

Booking a conference room

- Open Outlook on the web (using either Chrome or Edge) or using the desktop application.
- On the left side of the window, you should see a couple of options please click the one that looks like a calendar.



- Start scheduling your meeting by clicking on “New event”.

New event - Calendar - hgoodman@KELLEYAUTO.COM

Event Scheduling Assistant

Response options Busy 15 minutes before Categorize Private Scheduling poll Copilot

Save Calendar

Add a title

Invite attendees Optional

12/12/2023 4:00 PM All day Time zones

12/12/2023 4:30 PM Don't repeat

Search for a room or location Teams meeting

Add a description or attach documents

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- In the section that talks about “room or location”

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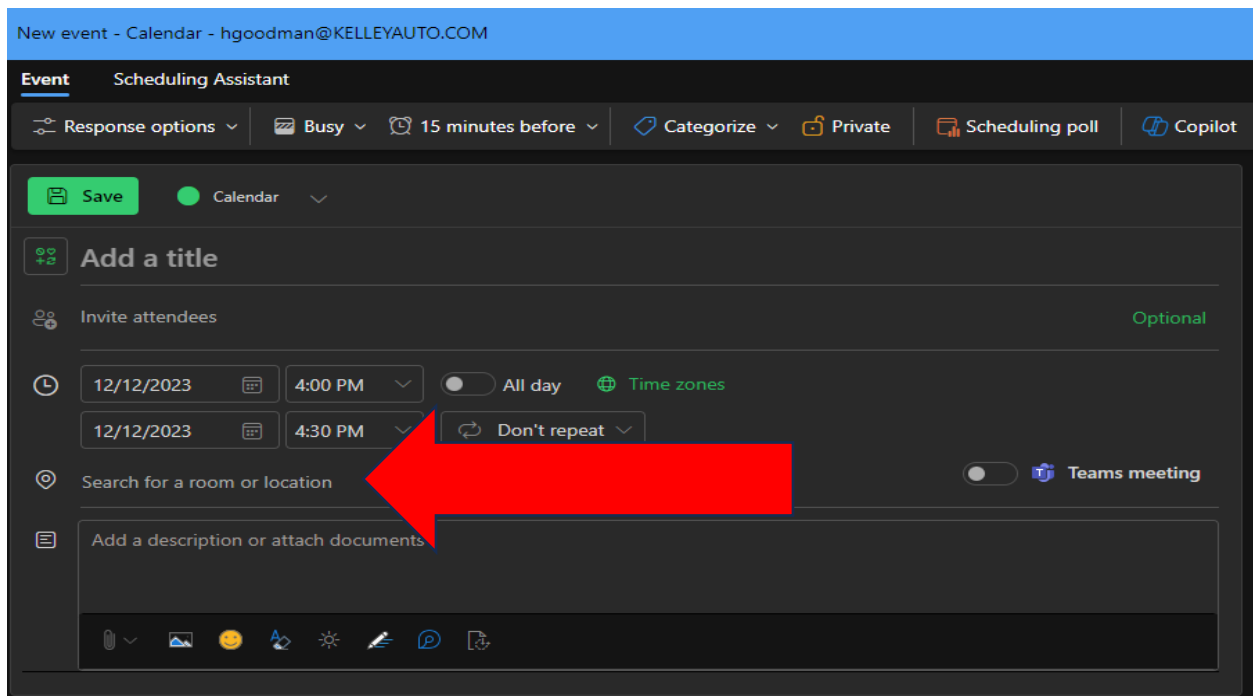
12/12/2023 4:00 PM All day Time zones

12/12/2023 4:30 PM Don't repeat

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- In that section, please type the name of the conference room and you should see the room pop up like:

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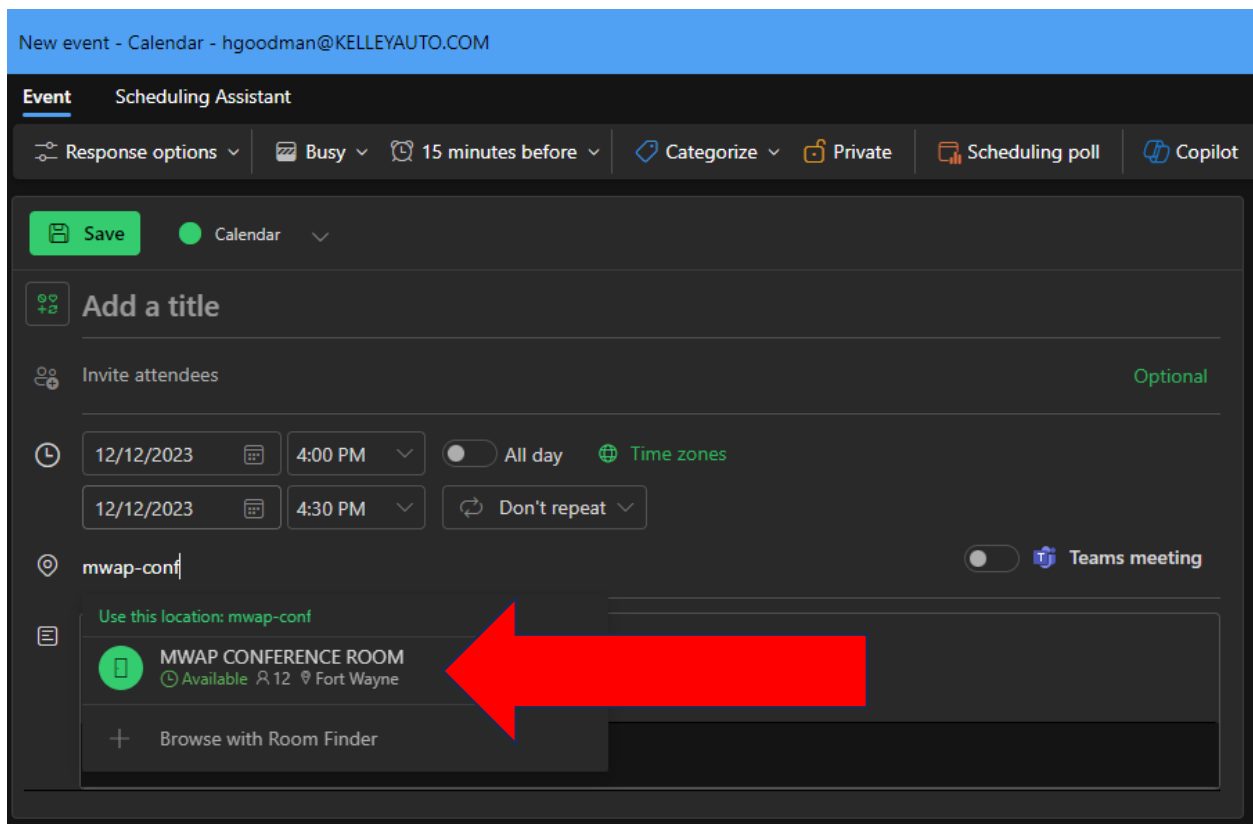
12/12/2023 4:30 PM Don't repeat

mwap-conf Teams meeting

Use this location: mwap-conf

MWAP CONFERENCE ROOM
Available 12 Fort Wayne

+ Browse with Room Finder



- The names of our current conference rooms are:
 - MWAP-CONF-ROOM
 - CENT-CONF-ROOM
 - KAG-WELLNESS-CTR
 - BMW-CONF-ROOM
 - JLR-CONF-ROOM
 - VOL-CONF-ROOM
 - CAD-CONF-ROOM
 - CDJR-CONF-ROOM
 - KC-CONF-ROOM
 - BGMC-TRAIN-ROOM
 - PBS-CONF-ROOM
- Once you click on the room and click “Save”.
- You should receive an email confirming that you have reserved the conference room if the room is free or declining your reservation due to the room being busy.