Requesting a Meeting

The following directions will assist in requesting a meeting in one of the available Resource Rooms within Microsoft Outlook. The Room Scheduling Procedure is available on our website.

1. On the Calendar toolbar, click **New Meeting** button. A new meeting request box will then appear.
2. In the **To** and **Optional** boxes, type the names of the people you want to receive the meeting request. (*To browse the Global Address List, simply click the TO button.*)
3. In the **Subject** box, type the meeting topic.
4. To specify a conference room you want to use during the meeting, type conference room in the **LOCATION** box in Outlook 2010. **Note:** This field is called **RESOURCES** in the Web Application.
   - (A listing of available ALL rooms can be viewed via the MCTC website, a list of conference rooms is available on page two of this document)

**NOTE:** To check the availability of potential attendees and resources, click **Scheduling Assistant** on the toolbar. A list of possible times and the availability of potential attendees will be displayed. Click the time that you want to select. The possible times are adjusted based on each attendee’s working hours.

5. To browse available rooms within Outlook click the **ROOMS** button next to the location box. Locate the resource and either double click the room or single click and then click the **Rooms** button to add the room to your meeting request.
6. Click **OK** to continue the scheduling process.
7. In the **Start time** and **End time** lists, select the appropriate dates and times.
8. In the **Show time as** list, select the description you want to appear in your schedule for the duration of the meeting. Your selection (**Busy**, **Tentative**, **Free**, or **Away**) is what others will see when they view your schedule and the schedules of all attendees.
9. In the message body, type any message you want to accompany your meeting request, and then click **Send**.
Special Accommodations:
If your event requires the use of any technology items (Conference Bridge, projector, laptop, temporary user accounts, etc.), foodservice, security, and/or any other special needs these should be included in the body of your room request.

Meeting and Special Accommodations Example:

Available Conference Rooms:
*Note the title of the room in Outlook reflects the capacity of the room.*

- MB1 101VB
- MB1 201
- MB1 338
- MB1 418

A complete listing of available spaces (including classrooms) for event needs can be found on the MCTC IT Help Desk page. If you have questions or need assistance please contact the Help Desk at **304.710.3470**