# Outlook Exchange Calendar Instructions

## Using Outlook 2010

1. Go into Outlook and choose **Calendar**:

   ![Calendar Menu](image1)

2. Choose **Open Calendar** from the top menu bar:

   ![Open Calendar Menu](image2)

3. From the Open Calendar menu choose **From Room List**:

   ![Room List Menu](image3)
4. Choose the room you wish to see by double-clicking it. The rooms on the Grafton campus begin with the letter G. Enter the letter G in the search bar and scroll down until you find the room you’re looking for (you may select as many rooms as you want to upload).

![Image of a window with a list of rooms]

Double-click on any room you wish to upload, and it will appear in the “Rooms” field. Once you’ve chosen what you need, hit okay and they will appear on your calendar side bar.

Hit “OK”, and they will remain there unless you delete them and will always be updated with the latest changes.

You can minimize the group if you don’t want them taking up so much room. Anytime you want to reserve a room and see if there is availability, you just need to open that specific calendar.

The number inside the parentheses indicates the seating capacity for each room.

![Image of a window with a list of rooms]

This is how your rooms will download onto the left-hand side of your calendar page. You only need to download calendars for the rooms you use the most.
You may also group your calendars by making folders and moving each calendar into its own area, as seen to the left.

You do not have to download a calendar in order to reserve a room. The next section shows you the process for reserving a room.
Electronic Room Reservation Instructions

1. From your own Outlook Calendar, click on “New Meeting” and choose New Meeting from the drop-down menu.

2. A meeting request form will pop up.

   ![Meeting Request Form]

   1. Insert event in the subject line
   2. Choose a start time/date
   3. Choose an end time/date
   4. Click on Rooms (this list takes a little time to load up)
   5. Choose a room from the list (if you put a g in the search field, Grafton’s rooms rise to the top)
   6. Double click on the room you want
   7. This populates the “location” and the “to” fields.
   8. Hit “send”
3. The reservation will then appear in your calendar. It will also appear in the chosen room’s calendar with “pending” stripes on the left-hand side.

4. You will then receive a notice that your request was either “sent for approval” or that it was automatically approved. (A few of the rooms are on auto-approve.) Once the reservation is accepted you will be sent an email stating such and the pending stripes will disappear.

5. Should you need to CANCEL the reservation, open the reservation on your own calendar, select **cancel meeting**, and choose **send update**. This will remove it from your calendar and the room calendar.