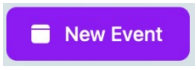
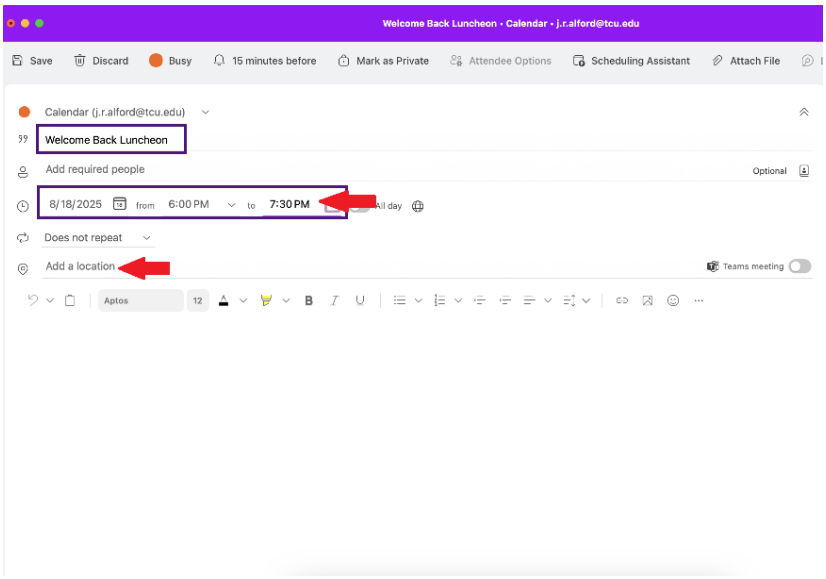
(Mac Users) How to Schedule Conference Room or Event Space in Bailey Palko

Capacity 12	BAI 210 Parrish Conference Room I
Capacity 8	BAI 309 Dean's Conference Room
Capacity 12	BAI 311 Andrews Institute Conference Room
Capacity 10	PAL 331 Deitz Conference Room
	PAL Jones Student Lounge

- Open Outlook Calendar and click on New Event



- Enter Title|Description of Meeting
- Verify Date, Start Time and End Time* of meeting
  *Outlook calendar defaults to 30 minute meeting – set end time accordingly
- In the 'Add a location' field – simply type BAI or PAL for a drop-down list of rooms to appear



- Notice in the drop-down list, the room will show available or busy during the date | time you selected. Select your room and click Send.