

How to Reserve Rooms in Outlook

Explanation:

GoTriangle has previously reserved rooms in Outlook using Public Folders. Now, our system is different. The way our new system works is that you can reserve rooms at the same time you create a meeting, which has been a commonly requested feature.

Plaza Conference Room Names:

- Blue Conference Room
- Board Room
- Collaboration Conference Room
- Green Conference Room
- Plaza Training Room 104
- Plaza Training Room 105
- Suite 101 Conference Room

Bus Conference Room Names:

- Bus Maintenance Break Room
- Bus Training Room

Raleigh Conference Room Names:

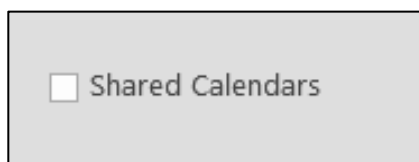
- Wilson Bldg 201 Conference Room
- Wilson Bldg 211 Conference Room

Viewing Room Reservations:

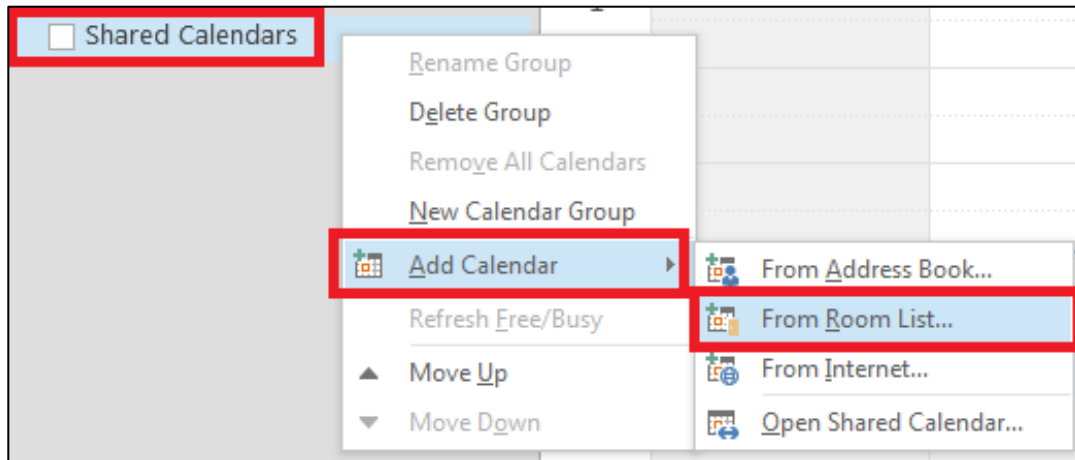
1. In Outlook, in the Navigation Pane, click **Calendar**. (see screenshot below)



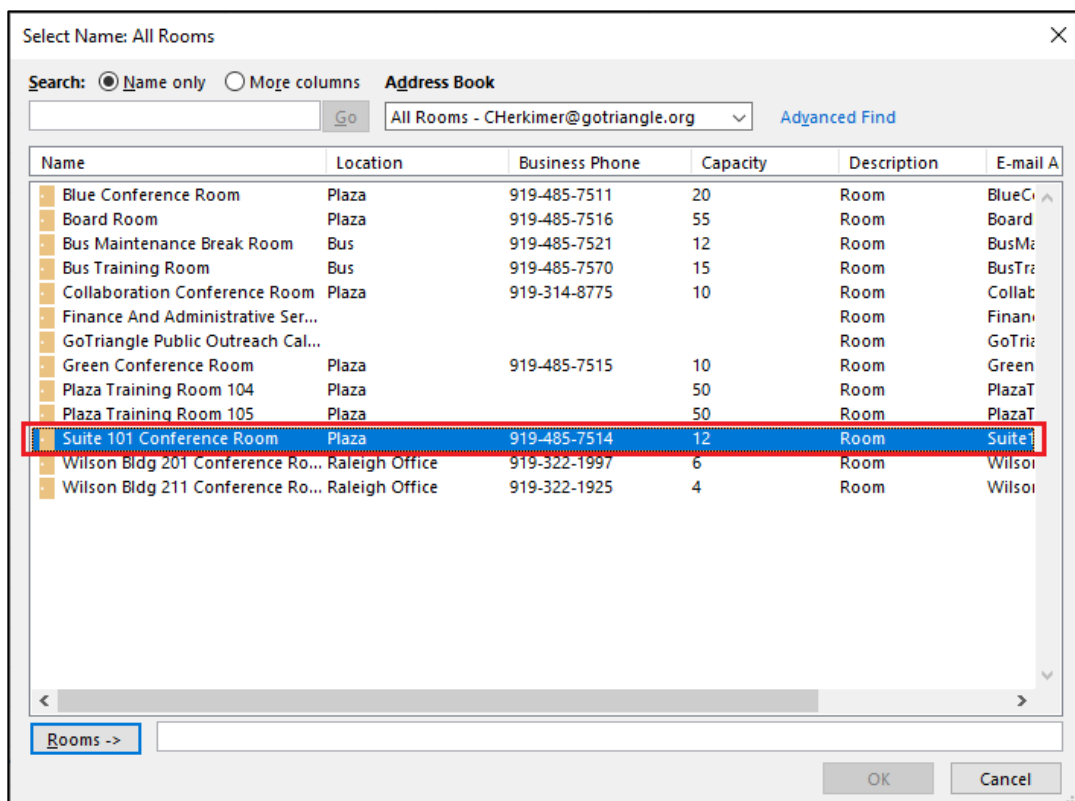
2. Scroll down to **Shared Calendars**.



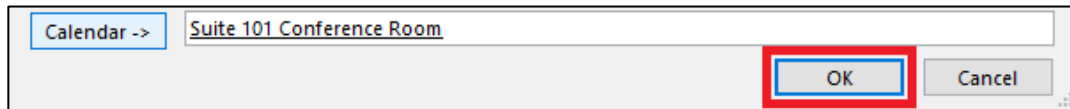
- Right click on **Shared Calendars**, click **Add Calendar**, and then click **From Room List**.



- Double-click on the name of the room's calendar you would like to view. (Ex: Suite 101 Conference Room)

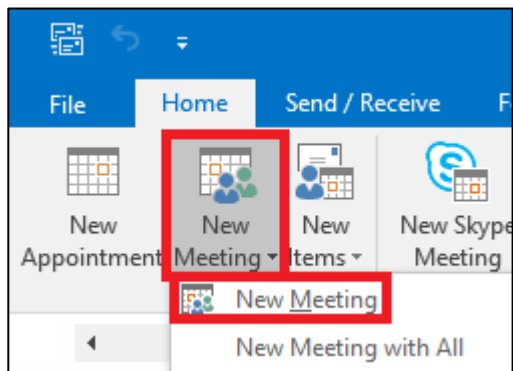


5. Click **OK**.

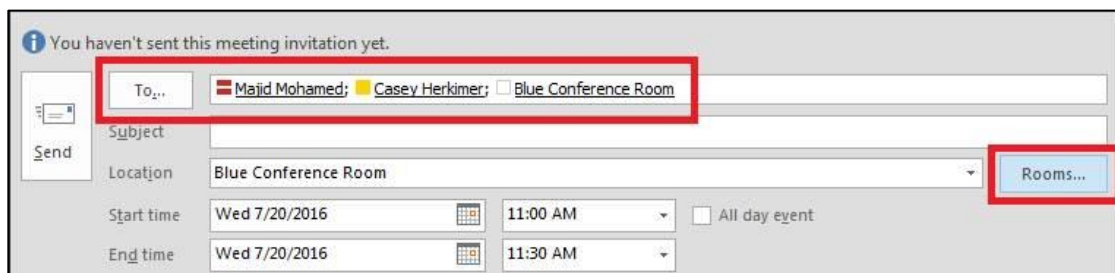


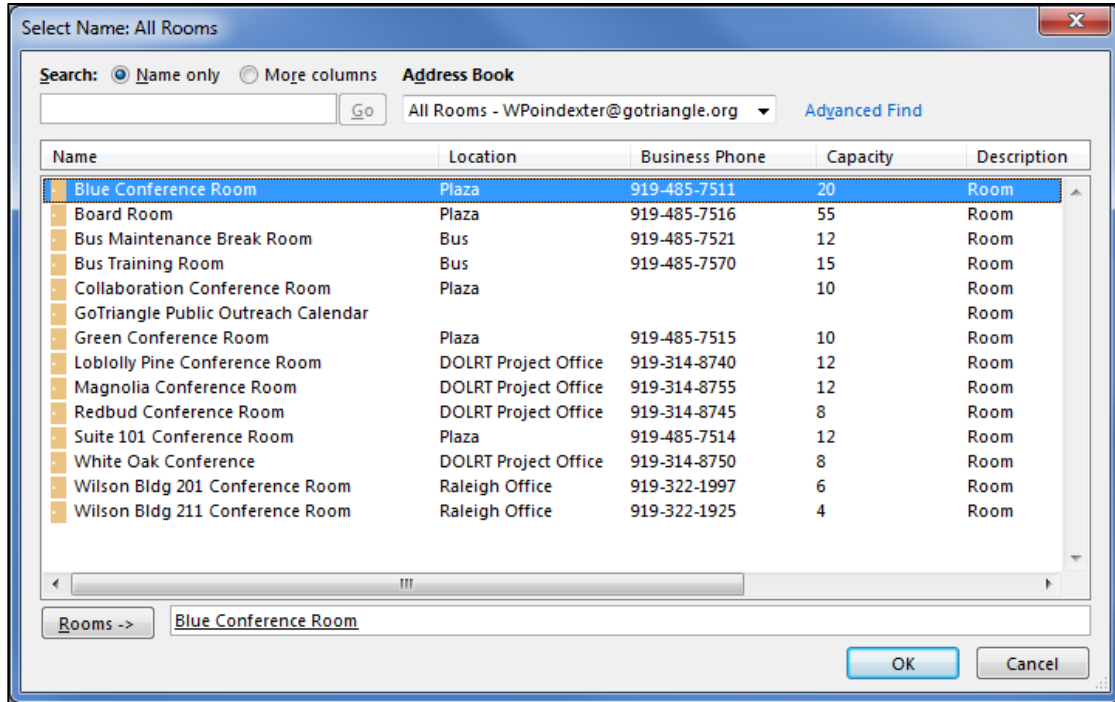
Reserving a Room:

1. Once you verify the availability of the conference room in the previous section, from your Calendar, click **New Meeting**. (see screenshot below)

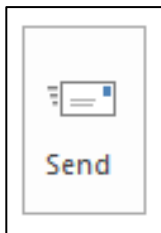


2. Under the **To...** field, add attendees like normal. Then, under the **Location** field, click the **Rooms...** button to view the available conference rooms, and then select the room you would like to hold the meeting in (see example screenshot below). Remember, you **must** invite the conference room by adding it to the To... field within Outlook. Then you will receive email notification if the room is reserved.






3. Click **Send**.



Note:

When conference rooms are reserved back-to-back, please plan to vacate the room a few minutes before your reservation time ends to allow others to set up for their meetings.

Also, if you're trying to reserve a room and it's already reserved, the room will automatically decline your reservation (see screenshot below).

 Suite 101 Conference Rm has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[John McCune](#) - 7/20/2016 11:00:00 AM to 7/20/2016 12:00:00 PM