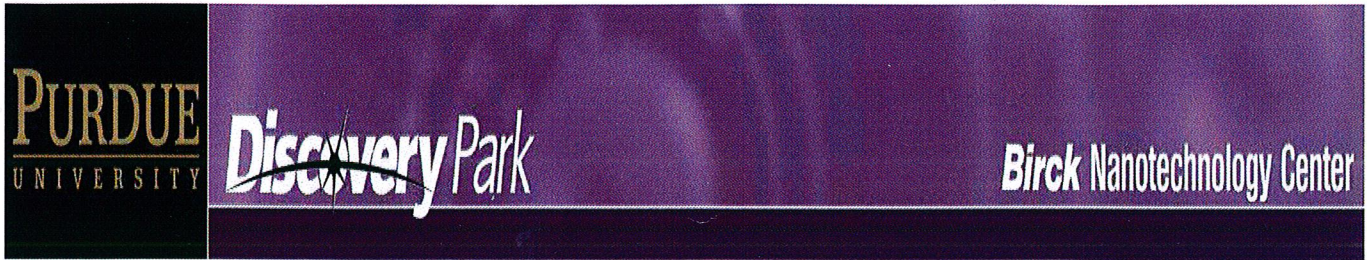
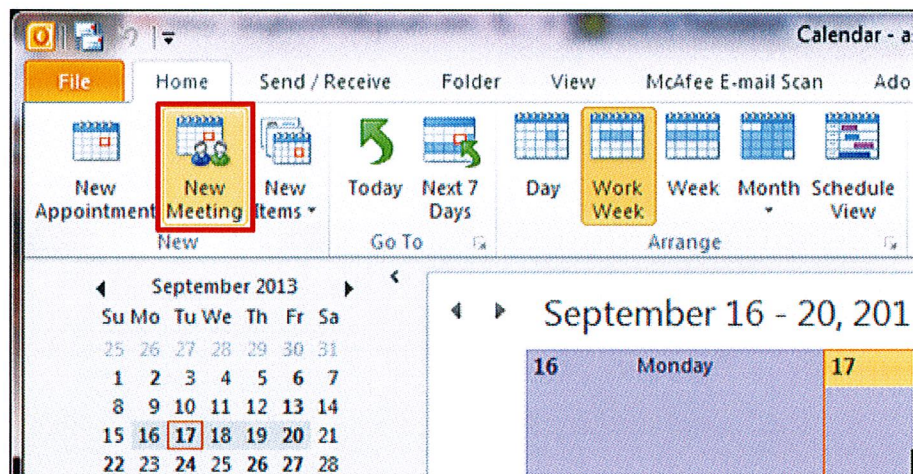


Room Scheduler

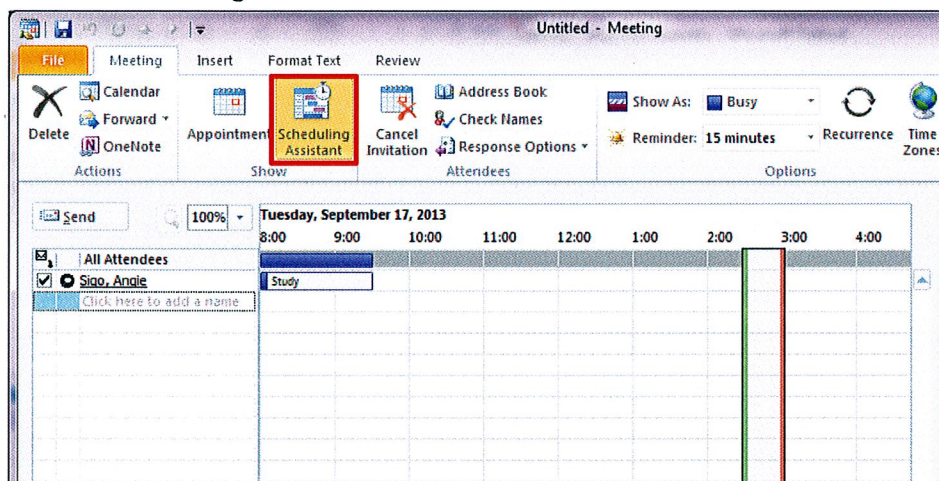


Reservations for each of the 8 conference rooms in Birck can be made through 4 methods:

1. Contact any of the BRK clerical staff
2. Use the screen at the corresponding conference room (can only be used the day of the meeting)
3. Use the Outlook Schedule Assistant
 - i. Click the New Meeting button

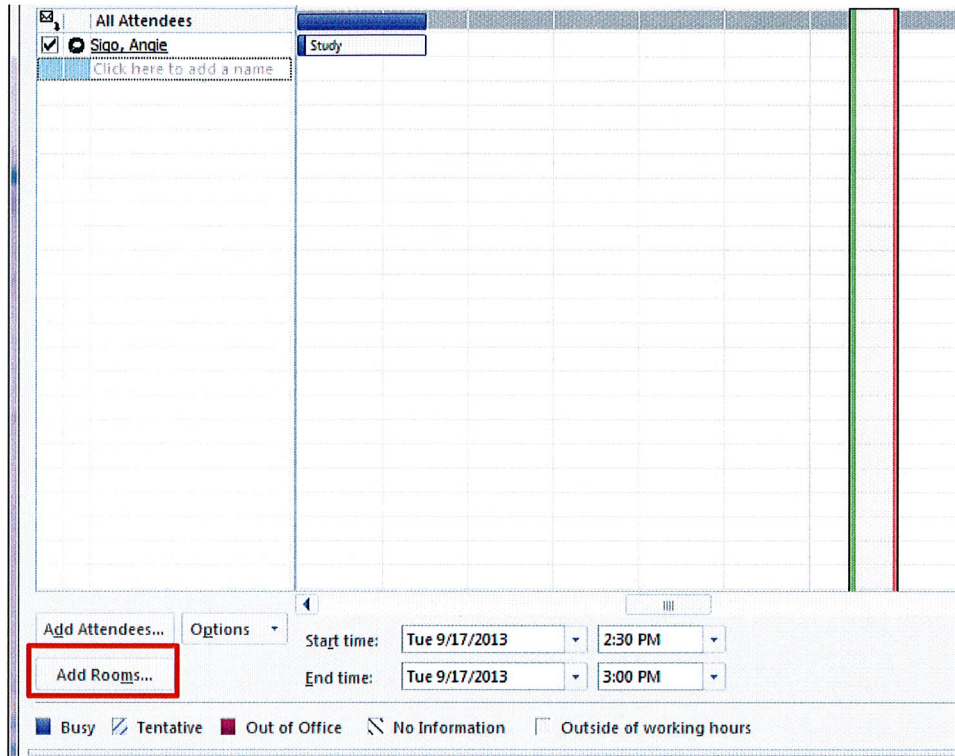


- ii. Click the Scheduling Assistant button

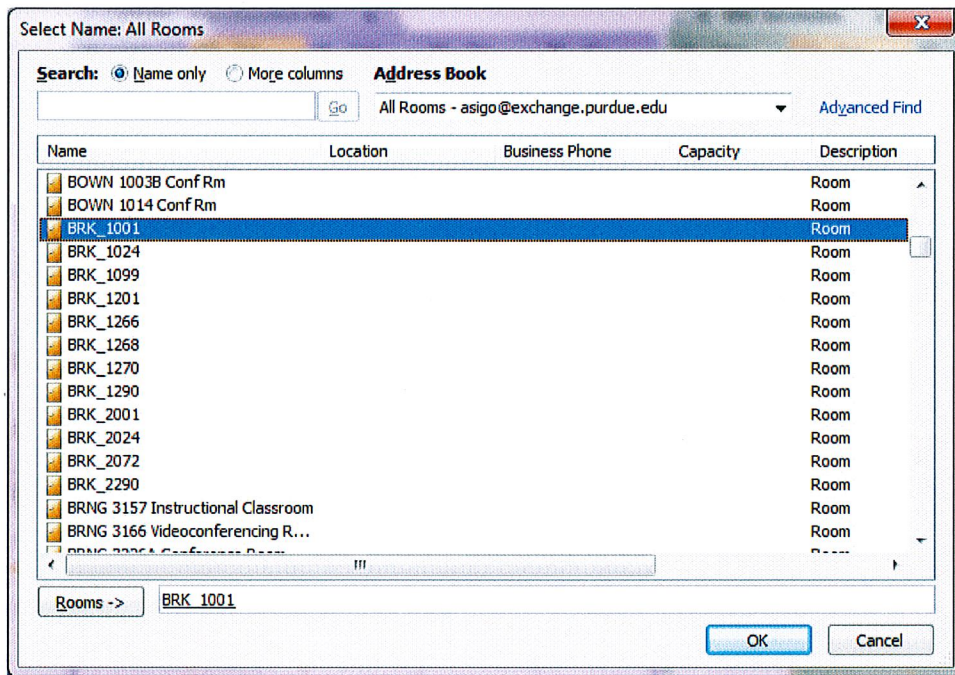


- iii. Your name will appear at the top of the Attendees list. Start typing the names of the other meeting attendants in the box that says "Click here to add a name".

- iv. Click the Add Rooms button to bring up the list of conference rooms.

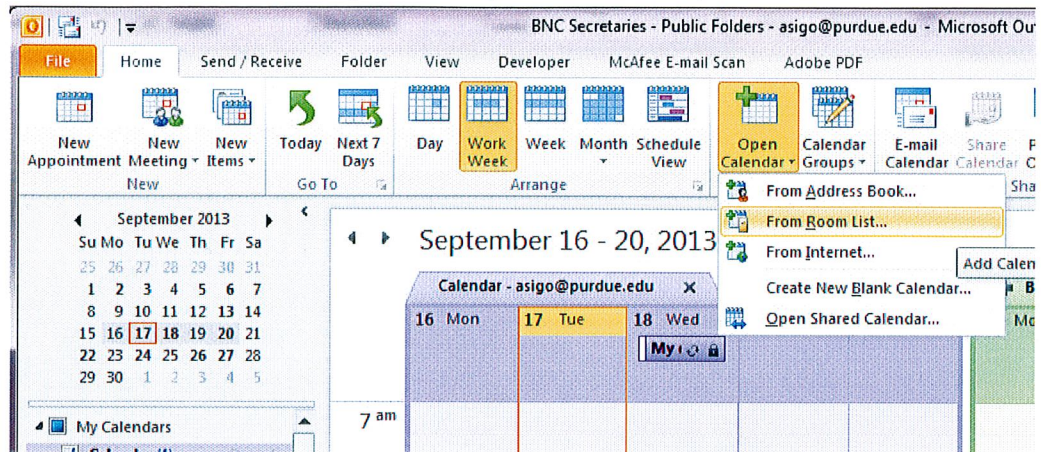


- v. Scroll through the list until you find the BRK rooms & double-click the room you need

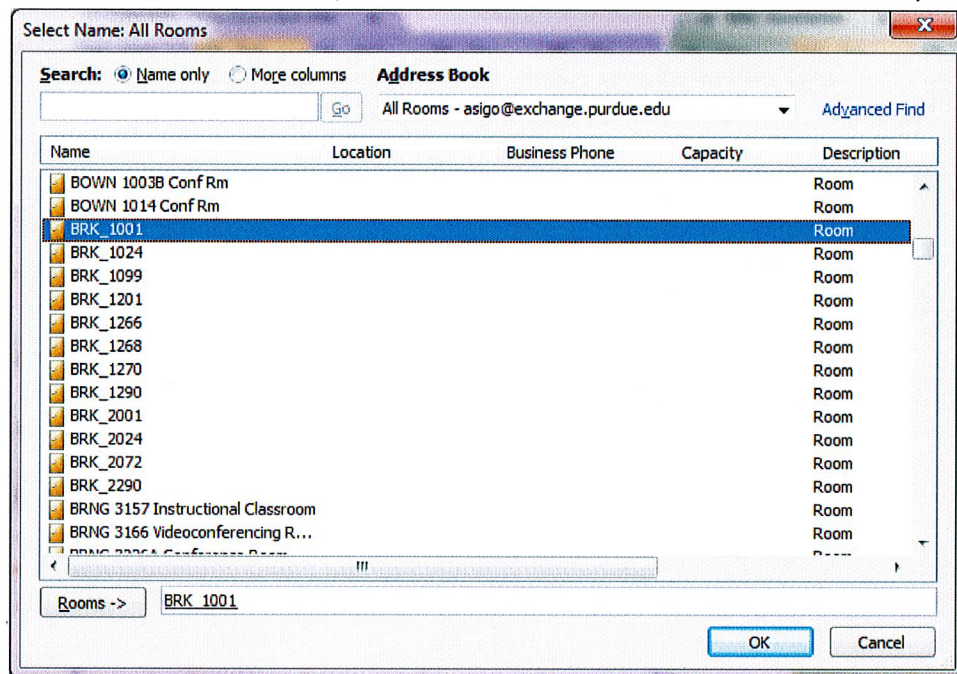


- vi. Click OK
- vii. Click Send

4. Add the corresponding Outlook calendars to your Outlook calendar view. To add the calendars:
 - i. In the Outlook calendar view, click the Open Calendar drop down list



- ii. Click the From Room List option
- iii. Scroll through the list until you find the BRK rooms & double-click the room you need



- iv. Click OK
- v. Add the reservation you'd like to request to the corresponding calendar
- vi. A notification will be sent to the BRK clerical staff, who have to approve your reservation before it's finalized. The staff who have approval rights are the following:
 - a. Heather Anthrop
 - b. Nancy Black
 - c. Angie Sigo
 - d. Jaime Turner

5. You should receive an email notification when your reservation is approved.