How to schedule an appointment using Outlook

1. In outlook the program and connect (webmail see step 8 on how it will look) go to your calendar, and new appointment or new meeting
2. Pick a date and time you would like to schedule a room for, then click on Location
3. Start typing in one of the rooms needed in Nelson or LSB (below is a list) hit the little arrow once you are done to bring up the room and double click on the room and click ok. (Note: you can pick more than one room to view for availability)
   a. Nelson A210 – nh-a210@dls.rutgers.edu
   b. Nelson A237- nh-a237@dls.rutgers.edu
   c. Nelson A302- nh-a302@dls.rutgers.edu
   d. Nelson A315a- nh-a315@dls.rutgers.edu
   e. Nelson B213- nh-b213@dls.rutgers.edu
   f. Nelson B228- nh-b228@dls.rutgers.edu
   g. Nelson B321- nh-b228@dls.rutgers.edu
   h. Nelson D406- nh-d406@dls.rutgers.edu
   i. LSB Atrium- lsb-atrium@dls.rutgers.edu
   j. LSB 151 Auditorium- lsb-auditorium@dls.rutgers.edu
   k. LSB 251- lsb-251@dls.rutgers.edu
   l. LSB 252- lsb-252@dls.rutgers.edu

   This is how it looks in outlook app
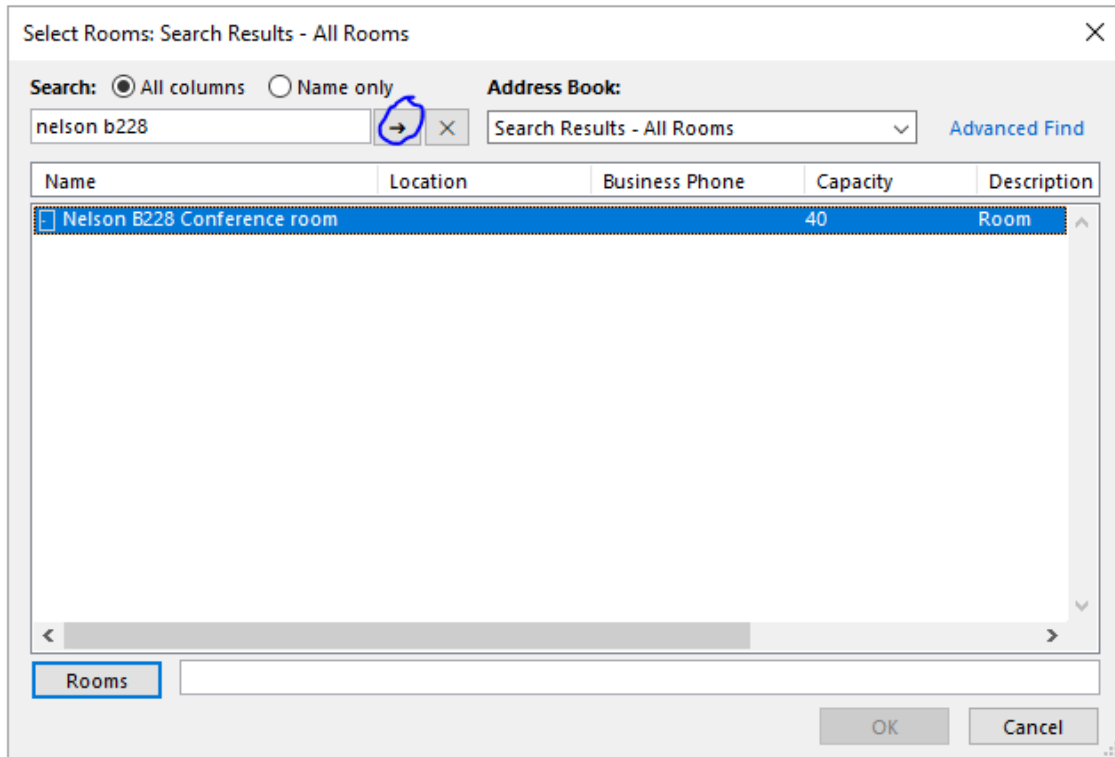
4.
5. Room finder will appear on the right-hand side showing if the room is free or not and suggested times if it not free. If the room is not available, it will say no rooms available (this only looks at the room you typed in) if the room is free it will say 1 room free.
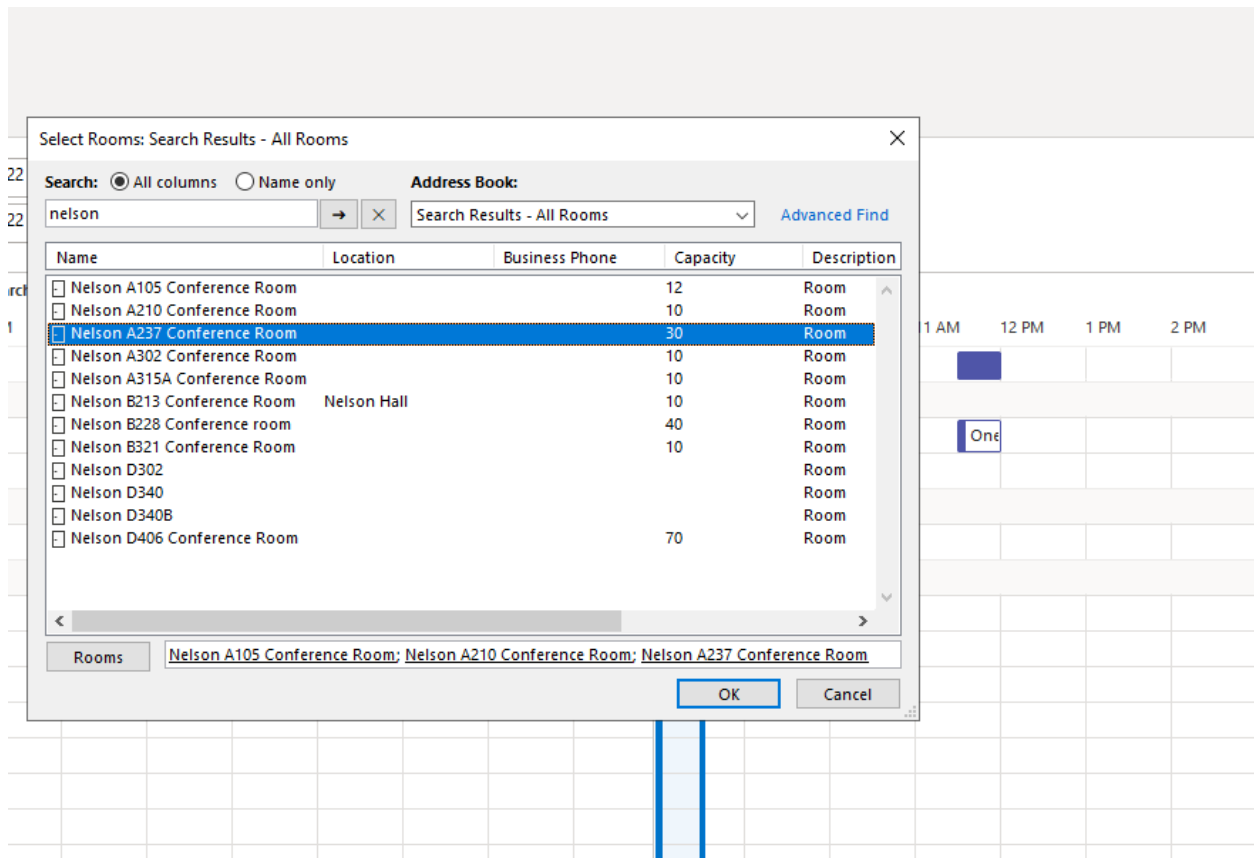
6.

7. Another option is to use the Outlook Scheduling Assistant. Follow step 1-2 (open a new meeting or appointment) but then look for the tab that says "Scheduling Assistant"
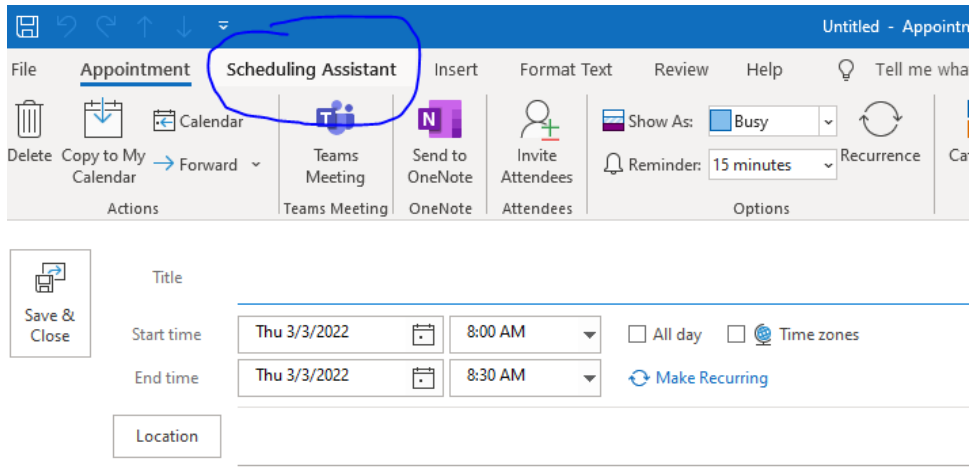
8.

9. Pick your date and time you want , Then Click on "Add Room", make sure you have yourself listed as a required attendee as well
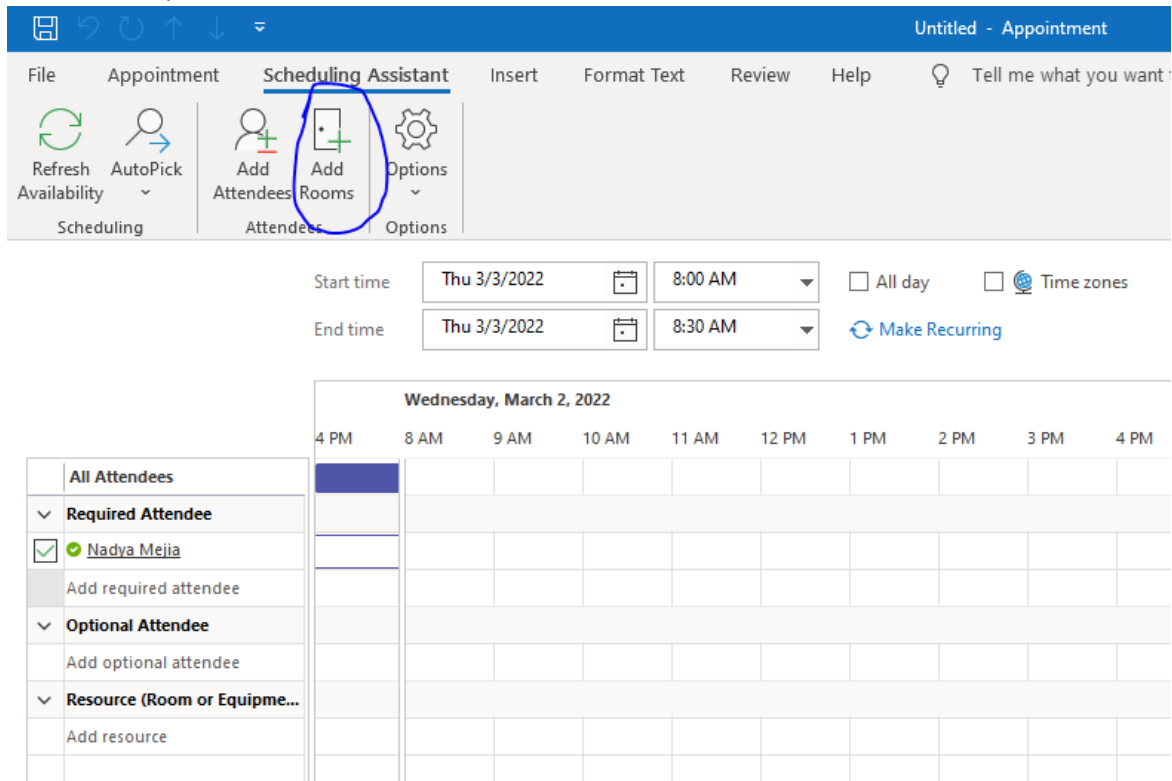
10.

11. Type in the rooms you want to look through add each one and click ok

12.

13. Now you will see the room/s availability, each room has its own row and will show when its free or booked

Once you have found what date and time and room work best hit send!

14. This is how it looks in Connect webmail, it will tell you available if the room is free at the requested time and date.
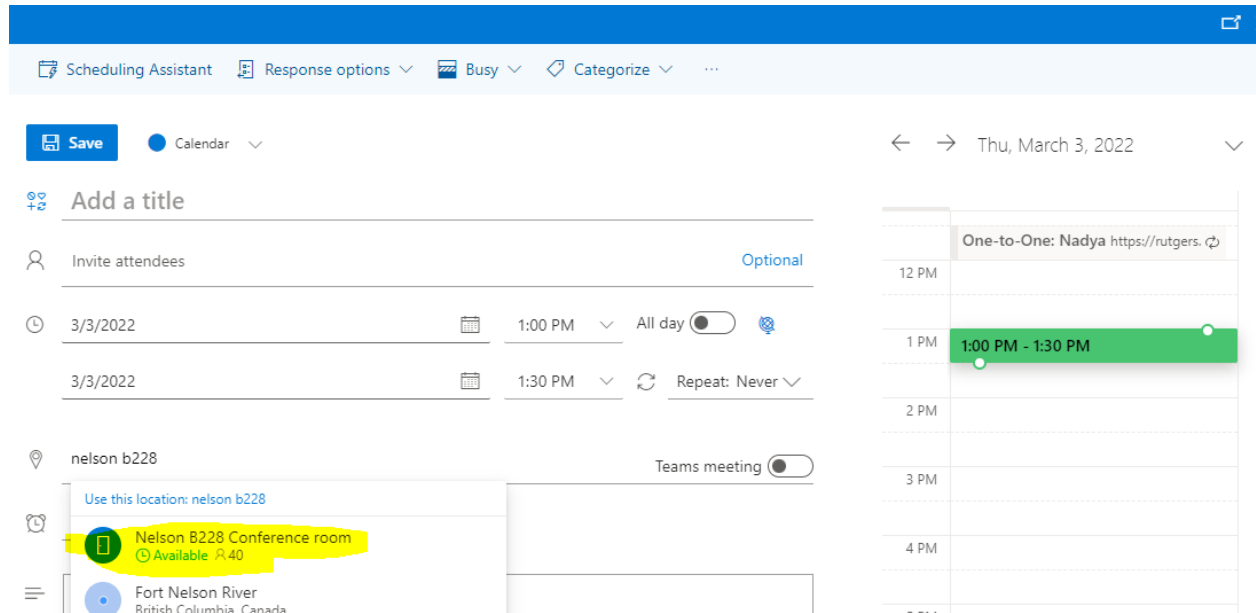
15.
16. Click on the time that works for you and it will update in the appointment and click send and a request will be sent for approval!

1. Another way of requesting a room for a certain time and day is to just send an appointment request or Meeting request like steps above without looking through the room finder and it will be approved or denied depending upon availability. We highly suggest using the room finder feature in outlook to avoid back and forth with room availability.
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