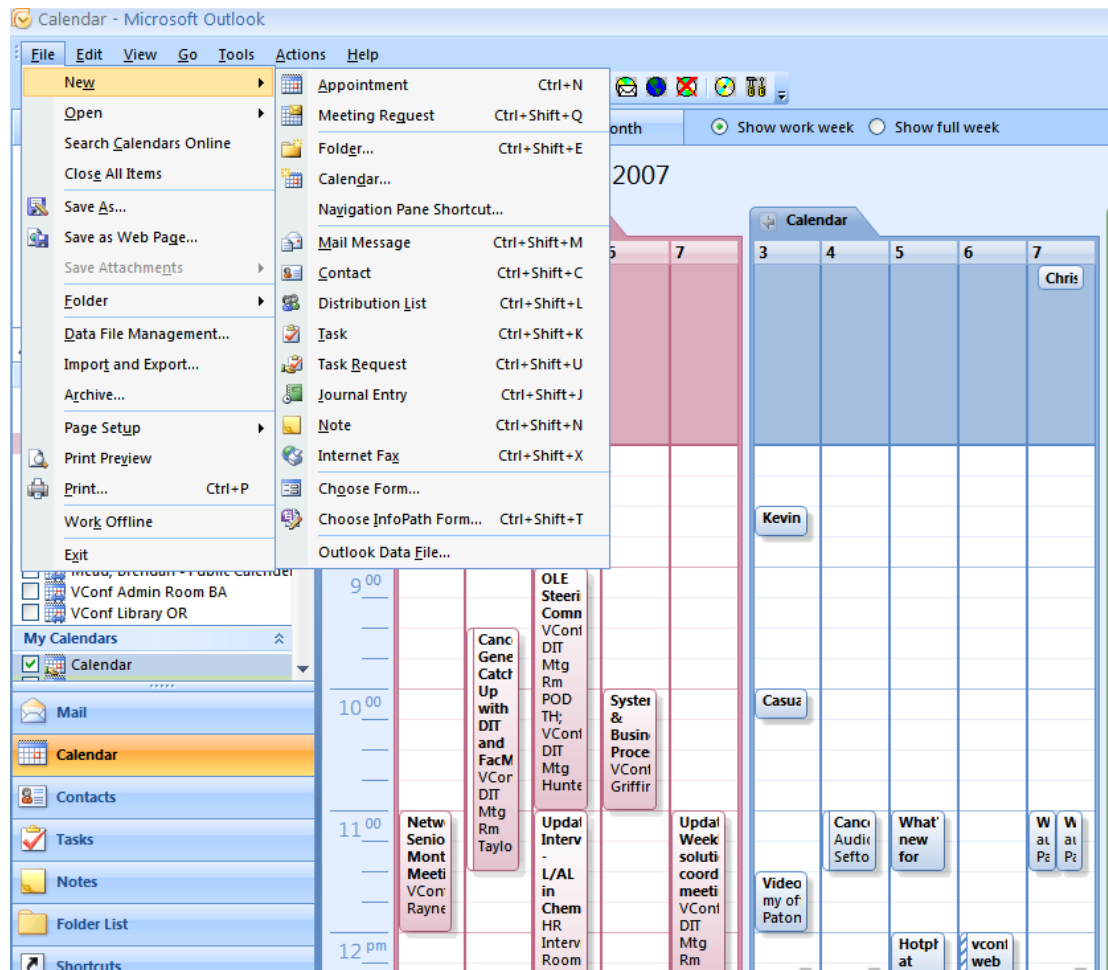


How to Book CSU Video Conference facilities in Outlook

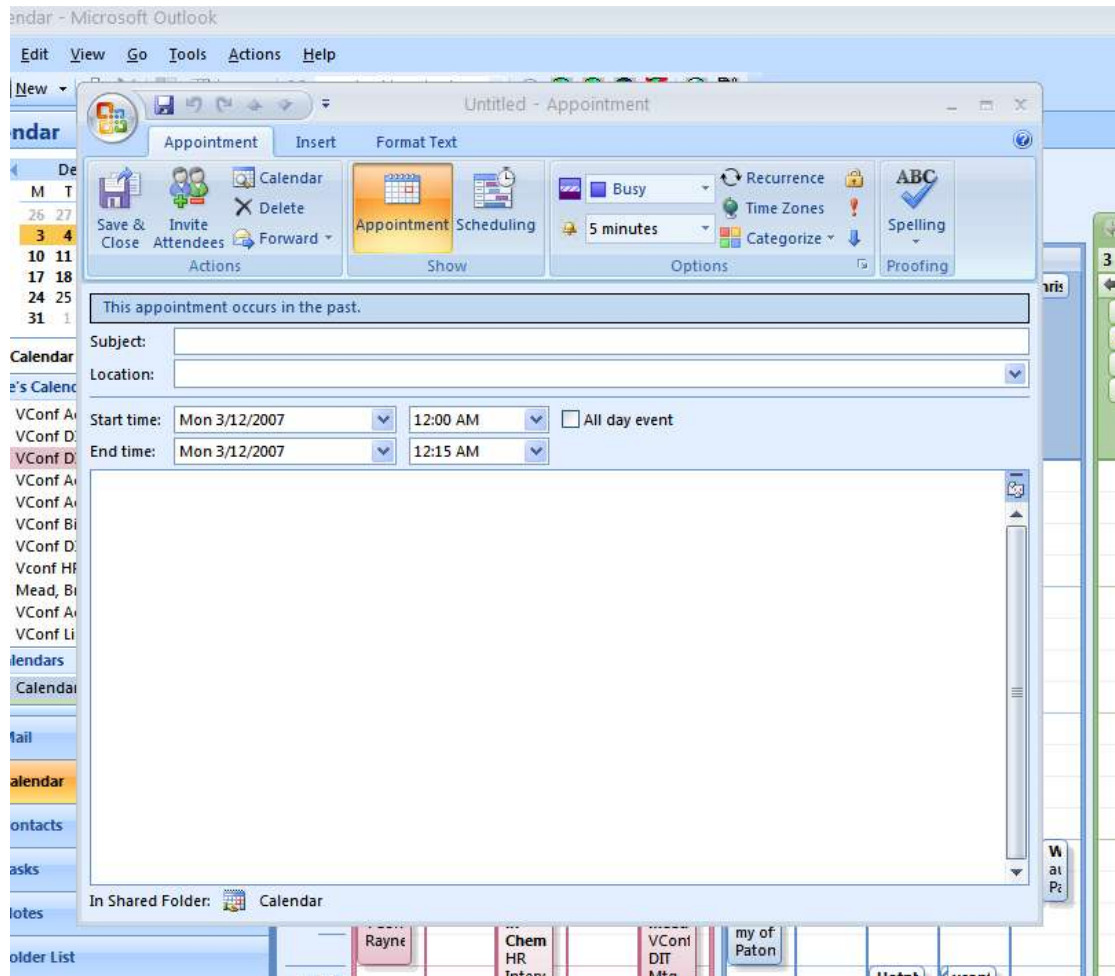
These instructions will show you how to book CSU Video Conference facilities using the Outlook Calendar.

1. From Outlook Calendar press select *File* then *New* and then click on *Appointment* or alternatively press [**Ctrl+Shift+a**]



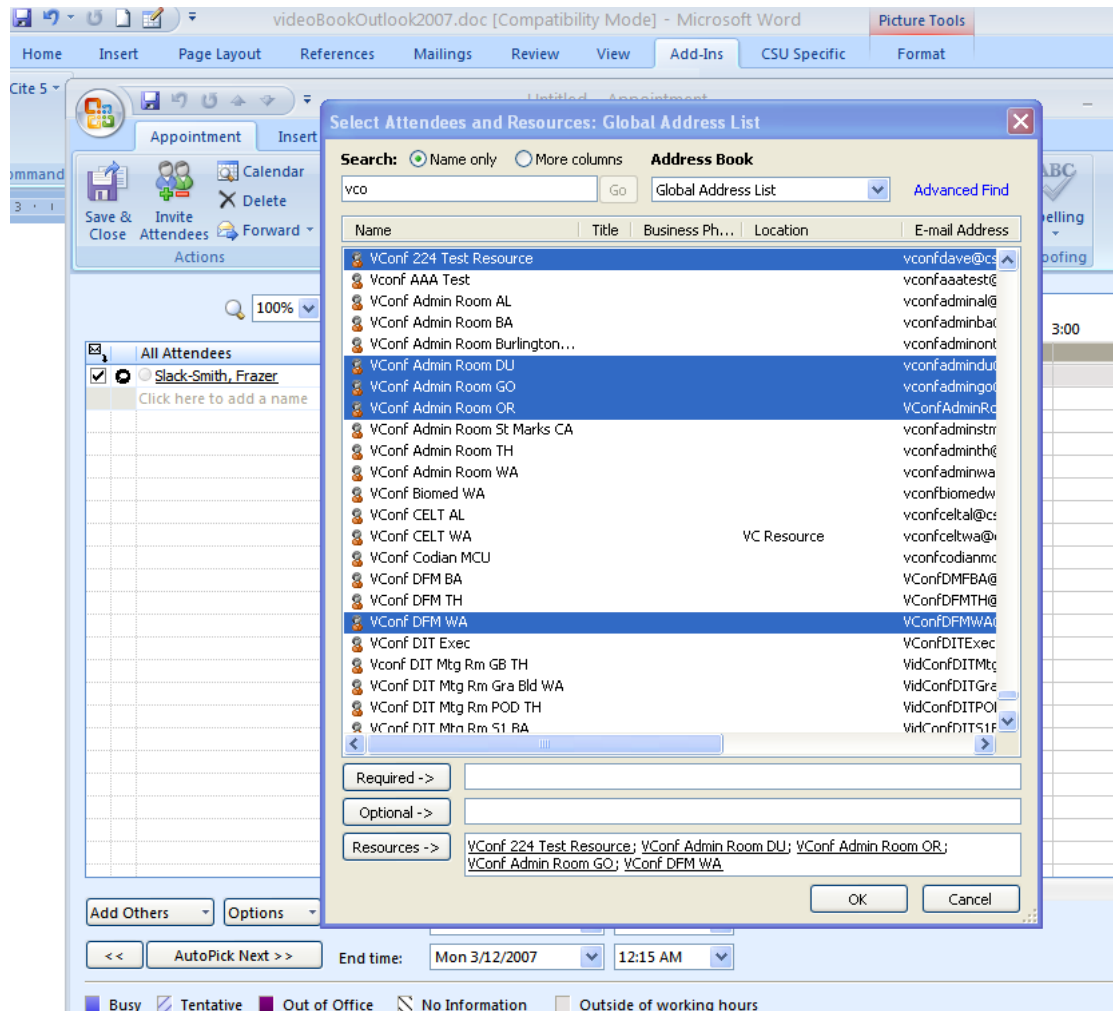
2. Enter the name of the conference in the *Subject* field and in the body of the message type any relevant information for the other participants. (Don't add attachments).

Adjust the date and time to the time you wish the conference to start and end.



3. Click on the *Scheduling* tab in the appointment and click on *Add Others* then select *Add from Address Book*.

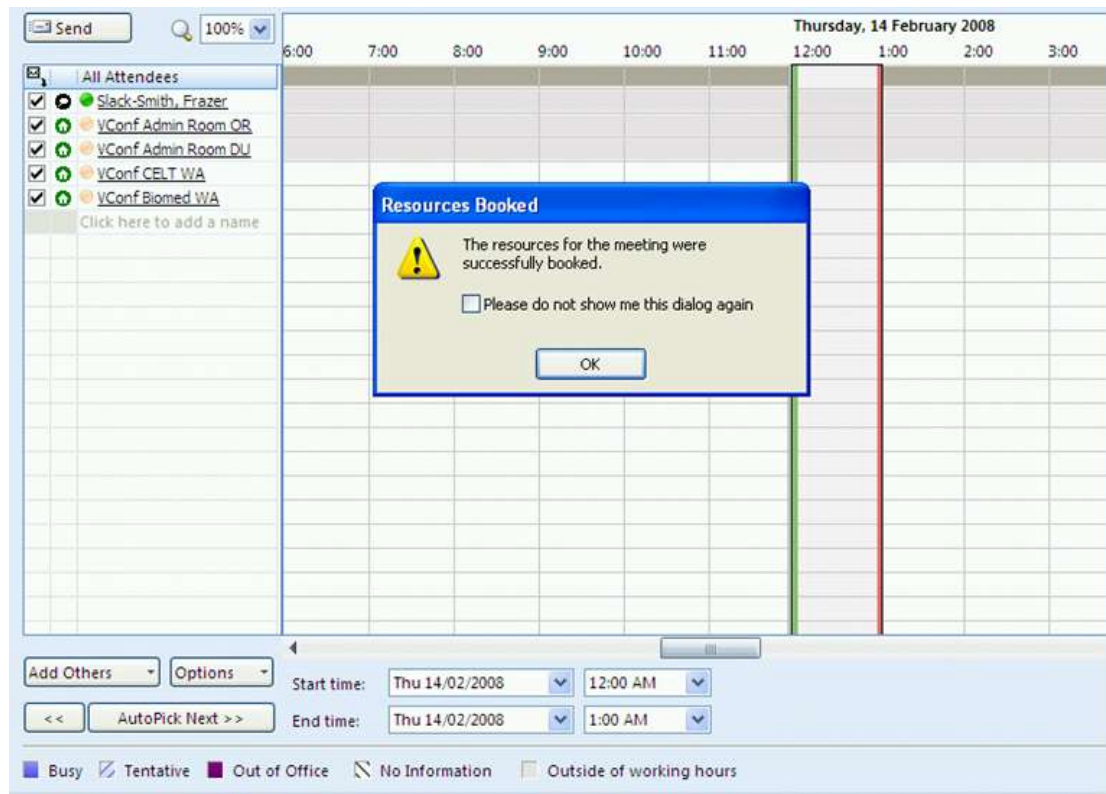
In the address bar type *VC*. Select the rooms by holding down the **Ctrl** key and clicking each of the rooms. Then press *Resources* to place the rooms you require into the Resources area. Then press *OK*.



Please Note: If you intend using the Recurring Booking function then ensure you put in an end date which can only be the end of the following year or earlier.

4. To complete your booking you need to press *Send* after which you should receive a message indicating the Resources were booked successfully. The calendar at this stage will send an invitation to the participants.

Please Note: do not add attached documents to calendar items as uninvited people can access them.



Should you experience any problems or require more training or information please call the DIT Service Desk on 84357.