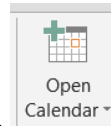


# ROOM RESERVATION INSTRUCTIONS

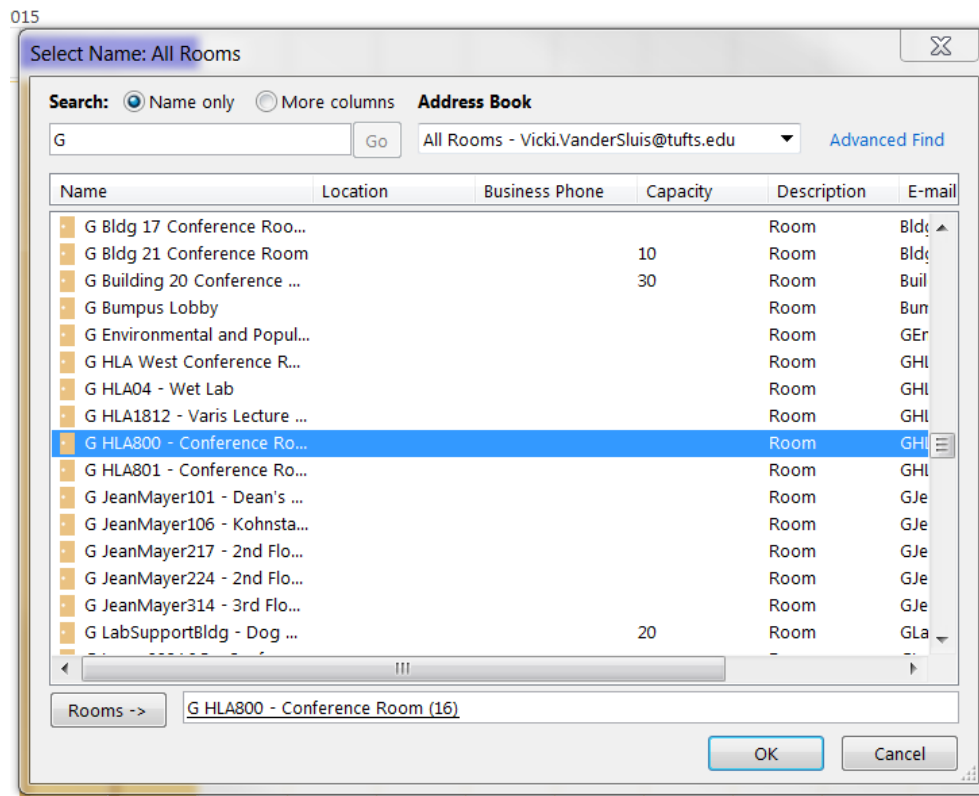
1. Go into your Outlook email account and choose Calendar.



2. Once in calendar, go to Open Calendar. This should be located on your toolbar depending on which version of Outlook you are using.

3. Use the drop-down arrow and choose "From Room List."

4. Put a "G" in the search bar and the search will take you to the Grafton rooms list. Choose the room calendar you want to open and double click on it.



Click OK. The calendar will then open and appear in your calendars. You can then click on it and see the calendar.

Updated: August 10, 2015

# ROOM RESERVATION INSTRUCTIONS

August 2 - 8, 2015		Grafton, MA		Requesting...		Search G HLA800 - Conference Room (16) - Cal...							
SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
2		3		4		5		6		7		8	
7 AM				<b>Surgical Oncology Rounds - Berg</b> 800		<b>Boudrieau - Journal Club</b> 800					<b>SASx Resident Rounds - Boudrieau</b> 800		
8		<b>Resident Rounds - LA Surgery</b>		<b>SAM Rounds - Labato</b> 800				<b>Jose Garcia-Lopez LA Rounds</b>	<b>LA Section Meeting</b>				
9				<b>LaSx Rounds</b> G HLA800 - Conference Room (16) Jenei, Thomas M.		<b>LaSx Presentations</b> G HLA800 - Conference Room (16) Jenei, Thomas M.		<b>LaSx Rounds</b> G HLA800 - Conference Room (16) Jenei, Thomas M.			<b>LaSx Rounds</b> G HLA800 - Conference Room (16) Jenei, Thomas M.		
10				<b>Renovation Meeting</b> G HLA800 - Conference Room (16) Lauzon, Elizabeth									
11													
12 PM													
1				<b>LaSx Rounds</b> G HLA800 - Conference Room (16) Jenei, Thomas M.				<b>LaSx Rounds</b> G HLA800 - Conference Room (16) Jenei, Thomas M.			<b>Carl Kirker-Head</b>		
2		<b>LaSx Rounds</b> G HLA800 - Conference Room (16) Jenei, Thomas M.											
3													
4						<b>LA M&amp;M Rounds</b> G HLA800 - Conference Room (16) Lauzon, Elizabeth					<b>Embedded Technician Discussi</b> G HLA800 - Conference Room (16) Adams, Jeffrey		
5													
6													

# ROOM RESERVATION INSTRUCTIONS

To Reserve a room:

1. Click on the date and time that you want to schedule your reservation and go to New Meeting/new meeting with all.
2. The following pops up:

Untitled - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Calendar Appointment Scheduling Assistant Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options

Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder Categorize Zoom

You haven't sent this meeting invitation yet.

To... G HLA800 - Conference Room (16)

Subject Barn Meeting

Location G HLA800 - Conference Room (16)

Start time Tue 8/11/2015 12:00 AM

End time Tue 8/11/2015 12:30 AM

Room Finder

August, 2015

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Good Fair Poor

Choose an available room:

None

Suggested times:

- 8:00 AM - 8:30 AM  
No available rooms
- 8:30 AM - 9:00 AM  
No available rooms
- 9:00 AM - 9:30 AM  
1 available room
- 9:30 AM - 10:00 AM  
1 available room

When you choose "Meeting with all" the room you are requesting populates into the To: (If you wanted to invite certain people to the meeting, you would be able to enter their email addresses here and they would be notified, but it is not required.)

Under the Subject line enter the name of the meeting or event you are using the room for. e.g. **Barn Meeting**; Department Meeting; Lunchtime Talk (include topic and presenter), etc.

Check the date and the time and hit send.

In Shared Folder Calendar

Vicki VanderSluis No Items

Updated: August 10, 2015

# ROOM RESERVATION INSTRUCTIONS

◀ ▶ August 11, 2015 Grafton, MA ▾ Requesting...

TUESDAY

11

6 AM

7

8 **Faculty Resident Rounds - Drs. Kelley and Ross**  
G HLA800 - Conference Room (16)  
Lipinski, Kim M

9

10 **Renovation Meeting**  
G HLA800 - Conference Room (16)  
Lauzon, Elizabeth

11

12 PM **Barn Meeting**  
G HLA800 - Conference Room (16)  
VanderSluis, Vicki A

1


2

3

4

5

Your reservation should then show up on the calendar.

If you have requested a reservation in one of the restricted rooms the edge of the reservation will look like this:  You will receive an email stating that the reservation is "temporarily accepted." When it is approved, you will get another email and the bar will turn solid.

**Restricted Rooms:** AVA, VLH, HLH, McGrath 112, 113, 114, Wet Lab, VCC (all rooms except 313 CR)