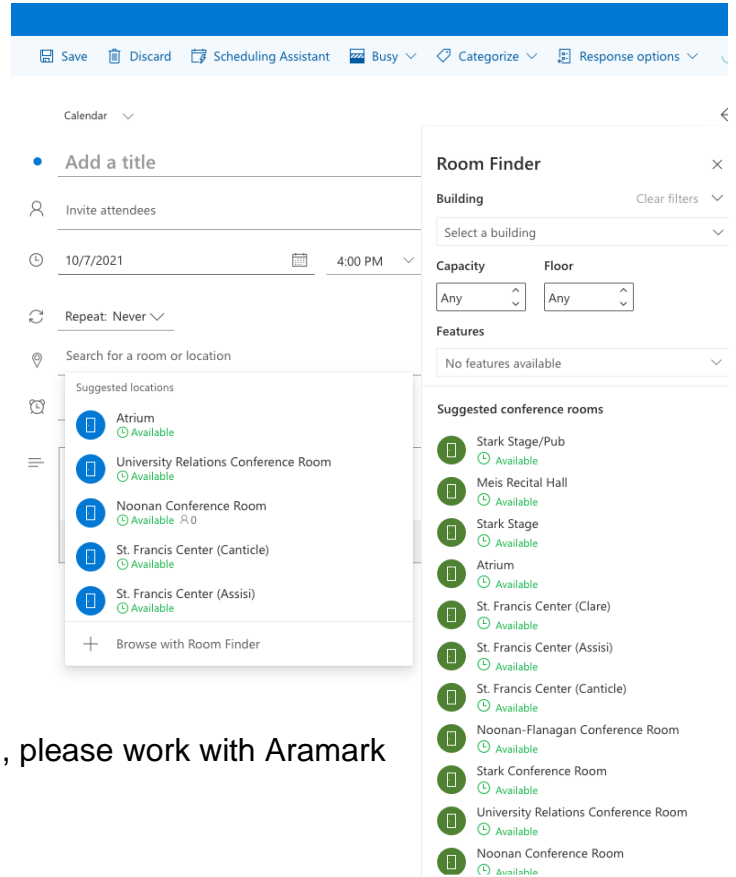


# HOW TO RESERVE ROOM IN OUTLOOK

1. Navigate to your outlook calendar
2. Click to “Add an Event”
3. Create the calendar invite as you normally would adding title, guests, date, time, and details
4. When you go add the location, you will want to click “Browse with Room Finder”
5. From there you will choose an “available” location for your meeting/event
  - a. All conference rooms (if available) will be booked automatically
  - b. Other location invites will be tentatively accepted until they are approved by the space administrator
  - c. If your room requires special set up, please email [BCU.events@briarcliff.edu](mailto:BCU.events@briarcliff.edu) to submit your request
  - d. If your event requires catering, please work with Aramark to coordinate



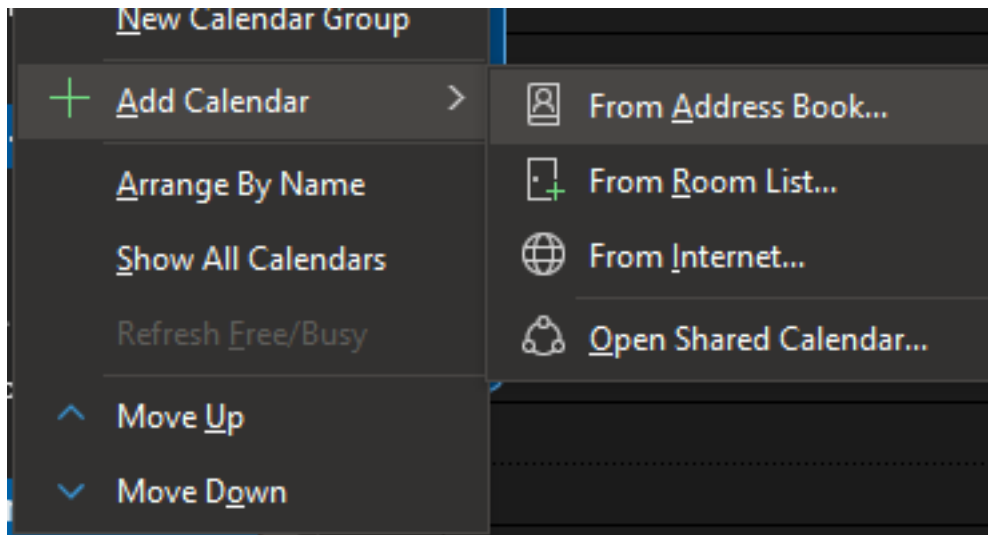
**If you are seeking to reserve a room that is showing as unavailable?  
Would like to see more detail on when/if a space is available?  
Or would like to confirm that a room is booked for your event/meeting?**

Follow the below instructions to add/review [bcu.events@briarcliff.edu](mailto:bcu.events@briarcliff.edu) or any other room locations through Outlook shared calendars.

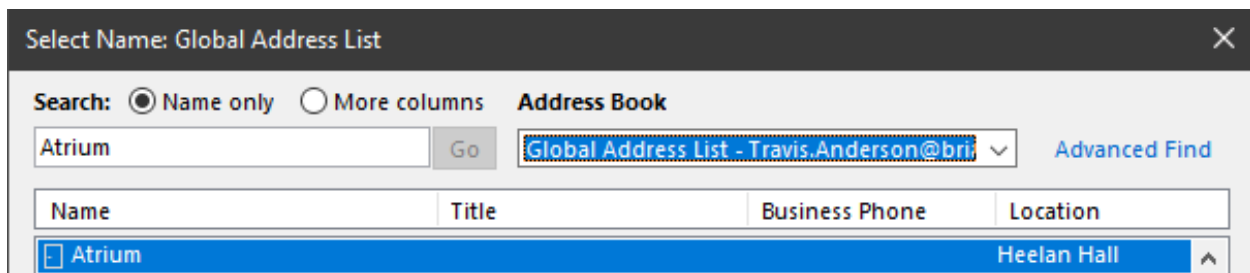
## REVIEWING A SHARED CALENDAR

Any employee can open the calendar for any location/room available on campus. This will allow you to have a one-to-one conversation if the location you are seeking is unavailable. You can also see what [bcu.events@briarcliff.edu](mailto:bcu.events@briarcliff.edu) has on the radar for external events or events requiring set up.

1. Navigate to your calendar.
2. Right click Shared Calendars > Add Calendar > From Address Book



3. Since it's new, make sure Address Book is set to Global Address List instead of Offline GAL. Type in the name of the room.



4. Please reuse this process to add any other location calendars for you to review.