To View Conference Room Calendars

1. In the lower left corner of the main Outlook screen select the “Calendar” button
2. Click **Open** Calendar in the Home Calendar Ribbon. “**From Room List**”
3. In the search field type “**Room – CMAT**” and select the calendar you want to add. Click “**OK**” to finish.
4. On the left of the Calendar Navigation Pane, you will see the calendar you added and can check or uncheck the boxes for the calendars you want to view.

Reserving a Conference Room

1. In the lower left corner of the main Outlook screen select the “**Calendar**” button
2. Select “**New Meeting**” in the upper left corner of the calendar view screen
3. In the “to” field add those who are being invited to the meeting
4. In the “Subject” field type in description for the meeting as appropriate

5. Click the “Rooms” button and type ROOM – CMAT then select the appropriate room you would like to reserve

6. Select the appropriate date and time period for your meeting

7. Type in any comments or agenda you would like to send to the meeting attendees

8. Click the “Send” button to send in your request