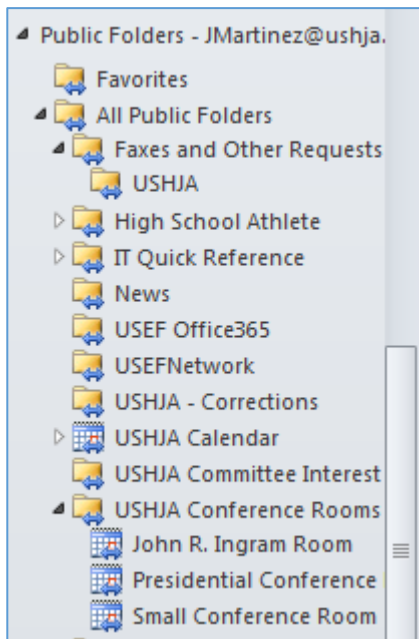
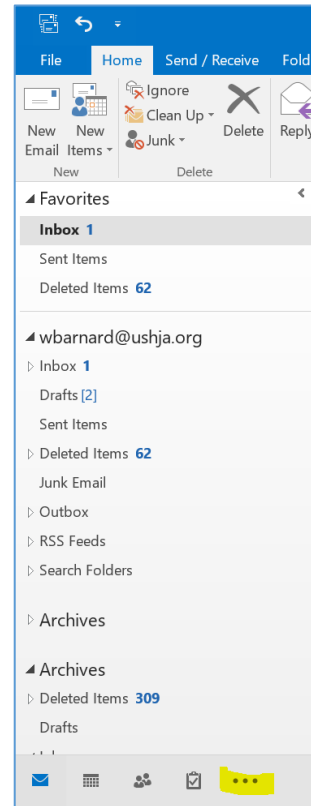


## Scheduling Conference Rooms

When scheduling a meeting in one of the conference rooms, be sure to check that another meeting isn't already taking place at that time/location. Book the room through Public Folders in Outlook.

Open your Public Folders by clicking on the "... " at the bottom of the left-hand Outlook panel. Click on "Folders" and scroll down to "USHJA Conference Rooms"



If you click the arrow next to "USHJA Conference Rooms" you will find 3 calendars within the folder: the Ingram Room, Presidential, and Small Conference Room.

Choose the conference room you wish to schedule and identify the date and time. If it is available, click the "New Appointment" button to schedule a meeting. Fill in the subject with the meeting title, choose your start and end times, and include the room name in the location field.

Next, click "Invite Attendees" and invite appropriate parties. Be sure to include the USHJA Calendar and yourself. Save the appointment and click "yes" when the error message appears.

You have successfully scheduled a meeting room. Double check your own calendar to be certain you were invited to your own meeting and confirm that the USHJA Calendar has the meeting listed there as well.