

In the Calendar tab,  
select New Meeting

The screenshot displays the Microsoft Outlook interface with the Calendar tab selected. The ribbon at the top contains various options for creating and managing calendar items. The 'New Meeting' button is highlighted with a blue selection bar, and a black arrow points to it from the text above. Other buttons in the ribbon include 'New Appointment', 'New Items', 'New Skype Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Open Calendar', 'Calendar Groups', 'E-mail Calendar', 'Share Calendar Online', and 'Permissions'. Below the ribbon, the calendar view shows a weekly grid for Monday, May 18, 2016. The time slots are labeled from 8 AM to 6 PM. Several meetings are scheduled, including 'Shepard Lab C' at 8 AM, 'Scharf Lab A' and 'Schoenig Lab C' at 9 AM, 'Allen Lab B' and 'Johnston Lab C' at 10 AM, 'Page Lab B' and 'Scharf Lab A' at 11 AM, 'Allen Lab B' and 'Johnston Lab C' at 12 PM, 'Johnston Lab C' at 1 PM, 'Scharf Lab A' and 'Wong Lab B' at 2 PM, and 'Johnston Lab C' at 3 PM. The left sidebar shows a calendar navigation pane with a monthly view for May 2016 and a list of calendars under 'My Calendars' and 'Shared Calendars'. The 'ACC' calendar is selected and highlighted in green. The bottom of the window shows the Windows taskbar with various application icons and the system tray displaying the time as 9:14 AM on 4/18/2016.

In the To: field, type  
Flex room

The screenshot shows the Microsoft Outlook Meeting window. The main window has a ribbon with tabs: FILE, MEETING, INSERT, FORMAT TEXT, and REVIEW. The MEETING tab is active, showing various options like Actions, Show, Skype Meeting, Meeting Notes, Attendees, Options, and Tags. The main area contains a message form with fields for To:, Subject, Location, Start time, and End time. The To: field is currently empty. The Start time is set to Mon 4/18/2016 at 9:30 AM, and the End time is Mon 4/18/2016 at 10:00 AM. A Room Finder pane is open on the right side, showing a calendar for April 2016. The calendar highlights the 18th, 19th, and 20th. Below the calendar, there are radio buttons for Good, Fair, and Poor. The Room Finder pane also shows suggested times: 3:30 PM - 4:00 PM, 4:00 PM - 4:30 PM, 4:30 PM - 5:00 PM, 9:30 AM - 10:00 AM (with 1 conflict: ACC), and 10:00 AM - 10:30 AM. A status bar at the bottom indicates 'In Shared Folder ACC' and a warning that 'Some People Pane features are turned off because Windows Desktop Search isn't available.'

Enter Start date and time (correspond with period needed. i.e. 9:04-9:46 is 2<sup>nd</sup> period)

The screenshot shows the Microsoft Word interface with the Meeting ribbon selected. The ribbon includes tabs for FILE, MEETING, INSERT, FORMAT TEXT, and REVIEW. The MEETING tab is active, showing options like Delete, Copy to My Calendar, Forward, Appointment, Scheduling Assistant, Skype Meeting, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Busy, Recurrence, Time Zones, Room Finder, Categorize, Zoom, Start Inking, and Apps for Office. The Room Finder pane is open on the right, displaying a calendar for April 2016. The calendar shows a conflict for the 9:30 AM - 10:00 AM slot on Monday, April 18, 2016, with a conflict with 'ACC'. The suggested times list shows that the 9:30 AM - 10:00 AM slot has 1 conflict: ACC. The main meeting form shows the start time as Mon 4/18/2016 at 9:30 AM and the end time as Mon 4/18/2016 at 10:00 AM. Two black arrows point from the text above to the start and end time fields.

Untitled - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Delete Copy to My Calendar Forward Appointment Scheduling Assistant Skype Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Busy Recurrence Time Zones Categorize Zoom Start Inking Apps for Office

You haven't sent this meeting invitation yet. Conflicts with another appointment.

To...  
Subject  
Location Rooms...  
Start time Mon 4/18/2016 9:30 AM All day event  
End time Mon 4/18/2016 10:00 AM

Room Finder

April, 2016

Su	Mo	Tu	We	Th	Fr	Sa
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
1	2	3	4	5	6	7

Good Fair Poor

Choose an available room:

None

Suggested times:

- 3:30 PM - 4:00 PM No conflicts
- 4:00 PM - 4:30 PM No conflicts
- 4:30 PM - 5:00 PM No conflicts
- 9:30 AM - 10:00 AM 1 conflict: ACC
- 10:00 AM - 10:30 ...

In Shared Folder ACC

Some People Pane features are turned off because Windows Desktop Search isn't available.

If multiple days (recurrence) are needed, select the recurrence tab. Window appears as shown below.

The screenshot displays the Microsoft PowerPoint interface with the 'MEETING' ribbon selected. The ribbon includes various options such as 'Delete', 'Copy to My Calendar', 'Forward', 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Attendees', 'Options', and 'Tags'. The 'Recurrence' button is highlighted with a black arrow. Below the ribbon, a message states: 'You haven't sent this meeting invitation yet. Conflicts with another appointment.' The 'Appointment Recurrence' dialog box is open, showing the following settings:

- Appointment time:** Start: 9:30 AM, End: 10:00 AM, Duration: 30 minutes.
- Recurrence pattern:** Weekly (selected), Recur every 1 week(s) on: Monday (checked).
- Range of recurrence:** Start: Mon 4/18/2016, No end date (selected).

Buttons at the bottom of the dialog include 'OK', 'Cancel', and 'Remove Recurrence'.

Select the start date , days of the week, then the end date

The screenshot displays the Microsoft PowerPoint 2010 interface with the 'Appointment' ribbon selected. The 'Appointment Recurrence' dialog box is open, showing the following settings:

- Appointment time:** Start: 9:30 AM, End: 10:00 AM, Duration: 30 minutes.
- Recurrence pattern:** Recur every 1 week(s) on:  Monday,  Wednesday.
- Range of recurrence:** Start: Mon 4/18/2016,  No end date,  End after: 10 occurrences,  End by: Mon 6/20/2016.

Three black arrows point from the text 'Select the start date , days of the week, then the end date' to the 'Start' date field, the 'Monday' and 'Wednesday' checkboxes, and the 'End by' date field, respectively.