BOOK A MEETING THROUGH OUTLOOK

From Outlook click the down arrow and select Meeting Request or New Items. Click Rooms and then select the room you would like to book.
Select **Scheduling Assistant** to see if the date and time is available.

You can toggle back and forth between Appointment and Scheduling Assistant.

If the meeting is a recurring one select the **Recurrence** button and select the date and time. **Recurring meetings may only be booked for up to one year in advance. If No end Date is selected the request will be rejected.**
Put the name of the meeting in the **Subject area** - Optional add other names you would like to include so the meeting can be added to their calendar. (This will work for everyone in our office and may work for someone who does not work in Epi but uses Outlook.)

Once subject is added click **Send**.
You will receive an email accepting or rejecting your request.
If accepted the meeting will be automatically added to your calendar.
If your meeting request is rejected it will display the reason why it was declined and you will then need to go back and reschedule it.
TO DELETE A CALENDAR BOOKING

Go to your calendar. Find the meeting you are trying to delete. Double click on the meeting.

TO MODIFY A MEETING

Go to your calendar. Find the meeting. Click on the meeting to open it up and make the appropriate changes. Click Send Update.
BOOK A MEETING THROUGH OUTLOOK WEB ACCESS

Select Calendar – top right - Mail Calendar People Tasks

Click New event – located on left side
Add the room, date, time, name of meeting and other people involved.

You should receive an email saying “Your request was accepted or rejected.”