, select “New Appointment” or “New Meeting.”



2. In the new window that appears, simply type the name of the room in the “Location” field and it will automatically find matches. Alternatively, you can click “Location” and you will open a small window with a list of rooms. Double-click your room selection and click “OK.”



PS: Remember to check the Scheduling Assistant to make sure your room is available when you need it!