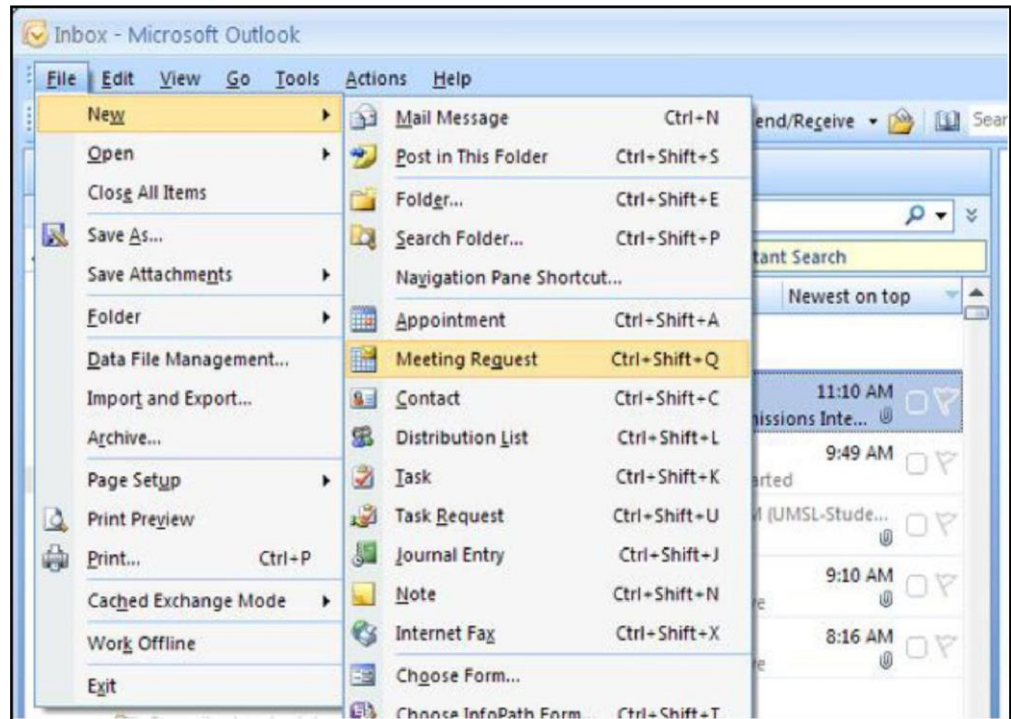


INSTRUCTIONS FOR BOOKING THE TELE-PRESENCE ROOM

STEP 1:

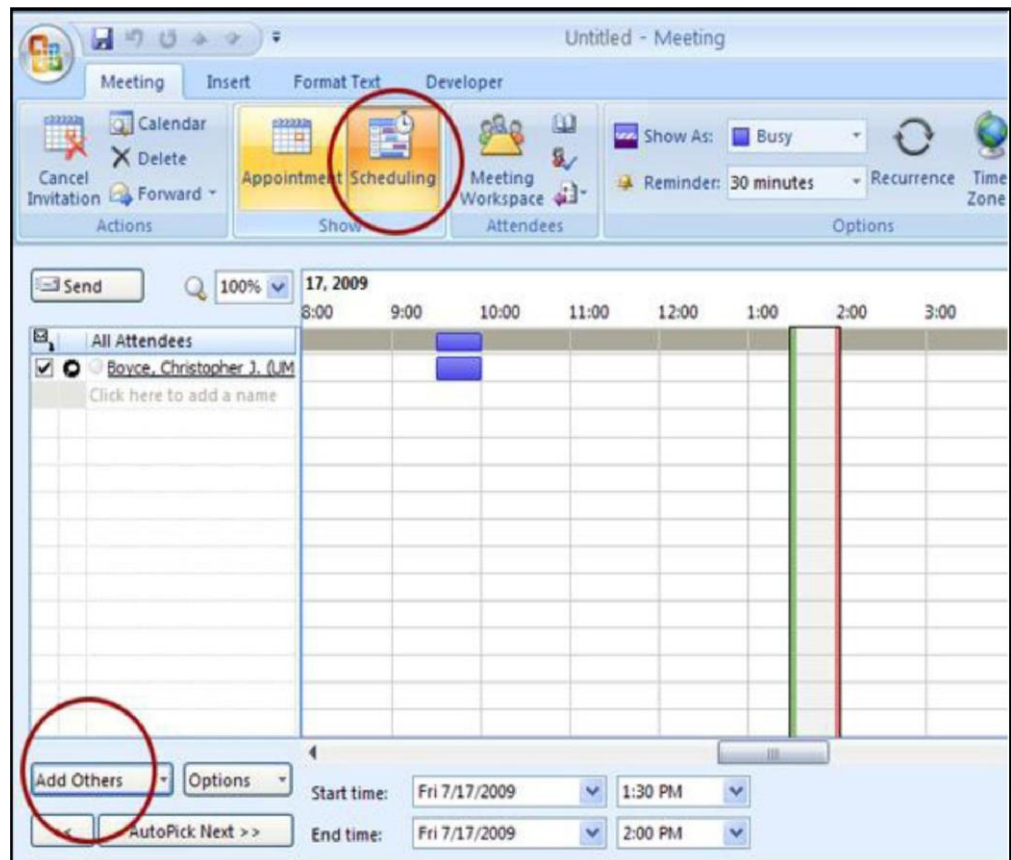
In Outlook, Click on File, then New, and then Meeting Request. Add meeting participants in the required and/or optional fields in the meeting request window that opens (pictured below).



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.



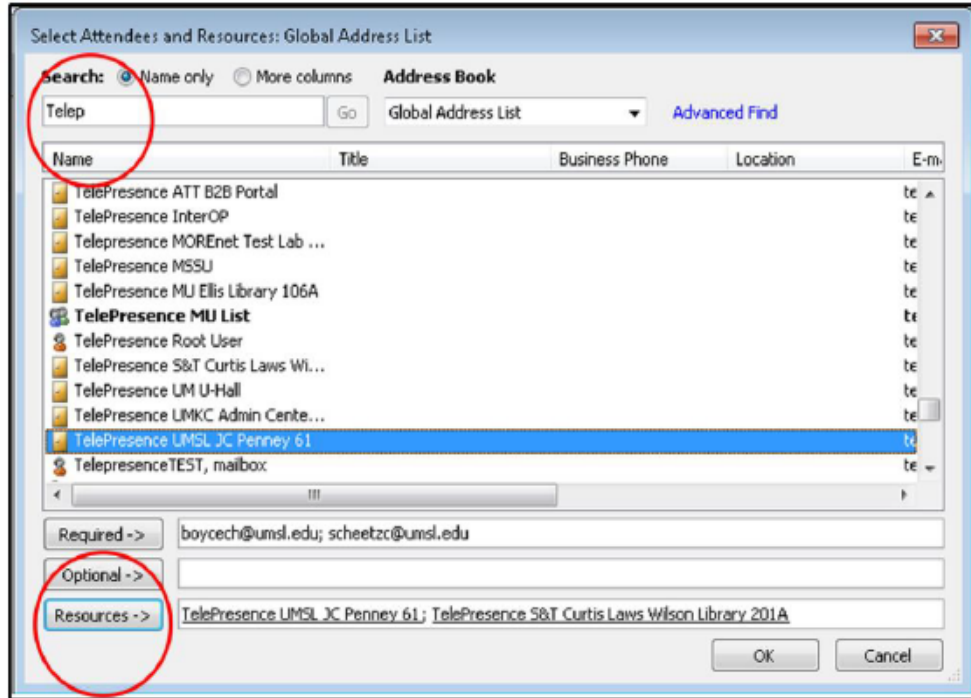
INSTRUCTIONS FOR BOOKING THE TELE-PRESENCE ROOM

STEP 3:

Type "Telepresence" to find the list of available Rooms

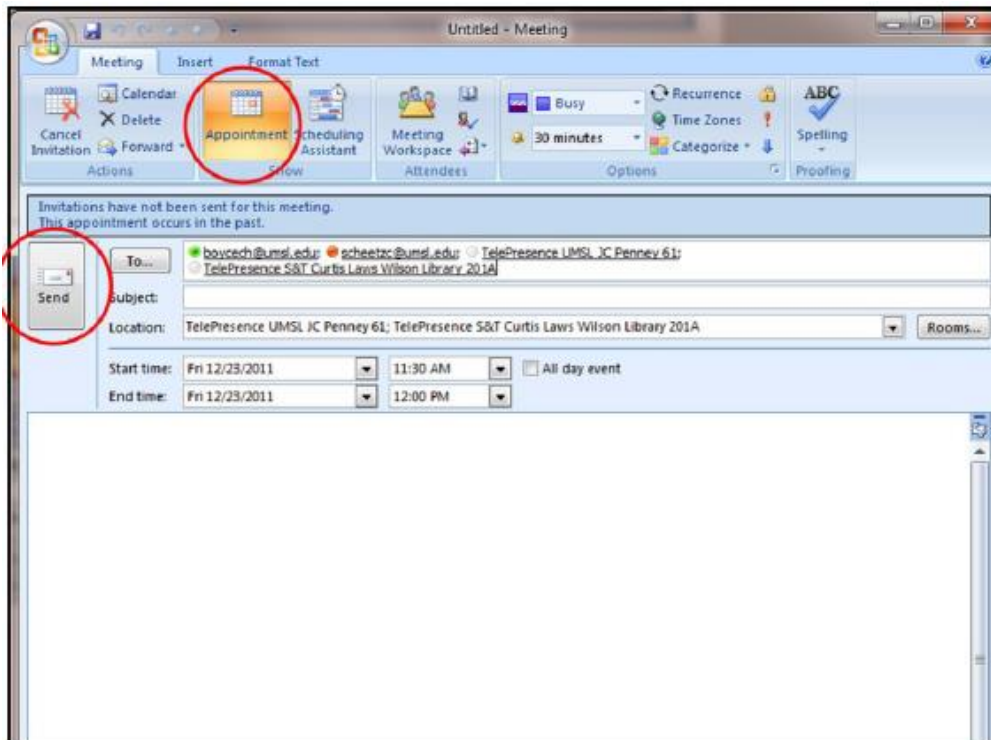
Select 2 or more TelePresence rooms from the list. These **must go into the resources field!**

Click Ok



STEP 4:

Click Back on *Appointment* on the top ribbon and then *Send* to close the meeting request. Wait for a email confirmation.



For scheduling questions, please contact:
Christopher Boyce: boycech@umsl.edu / 516-6882
Doug Williams: williamsdou@umsl.edu / 516-6702