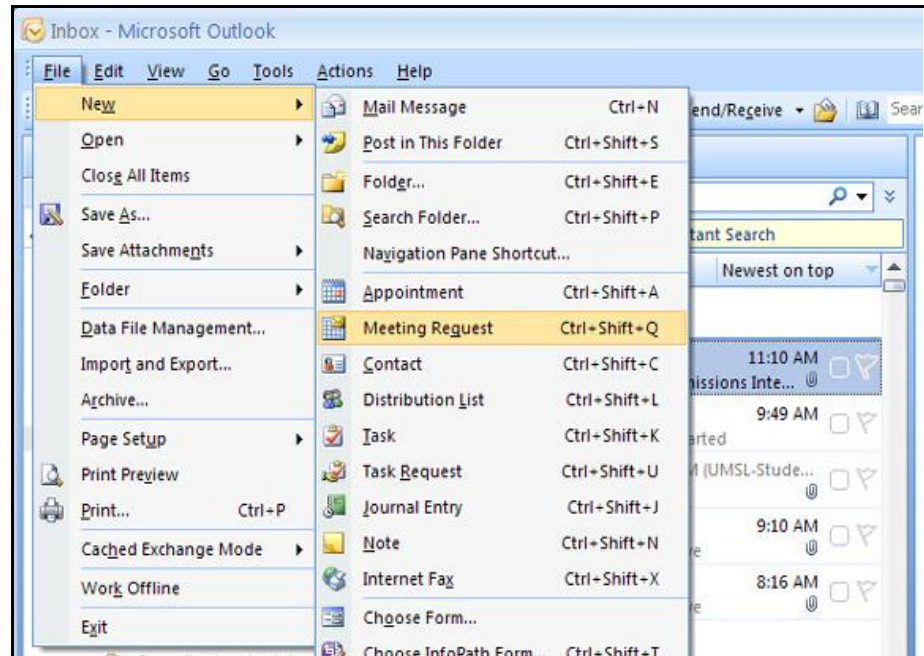


# INSTRUCTIONS FOR BOOKING THE TELEPRESENCE ROOM

## **STEP 1:**

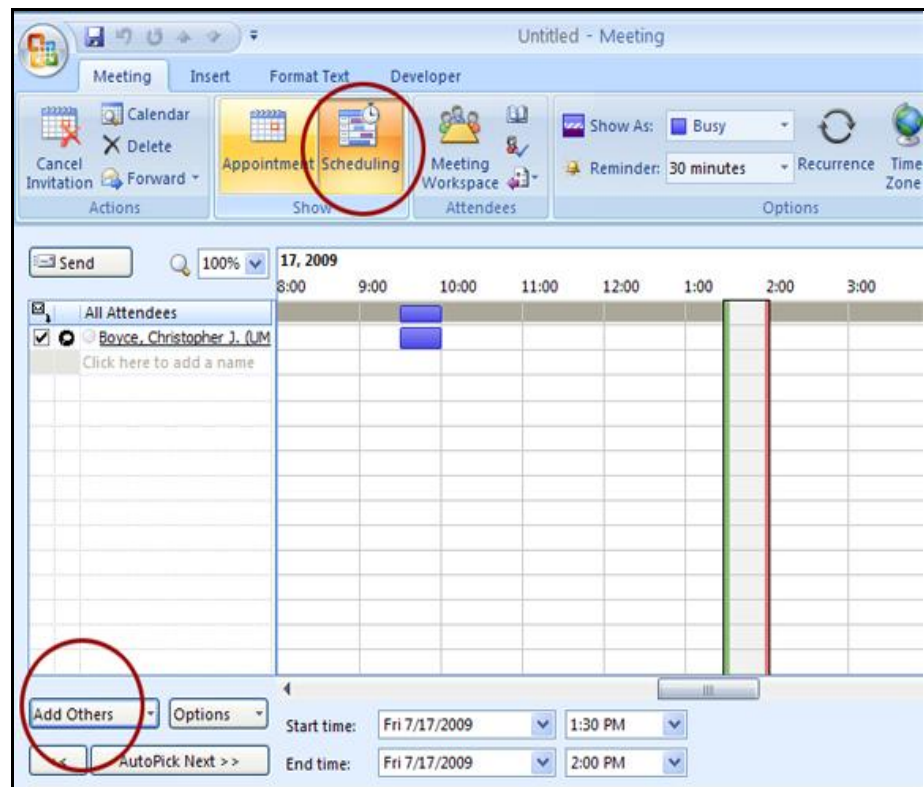
In Outlook, Click on *File*, then *New*, and then *Meeting Request*. Add meeting participants in the required and/or optional fields in the meeting request window that opens (pictured below).



## **STEP 2:**

Go to the scheduling screen by clicking *Scheduling* and then click on the *add others* button to open the address book. Here is where you will also set the date and start/end times for the event.

NOTE: You must schedule at least 15 minutes between any meeting already on the calendar, and ensure the meeting times do not conflict with other meetings.



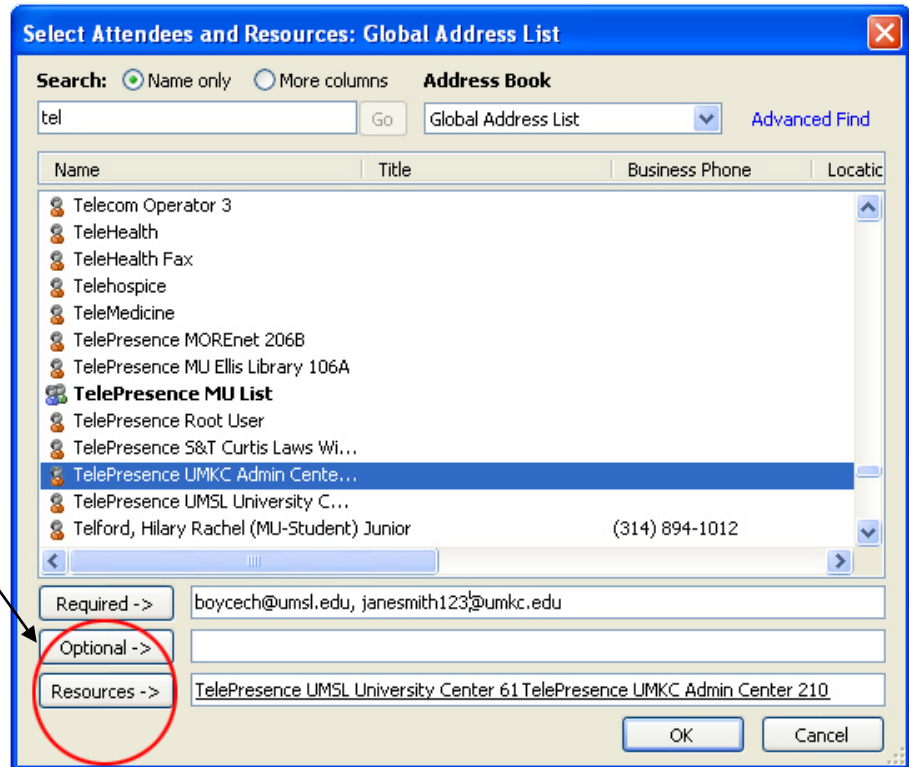
# INSTRUCTIONS FOR BOOKING THE TELEPRESENCE ROOM

## STEP 3:

Type "TelePresence" to find the list of available rooms.

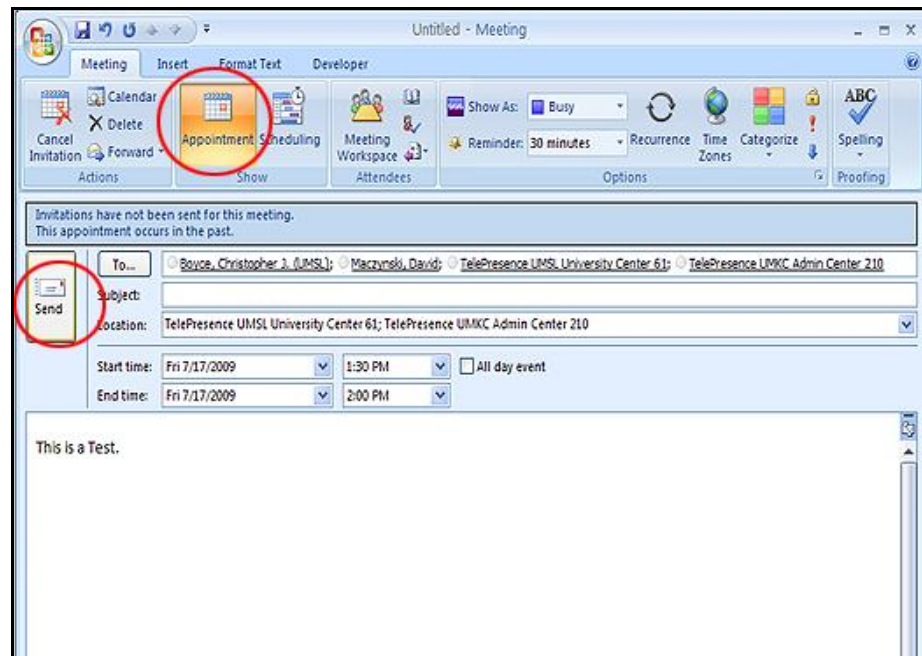
Select two or more TelePresence rooms from the list. These **must** go into the resources field!

Click *OK*



## STEP 4:

Click back on *Appointment* on the top ribbon and then *Send* to close the meeting request. Wait for a message from TelePresence confirming the meeting.



For scheduling questions, please contact:

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-Or-

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