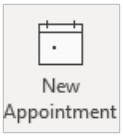
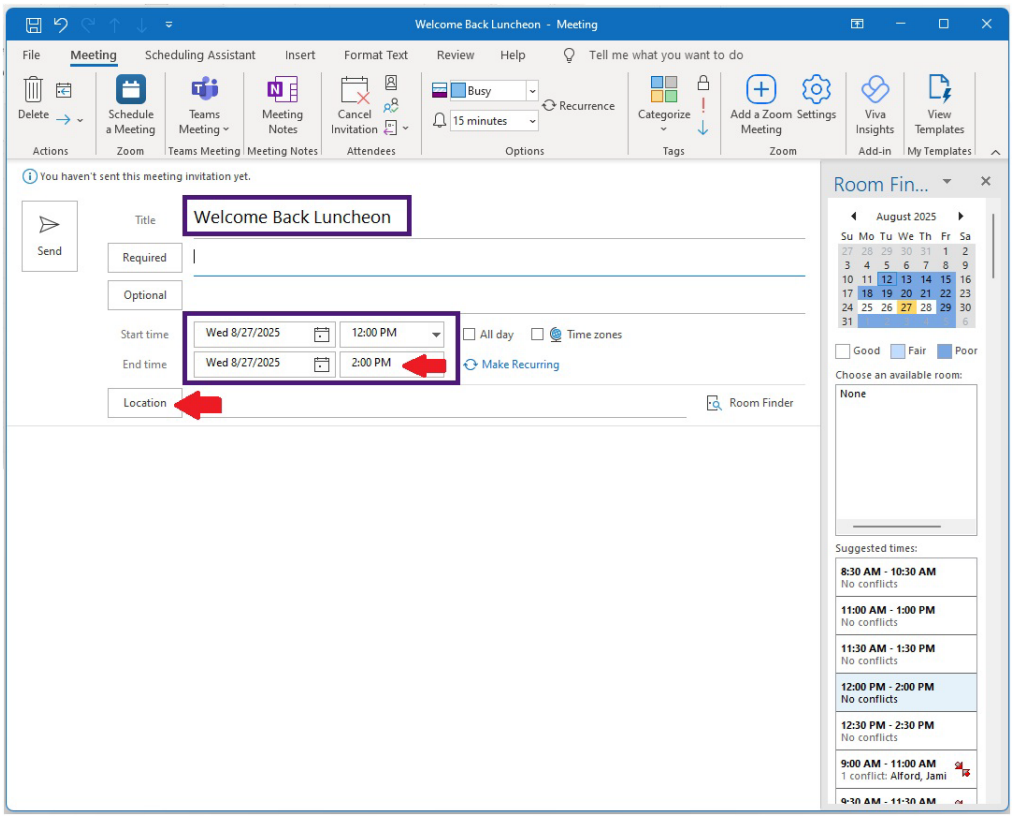
(Windows) How to Schedule Conference Room or Event Space in Bailey Palko

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 Appointment

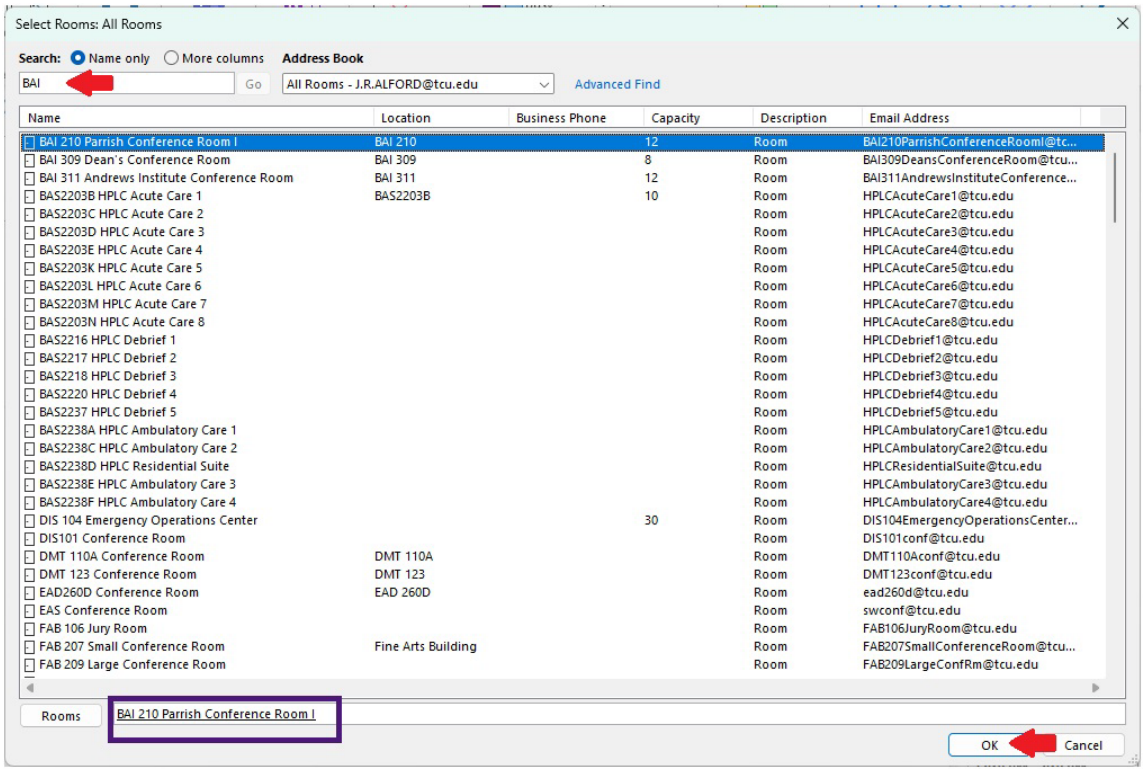


- Enter Title|Description of Meeting
- Verify Date, Start Time and End Time* of meeting
  *Outlook calendar defaults to 30 minute meeting – set end time accordingly
- Click on Location



- In search field, enter building code (the following rooms are available for reservation)
  - BAI 210 Parrish Conference Room I
  - BAI 309 Dean's Conference Room
  - BAI 311 Andrews Institute Conference Room
  - PAL 331 Deitz Conference Room
  - PAL Jones Student Lounge

- Verify Room and Click OK



- In Room Finder on right-hand pane, verify room and availability
- If room is not available (room name does not appear), adjust date|time for availability
- Click Send