# INSTRUCTIONS FOR BOOKING THE TELE-PRESENCE ROOM

### <u>STEP 1:</u>

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).

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## <u>STEP 2:</u>

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.

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# INSTRUCTIONS FOR BOOKING THE TELE-PRESENCE ROOM

#### <u>STEP 3</u>:

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

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Required -> boyce	ch@umsl.edu; scheetzc@um	sl.edu		
Optional ->				

### <u>STEP 4:</u>

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

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