How to add a room while creating a meeting in Outlook 2016?
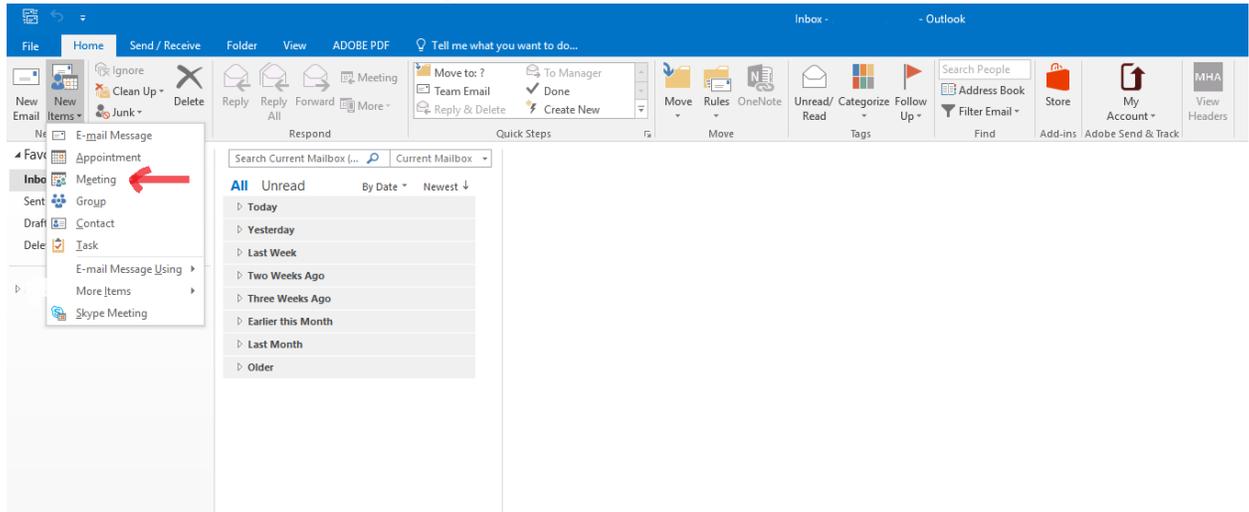
1. After opening Outlook, go to Calendar and create a new meeting.
   a. You can also create a new meeting from 'Home' → 'New Items' from the Menu bar.


2. Add the details of the meeting. Type the subject, the meeting date and times and optionally add details of the meeting to the body of the message. In order to ensure that your departmental approver is aware of your request, we highly recommend adding your department's name to the subject line. For example:

   "BIOS request: Discussion regarding RA's and TA's"

3. Click on 'Rooms...' button next to the Location field to open a dialog box with the list of all rooms.
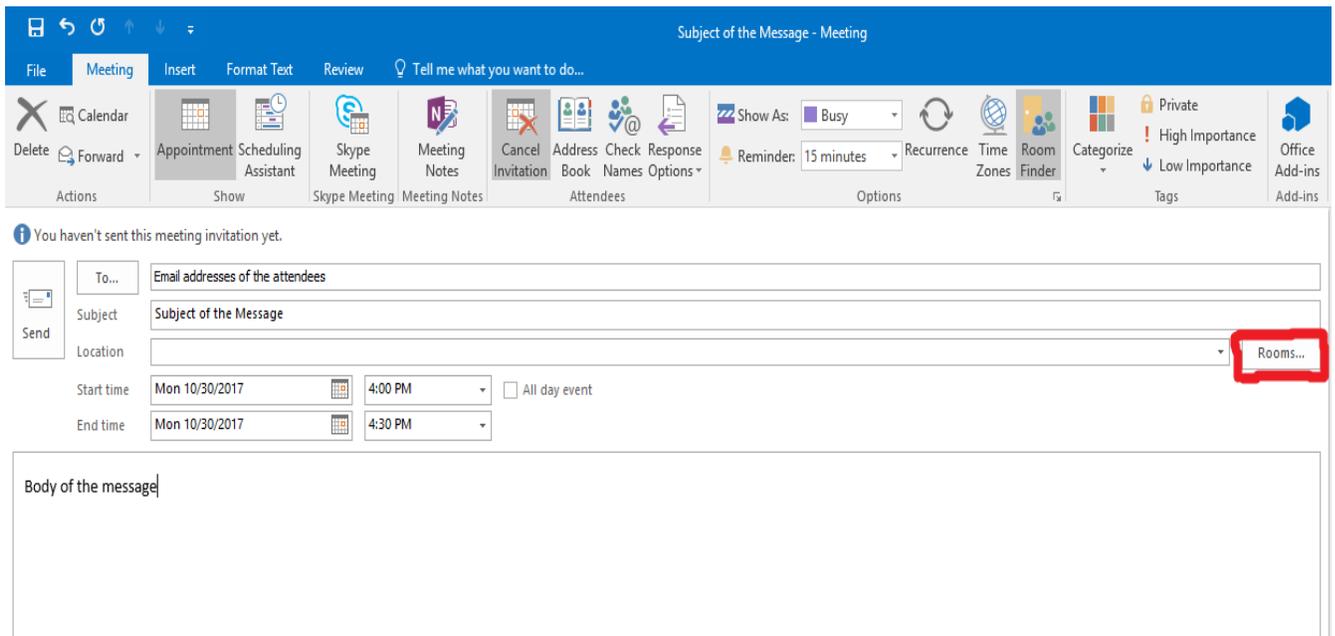
4. Select the room required for the meeting and double-click on it to add it to the 'Rooms' field. Then click on 'OK'. The location field would be automatically populated with the room name. The room name will also be added in the 'To' field.
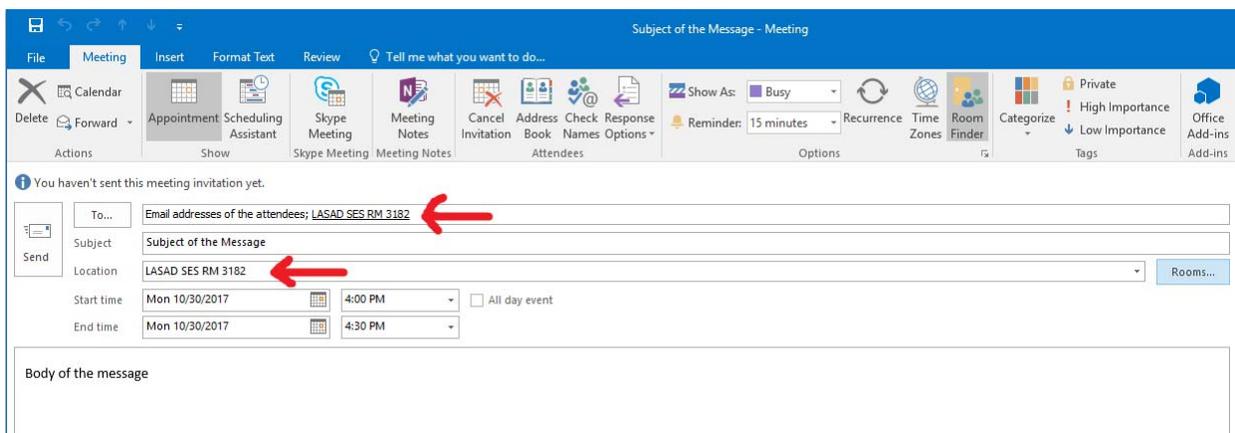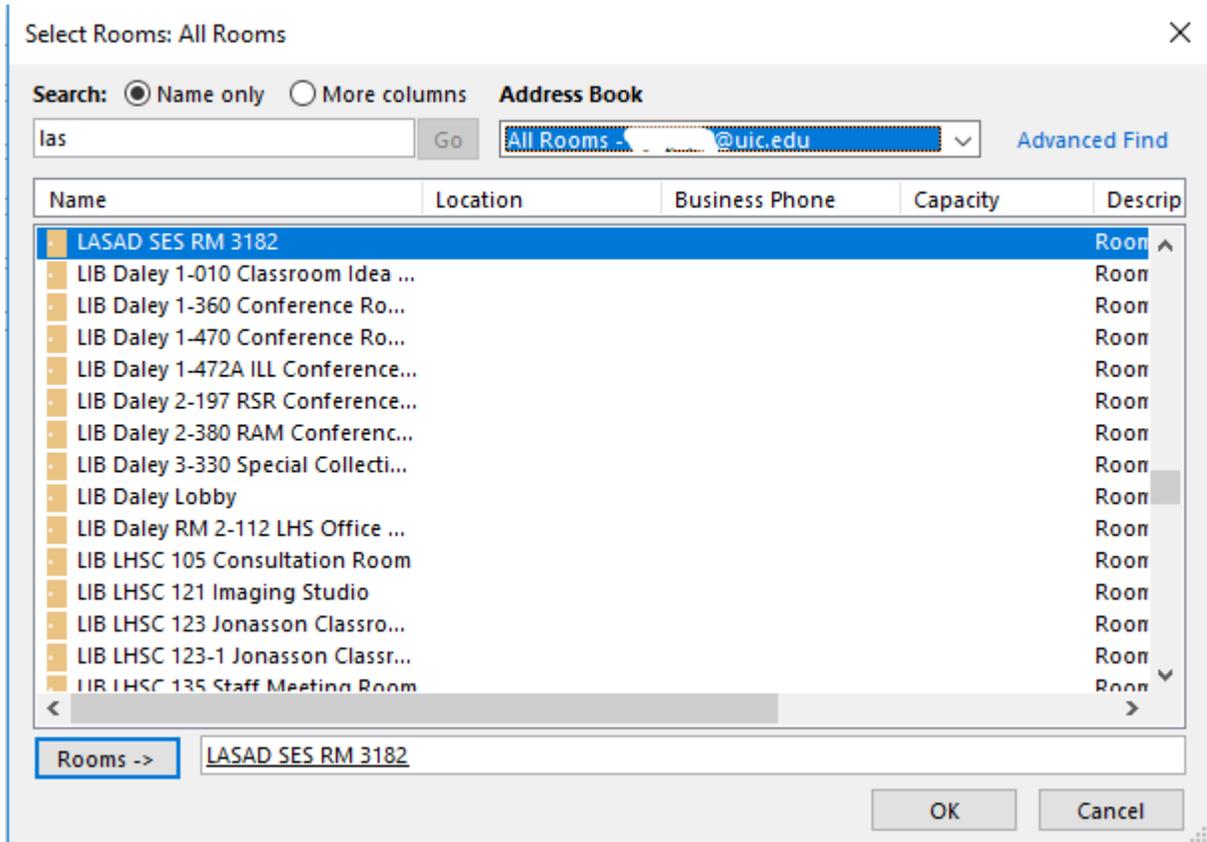

5. Click Send to submit the meeting invite. You will then receive a tentative approval via email if there are no scheduling conflicts. A final approval or a denial will be sent by the moderators of the room.

For moderators only

When a user reserves a room by creating an appointment, all the moderators receive a permission request. The subject line should contain the departmental name so that moderators from the appropriate department may approve the request. The moderators should approve or decline the meeting request for the reservation to be complete.

## How to add a room's calendar to view its schedule in Outlook 2016?

1. In Outlook, go to Calendar by clicking on the Calendar icon in the bottom left corner.
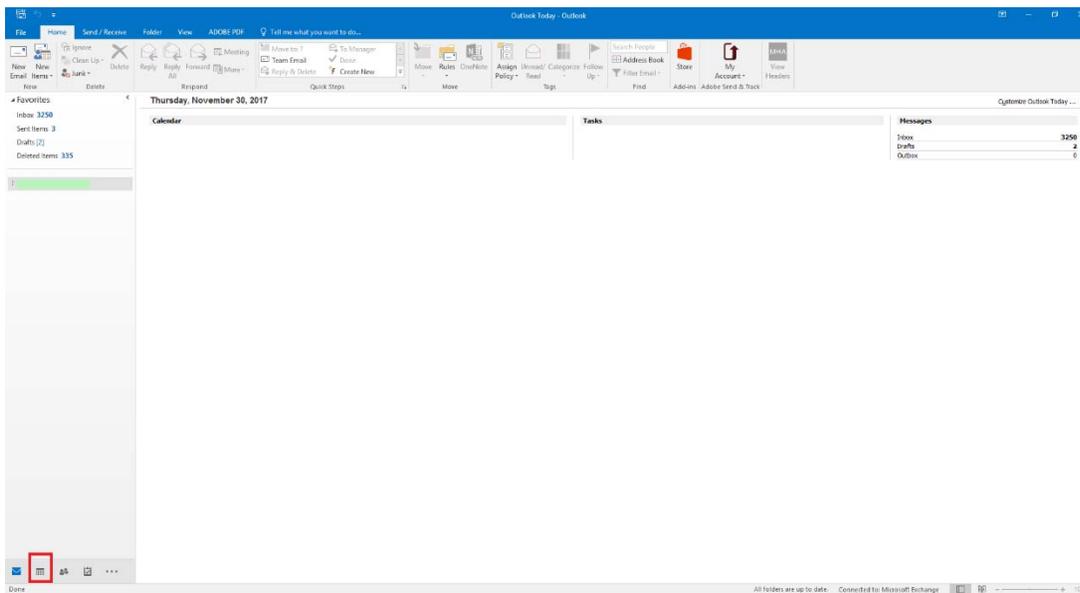

2. Click on "Open Calendar" and select "From Room List…" from the drop down menu
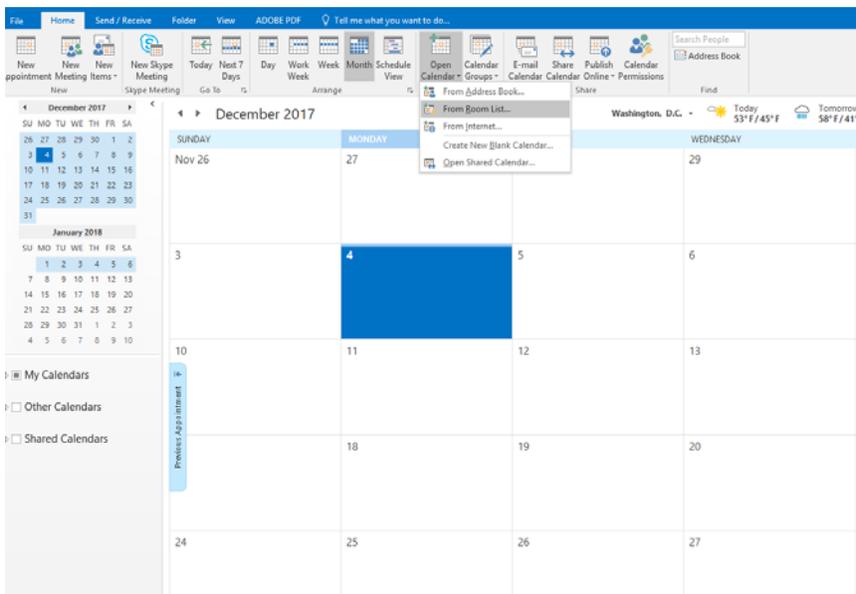
3. In the dialog box that opens type in the name of the room. Do not press enter as that would add the currently highlighted room in the Rooms field below. After typing in the room name, select the room name and click on "Rooms ->" button to add the calendar and click OK.
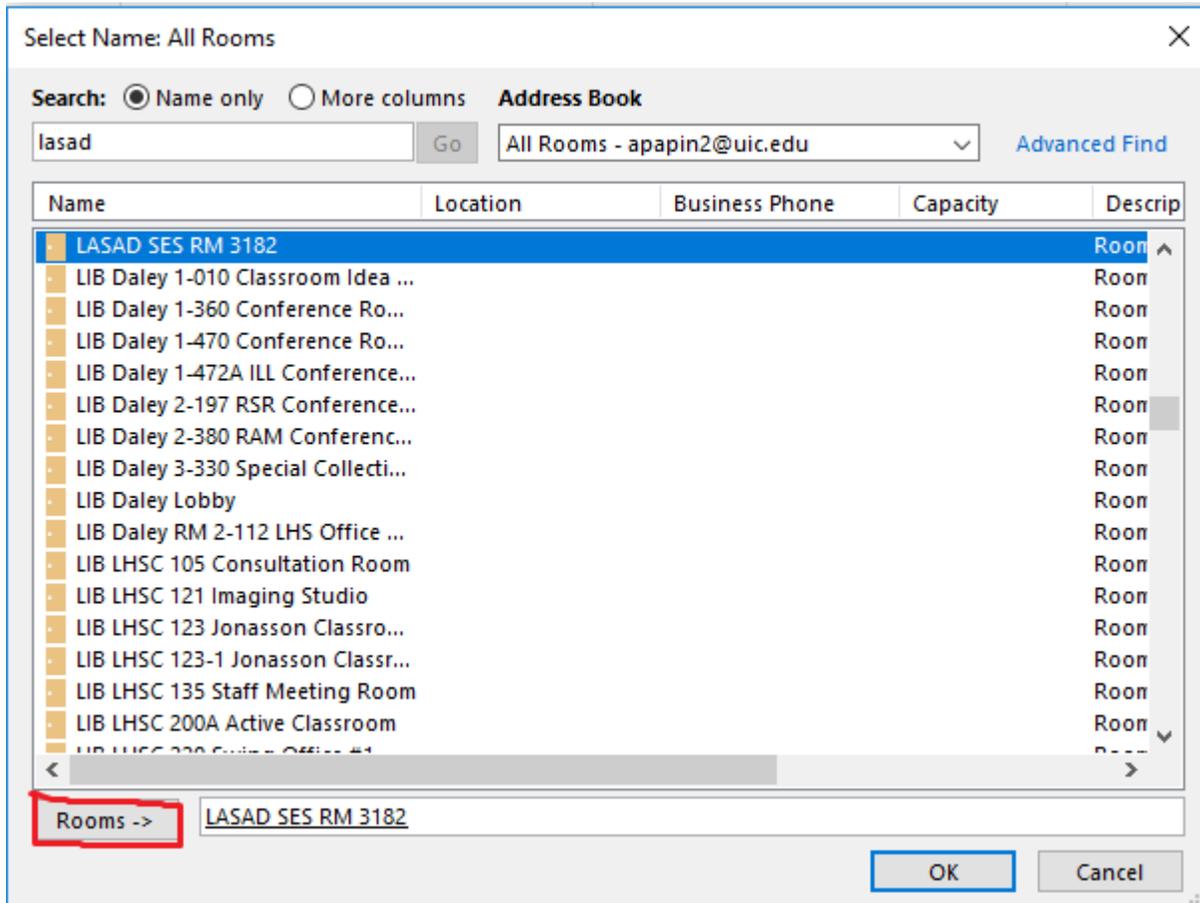
4. The calendar will be shown as displayed in the figure below. If you wish to merge the Calendar into one view, click on the arrow circled around in red as shown.
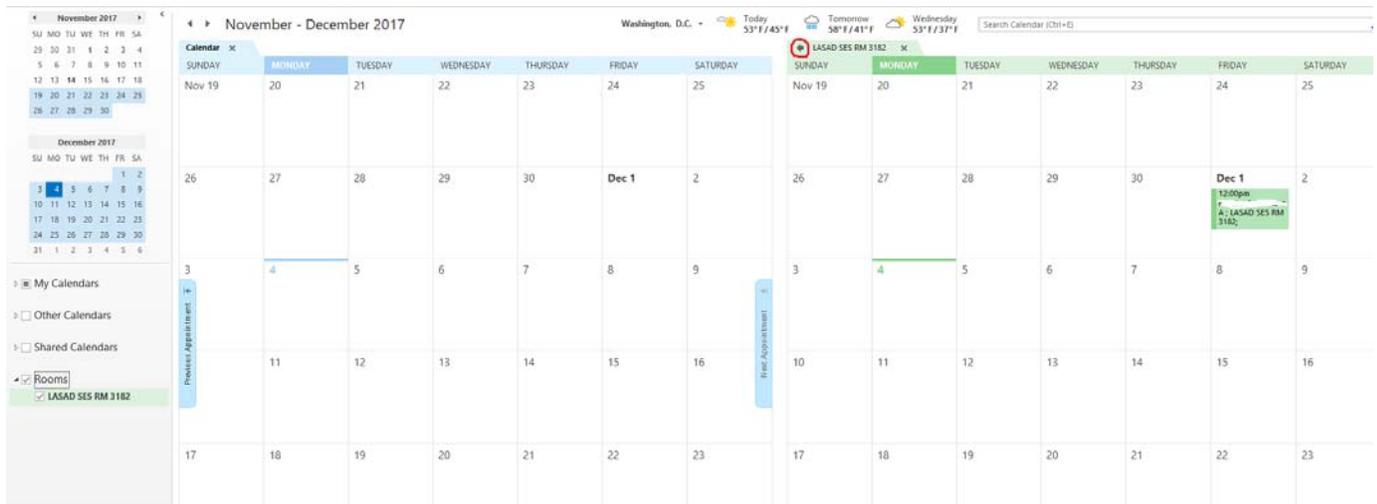
5. If you wish to change the color of the calendar, right-click on the calendar on the pane on left, select "Color" and select the color you prefer
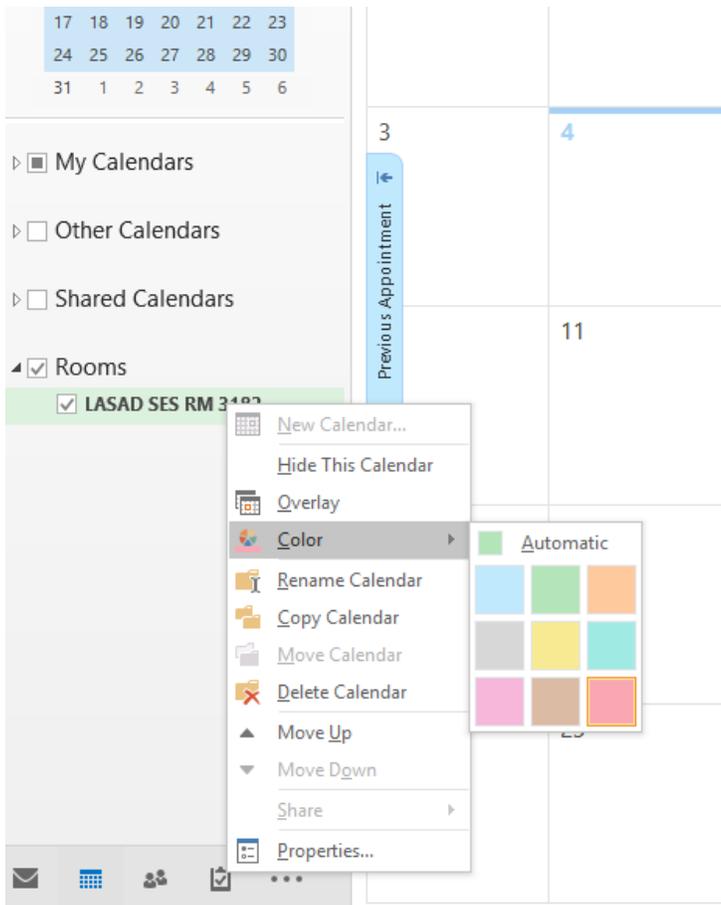
6. All users are allowed to add and view the room's calendar. If the room is reserved, it shows as "Busy" for that period of time for all users. Only moderators of the room can view the details of the appointment in the Calendar.