

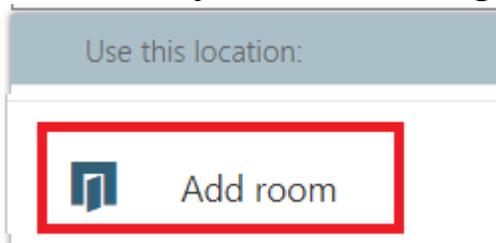
Scheduling Admin and Zotz Conference rooms

Directions for adding the conference room calendars to your Office 365 / Outlook:
<https://goo.gl/V8DRo9>

Note: You do not have to have the conference room calendars in order to schedule them. It does help to see which rooms are available.

Directions for scheduling the conference rooms:

1. Double click on the date you want to schedule a conference room.
Note: You can double click from your calendar or the conference room calendar.
2. **Location:** If you are scheduling a conference room, you must select Add Room.



3. From the drop down list select the conference room you are wanting to schedule.
Note: After the room name, you will see if the room is currently schedule or free for the date / time you have selected.



4. Fill out the remainder of the information as you would for any calendar event.
Example: Title, Time, Reminder, Notes, Added People.
5. **Approval:** Most conference rooms now require approval.
 - You will receive an email indicating that your event is pending approval
 - The event will not show up on the conference room calendar until it is approved.