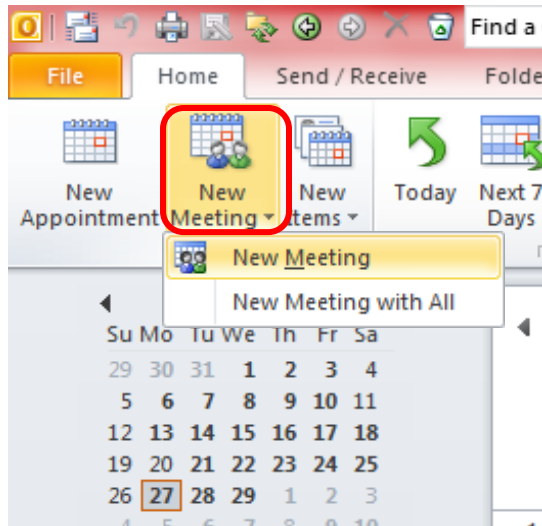


Schedule a meeting using Resources

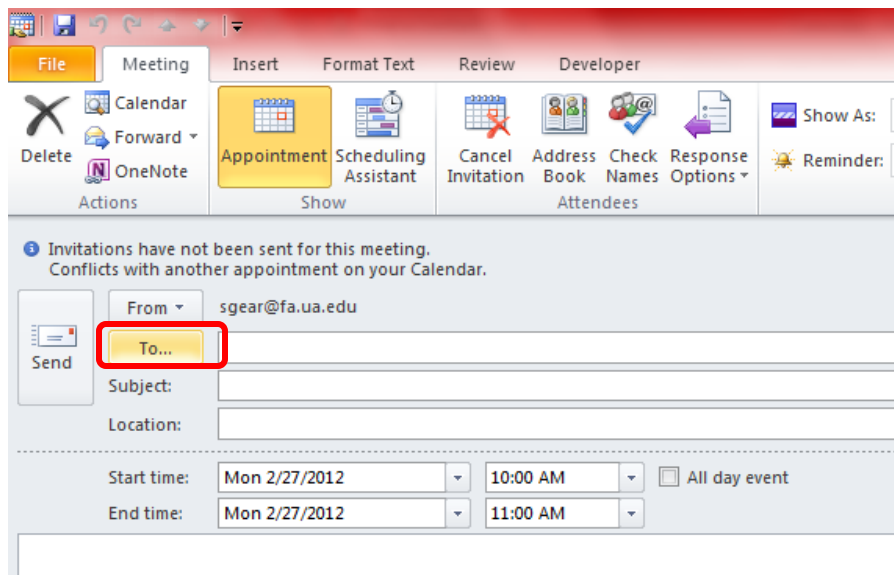
Applies to: Microsoft Outlook 2010

*A meeting is an appointment that includes other people and can include resources such as conference rooms.

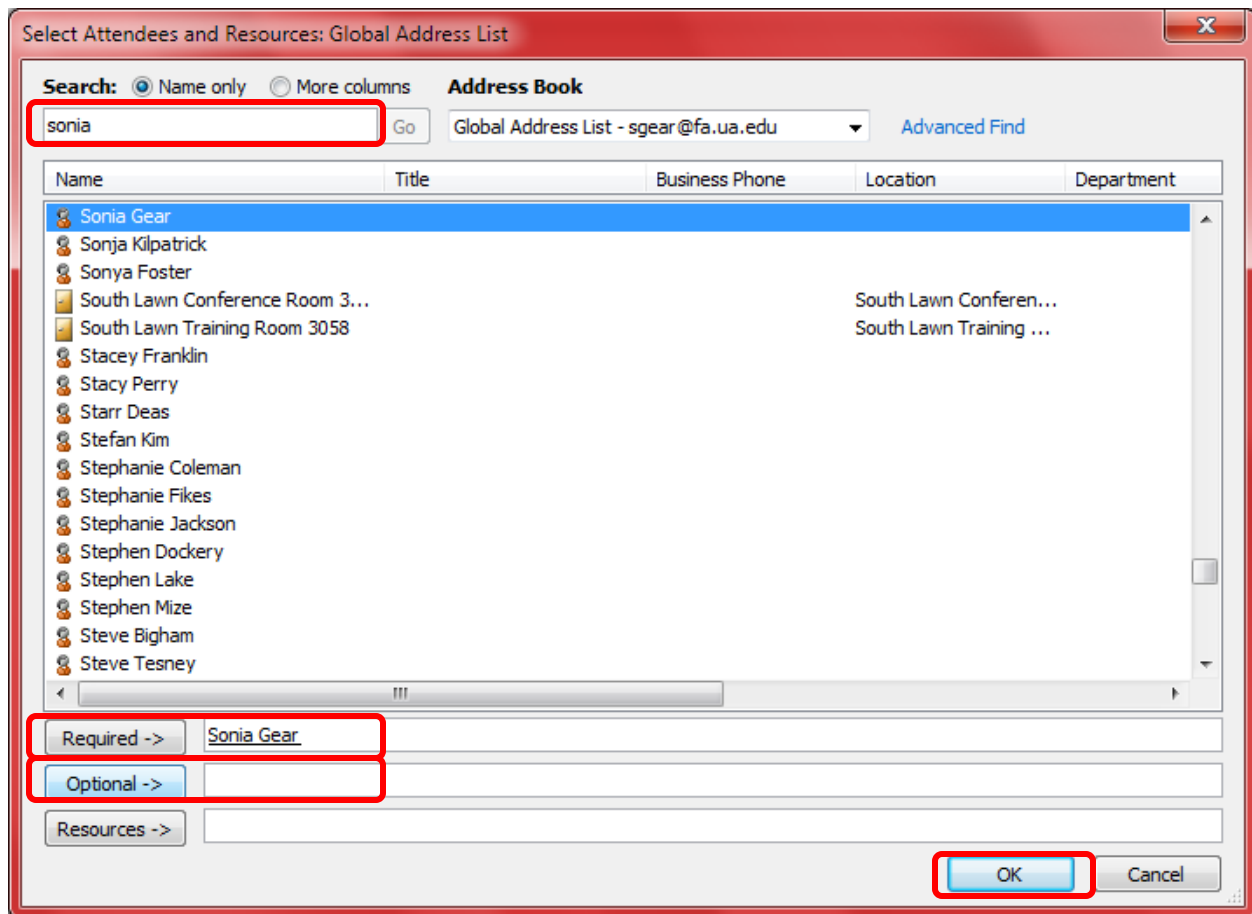
1. In Calendar, on the Home tab, in the New group, click **New Meeting**.



2. Click the **To** tab to add attendees to the meeting request.

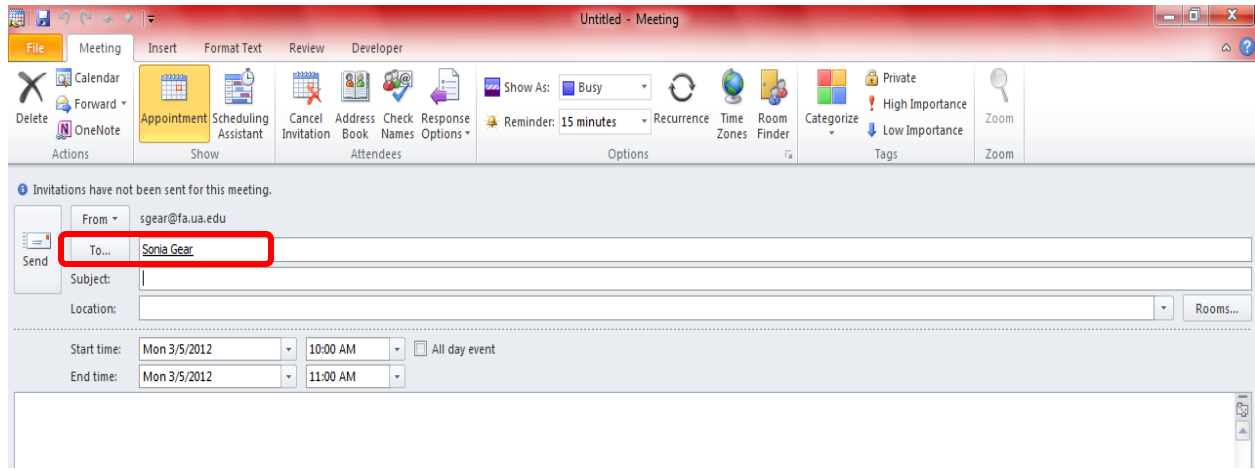


3. Enter the name of the attendee, double click the name in the results list, then click **Required or Optional**.

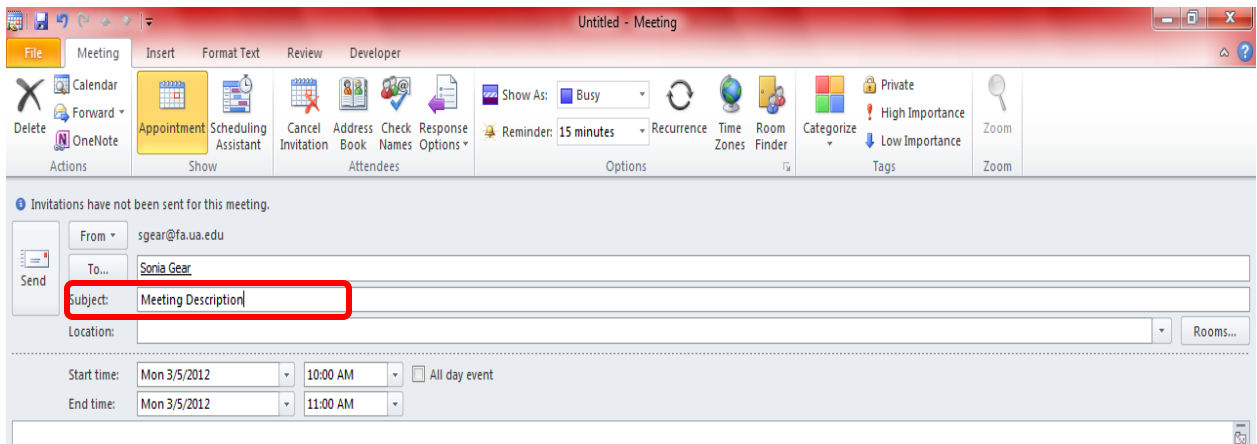


4. Click **OK**.

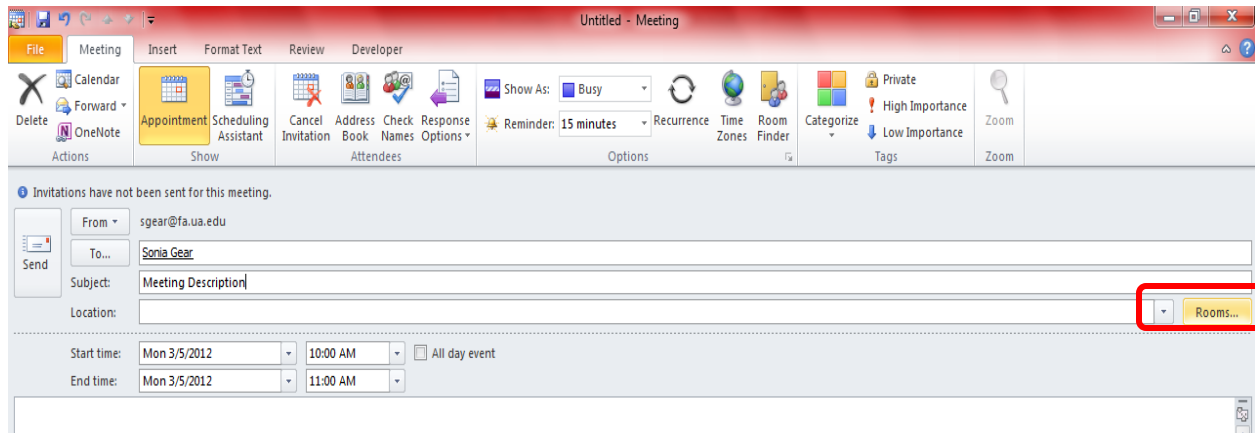
5. The selected Attendees will appear in the **To** section of the meeting request.



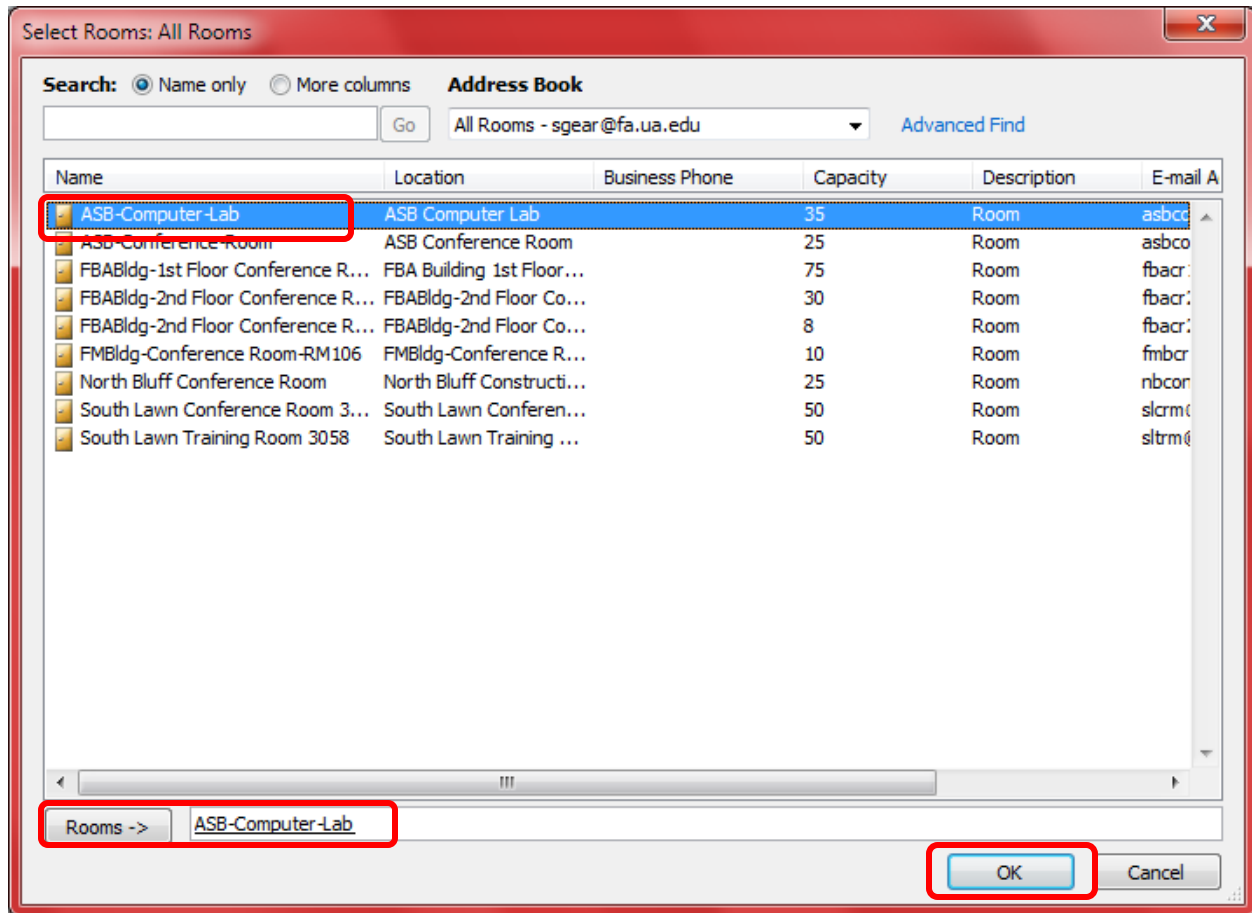
6. In the **Subject** field, enter the meeting description.



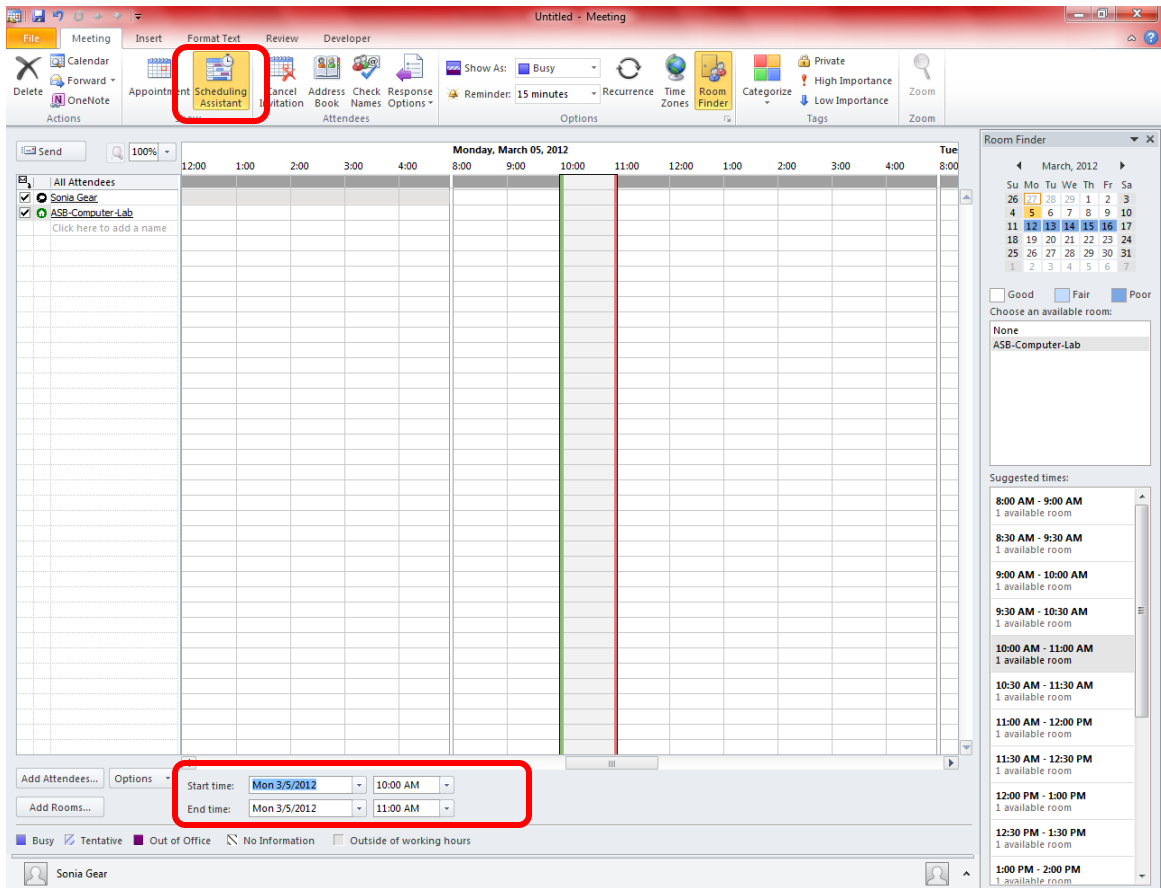
7. Click **Rooms** to add a location to the meeting request.



8. Select the **Room Resource** and double click. The room name will appear in the Rooms box.

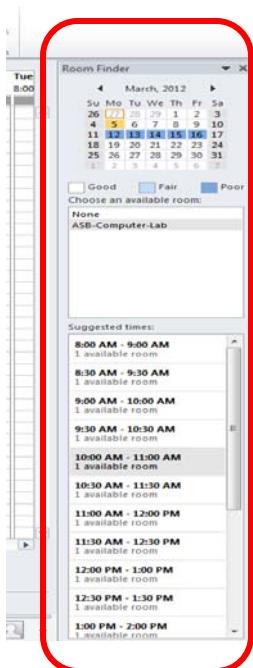


9. Click **OK**.



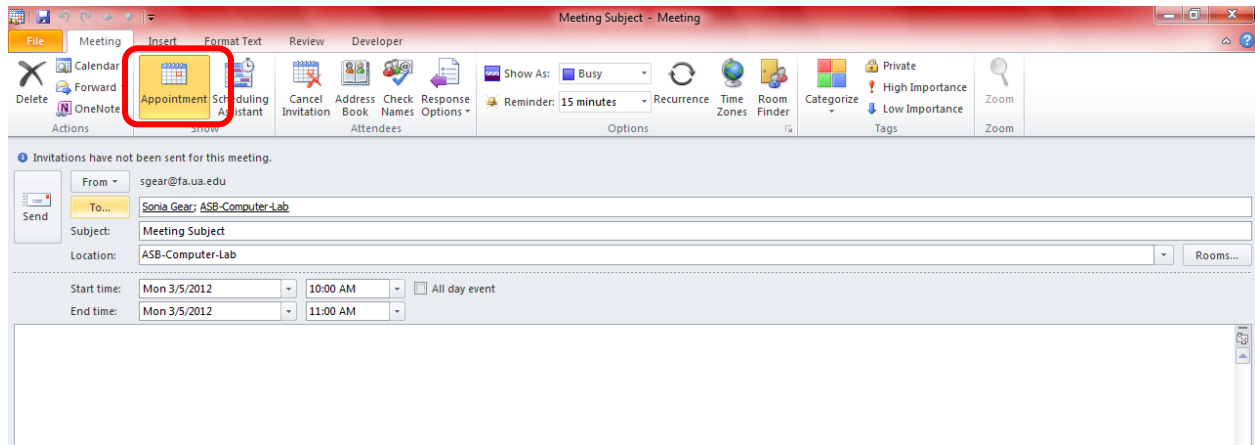
10. In the **Scheduling Assistant View**, select the date and time available for the meeting request.

11. To view the best available times for attendees and the room resource, view the **Room Finder Pane**.

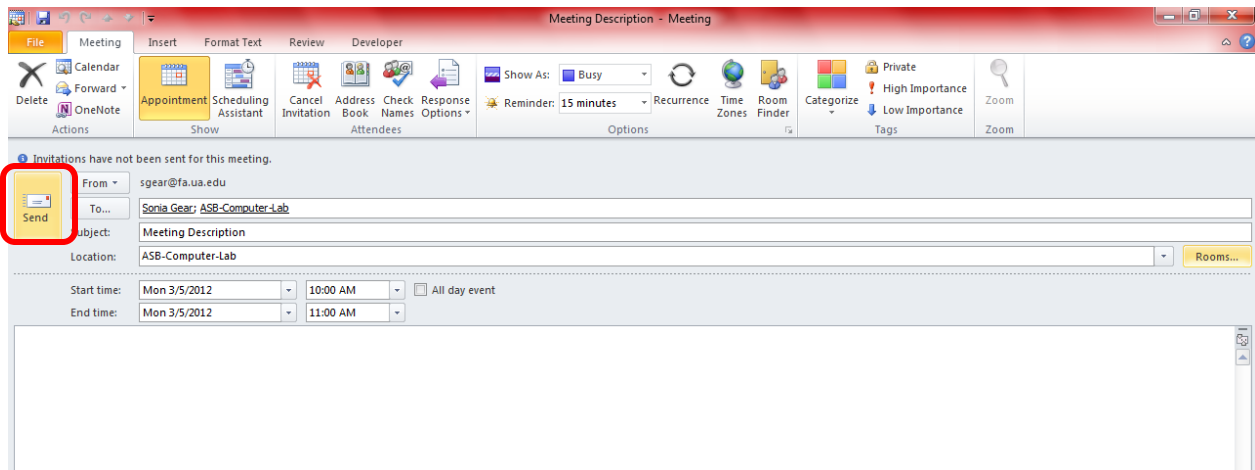


12. Choose an available time for all attendees, click **Appointment**.

13. Type in any notes about the meeting that may be relevant to the meeting attendees.



14. Click **Send** to send the meeting request to all attendees and the room resource.



15. The resource will be accepted if the room is available. If the room is not available, a decline email will be sent back to the email address originally used to send the meeting request.