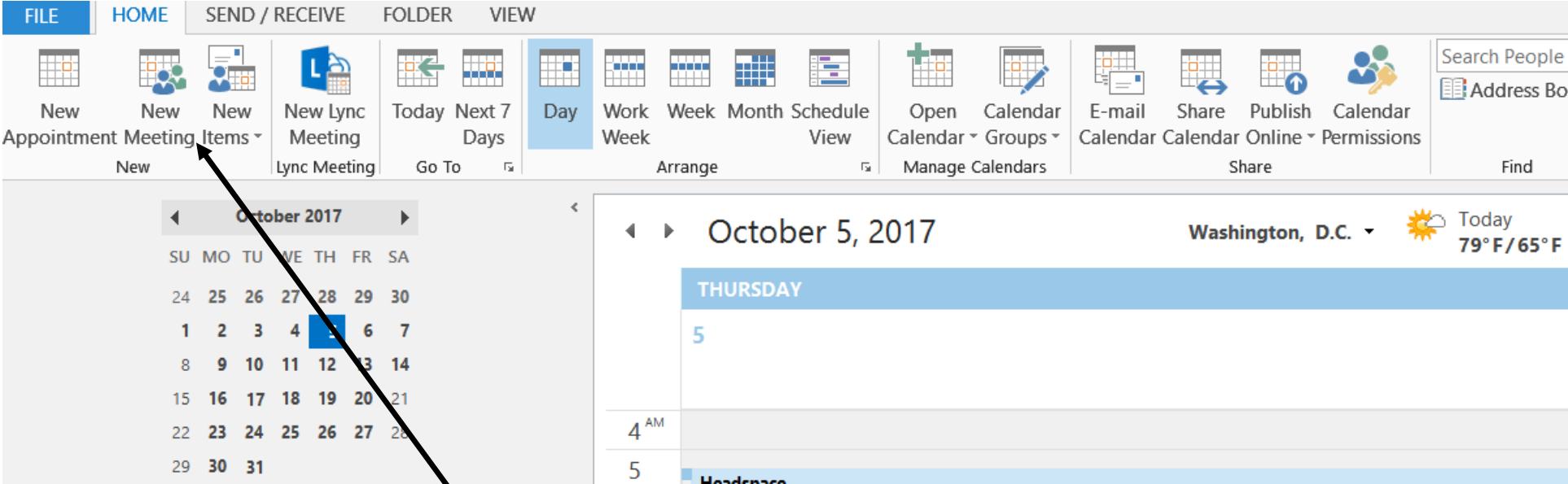


Please use Outlook for your booking request.



Select New Meeting using the calendar feature in Outlook

Untitled - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Delete Calendar Appointment Scheduling Assistant Lync Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder Categorize Tags

Actions Show Lync Meeting Meeting Notes Attendees Options Tags

i You haven't sent this meeting invitation yet.
This appointment conflicts with another one on your calendar.

Send To... Flex Room

Subject

Location Rooms...

Start time Thu 10/5/2017 11:00 AM All day event

End time Thu 10/5/2017 12:00 PM

In the popup window, type "Flex_Room" in the "To" field

Untitled - Meeting

FILE MEETING INSERT FORMAT TEXT REVIEW

Delete Calendar Appointment Scheduling Assistant Lync Meeting Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder

Send 100%

Thursday, October 5, 2017

Friday, October 6, 2017

All Attendees

- Sean Adcroft
- Flex Room

Click here to add a name

Attendee	1:00	2:00	3:00	4:00	5:00	8:00 AM	9:00	10:00	11:00	12:00 PM	1:00	2:00	3:00	4:00	5:00	8:00 AM
Sean Adcroft	Call Rame	Check Inv.	Metro PT	email	School Tc	Dev	Call	Em	Manhass	Wed	email	Metro PT	Possible			
Flex Room																

Click "Scheduling Assistant" to review what is already booked for that space – booked times will show in blue across from "Flex Room".

The screenshot shows the Microsoft Word interface with the Meeting ribbon selected. The ribbon includes sections for Actions (Delete, Forward), Show (Appointment, Scheduling Assistant), Lync Meeting (Lync Meeting), Meeting Notes (Meeting Notes), Attendees (Address Book, Check Names, Response Options), Cancel Invitation, Options (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones), and Zoom (Room Finder, Categorize, Zoom). A notification at the top left states: "You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar." The meeting details are as follows:

To...	Flex Room		
Subject	Adcroft - Testing Flex Space		
Location	Flex Room		Rooms...
Start time	Fri 10/6/2017	10:36 AM	<input type="checkbox"/> All day event
End time	Fri 10/6/2017	11:18 AM	

The body of the meeting invitation contains the text: "I have a Z-Space lesson for my 4th period Physics class." A blue arrow points from the "All day event" checkbox to the start and end time fields. A second blue arrow points from the "All day event" checkbox to the text in the body of the invitation.

Room Finder

October 2017

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
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

Good Fair Poor

Choose an available room:

None

Suggested times:

Insert your name in the "Subject" field;
"Flex Room" in the "Location" field; and
your lesson topic in the body.

Set the date and time for the
desired date and period time

Lastly, click "Send"