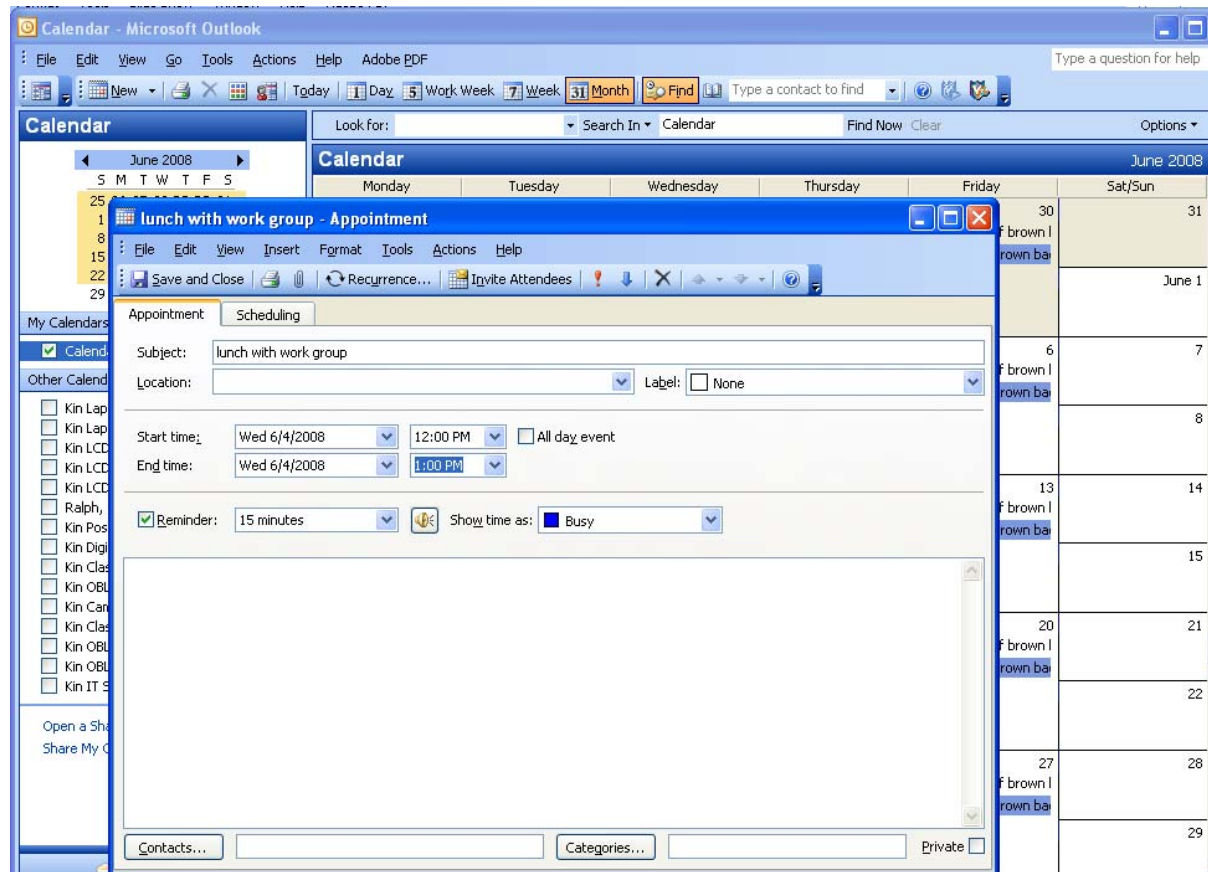
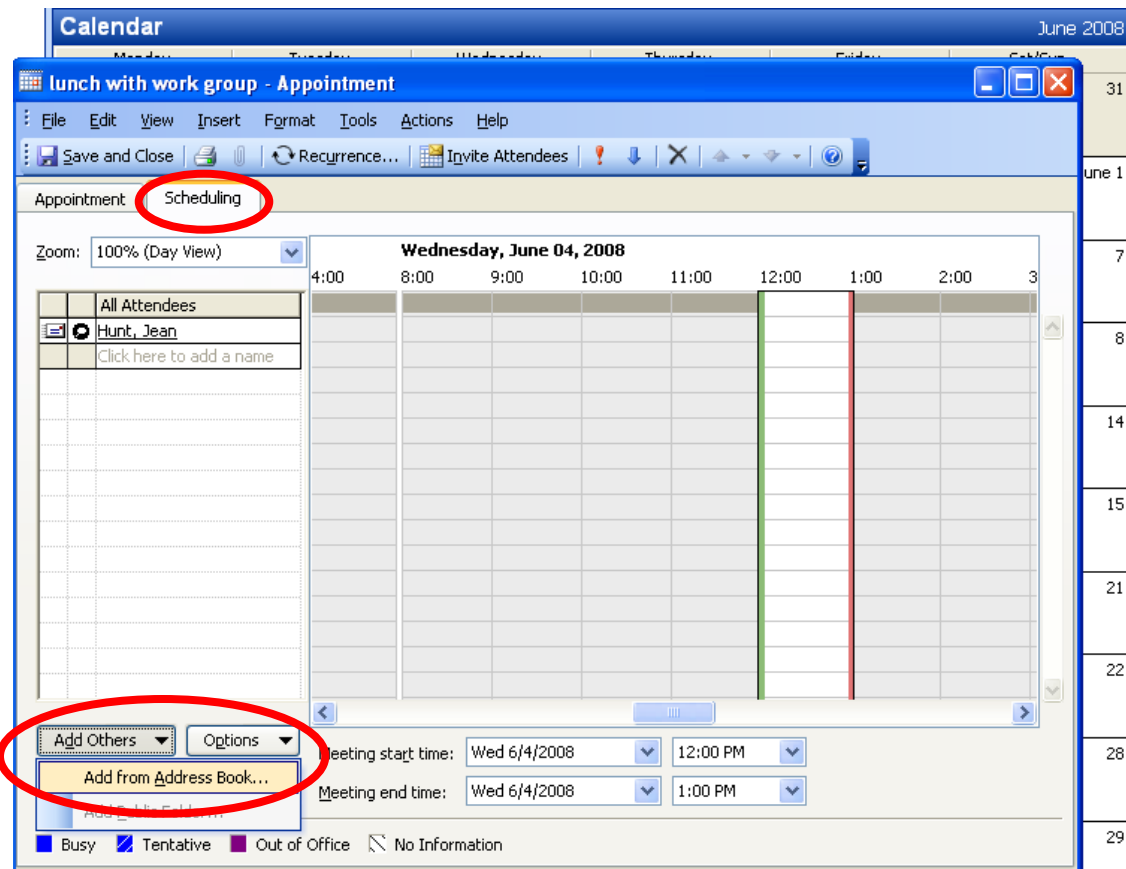


# Booking a Conference Room or Kin-Help Equipment

Booking is easy to do in Outlook.



1. Put the item in your Outlook calendar, just like any other appointment.



2. Click the **Scheduling** tab and choose **Add Others > Add from Address Book**

**Select Attendees and Resources**

Type Name or Select from List:

Show Names from the:

Name	Business Phone	Office	Title	Compar
Kin OBL Laptop Christie				
Kin OBL Laptop Edgar				
Kin OBL Projector Epson				
Kin OBL Projector Epson2				
Kin OBL Projector NEC				
<b>Kin OBL Room 1170</b>				
Kin OBL Room 2170				
Kin OBL Room 4145				
Kin Poster Printer				
Kinesiology Brown Lab				
Kinesiology CCRB 3745D Confere...				

**Kinesiology Classroom Group**

Required ->

Optional ->

Resources ->

Advanced ▾

**OK** Cancel

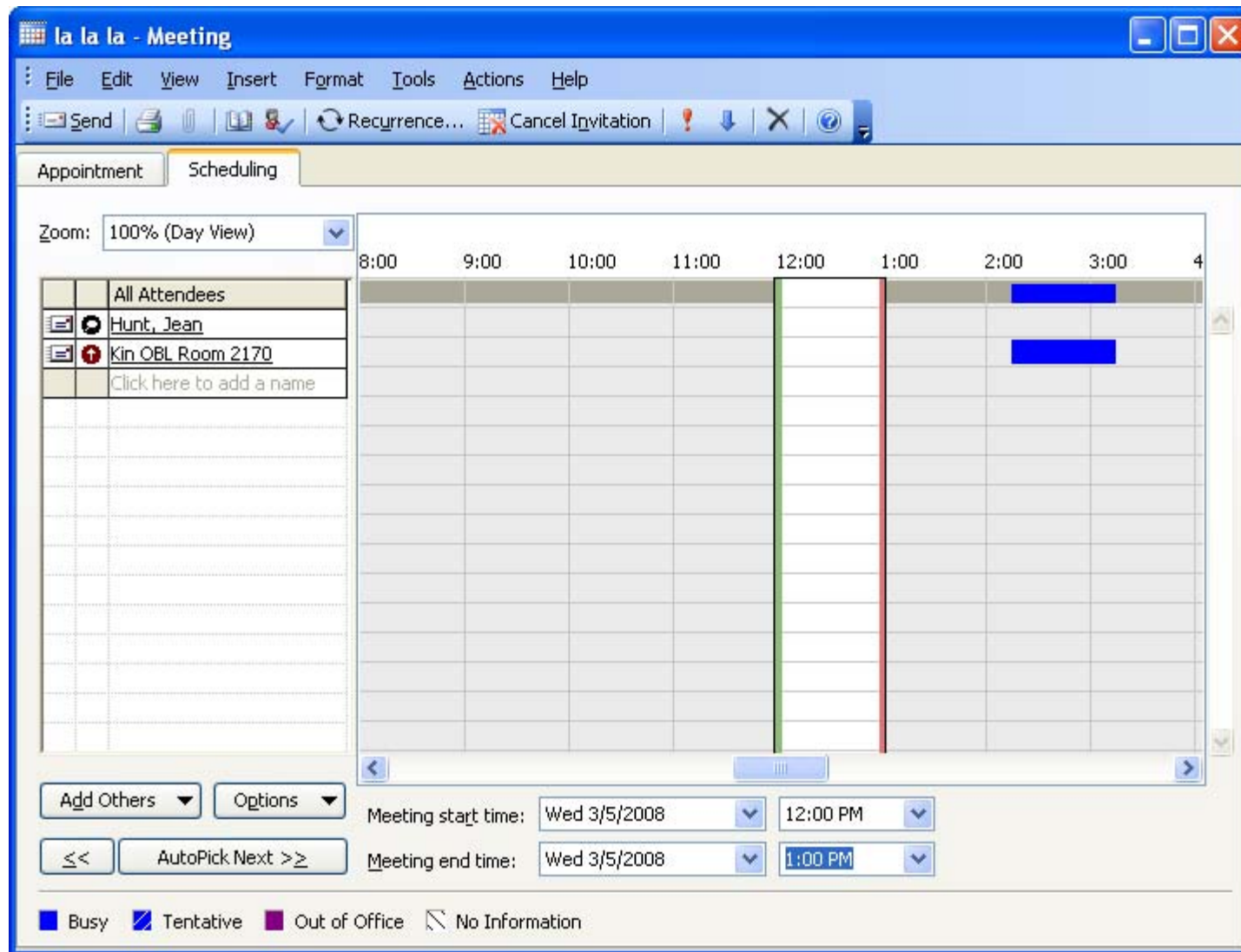
Add Others ▾ Options ▾

Meeting start time: Wed 6/4/2008 12:00 PM

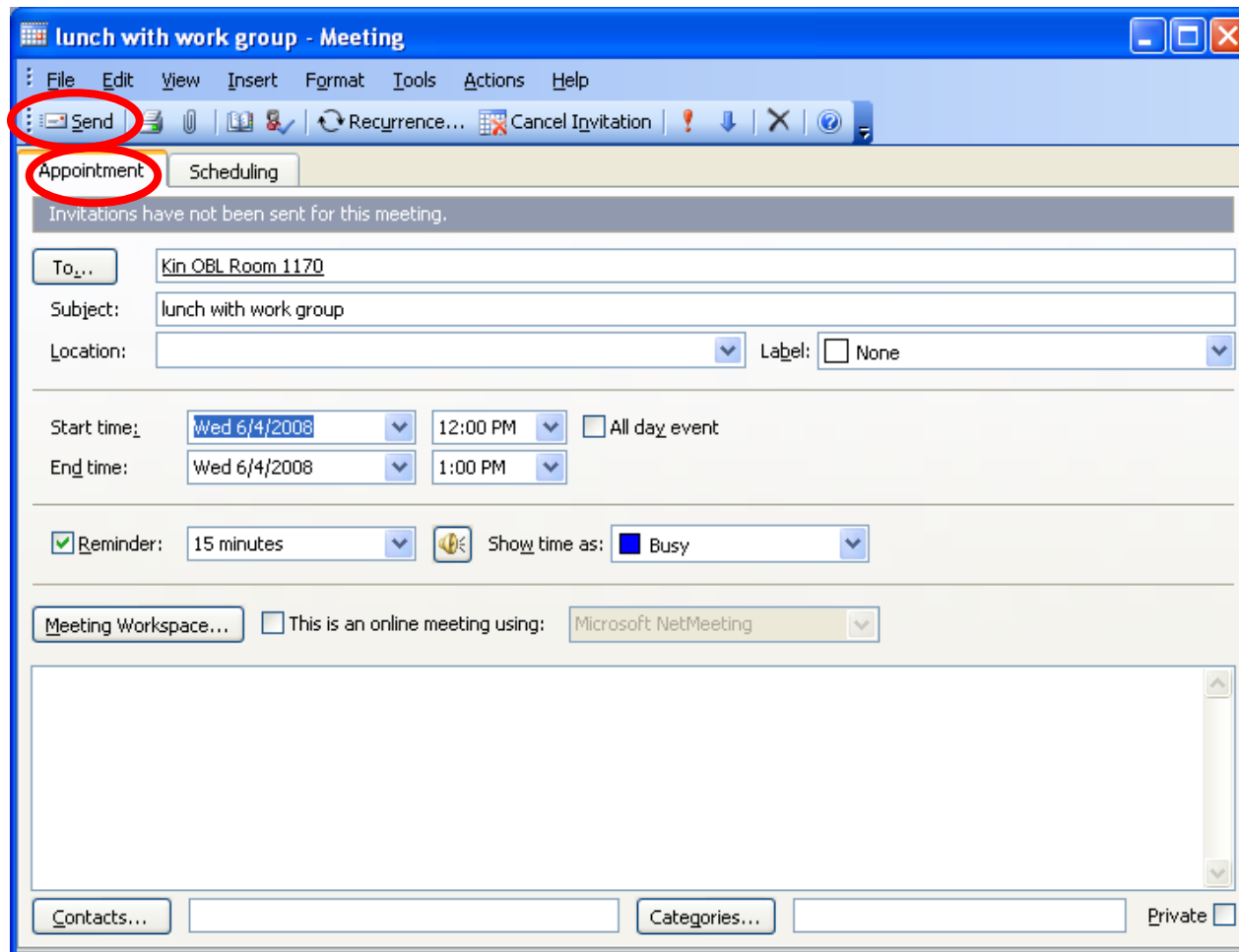
Meeting end time: Wed 6/4/2008 1:00 PM

■ Busy ■ Tentative ■ Out of Office □ No Information

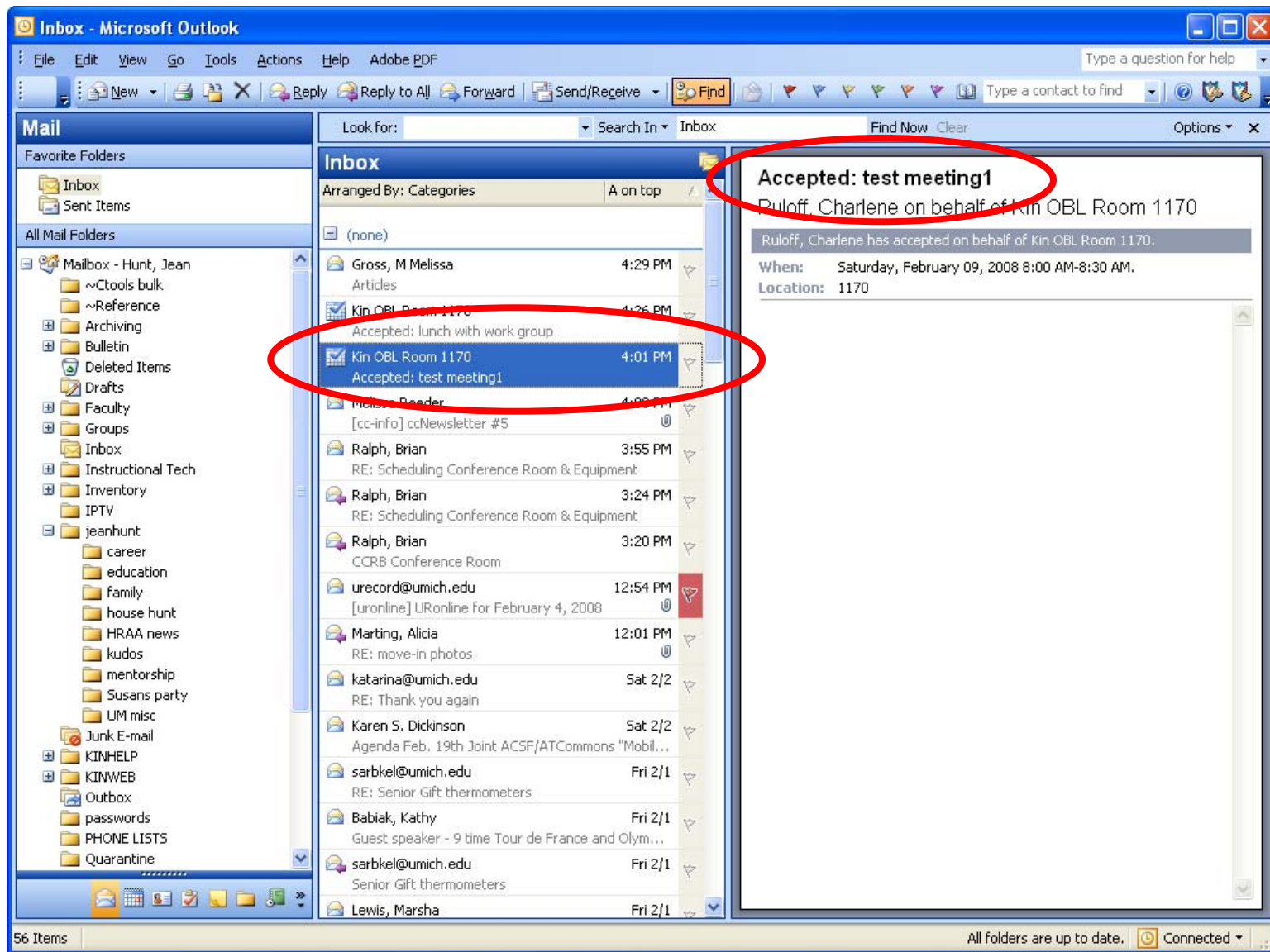
3. Find the room or piece of equipment you want, double-click so that it appears on the **Required** line, and click **OK**.



4. **Blue** indicates time blocks when the resource is *unavailable*. Available times are blank.



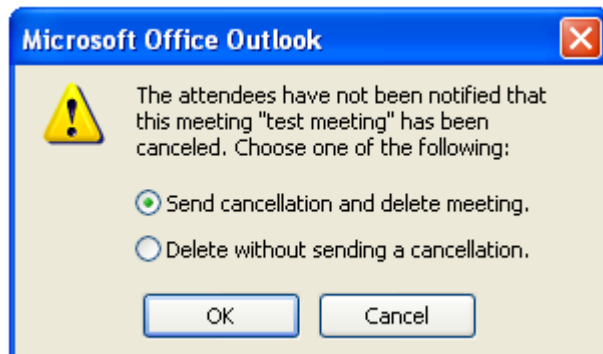
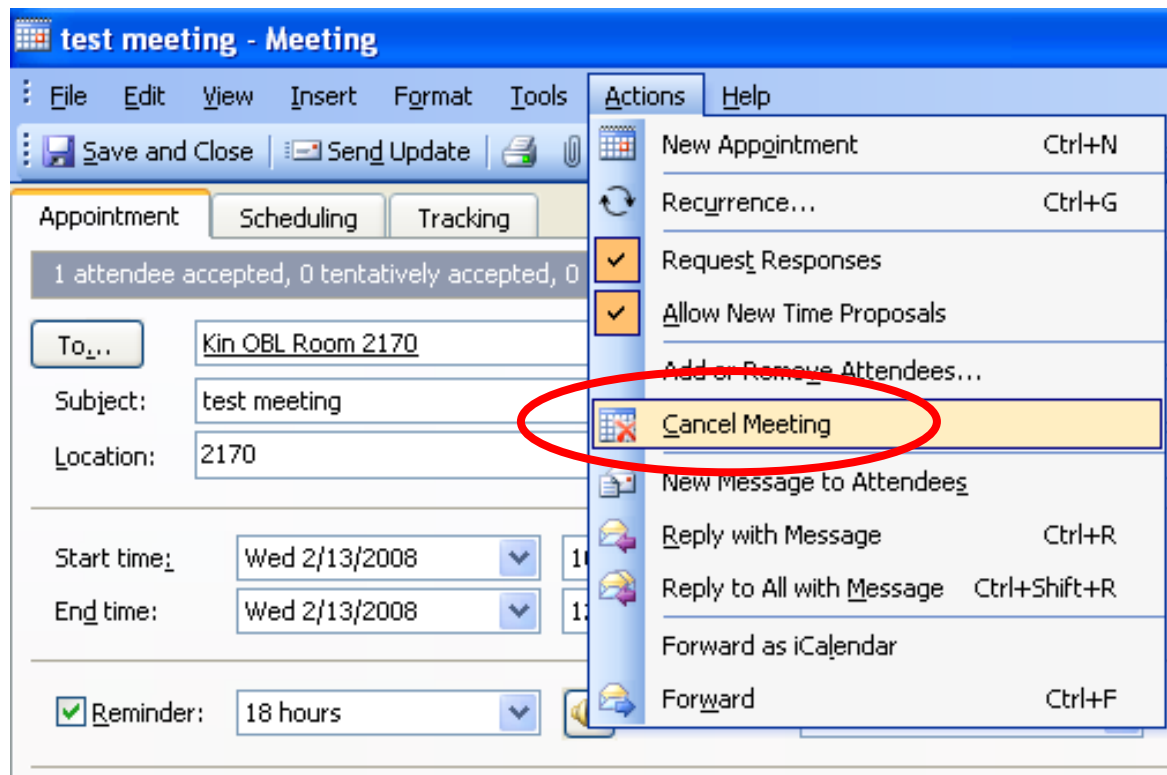
5. If the item is available, go back to the **Appointment** tab, make sure all the details you need are entered correctly, and click **Send**.



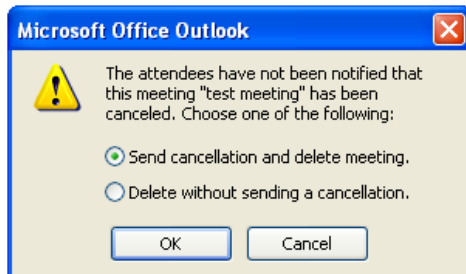
6. Once the resource owner verifies your request, s/he will accept it and you will get a confirmation.

# If you need to cancel your reservation...

## 1. Go to **Actions** > **Cancel Meeting**



## 2. This window will come up. Make your choice and click **OK**.



3. If you chose **Send cancellation and delete meeting**, be sure to click the **Send** button to actually send the cancellation notice.

