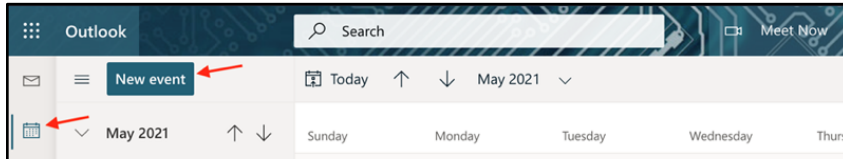


How to Book a Meeting Room In Outlook

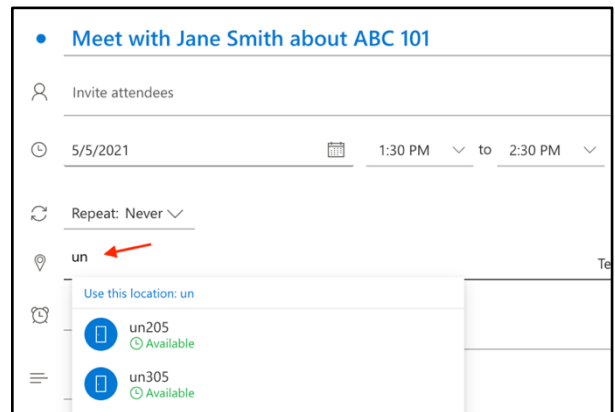
These instructions are specific to the Outlook Web App ([mail.csc.c.edu](mailto:csc.c.edu)). Using the Outlook application on Windows or Mac will look slightly different.

1. Go to the Calendar tab in Outlook, then click **New Event** at the top



2. Fill in the meeting details:

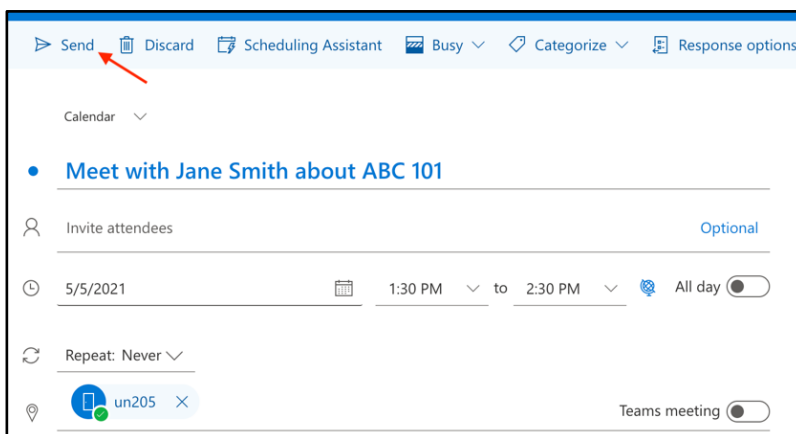
- **Title**
- **Attendees** [Optional] - include the student email address to email them an invite
- **Date and time**
- **Location** - select a room to reserve it



To select a room - click in the location box and start typing a location (*2-letter building code then room number*)

Click on your preferred room that shows as **Available** in the list to select it

3. Once everything is set, click **Send** at the top
You will get an email confirmation from the room, showing your reservation request was accepted



For additional details and updates, see the knowledge base article *How to Book a Meeting Room in Outlook* by going to csc.c.edu/ithelp and searching at the top.

Or click this link if viewing on a device: <https://td.csc.c.edu/TDCClient/68/Portal/KB/ArticleDet?ID=554>