Below you will find the following:

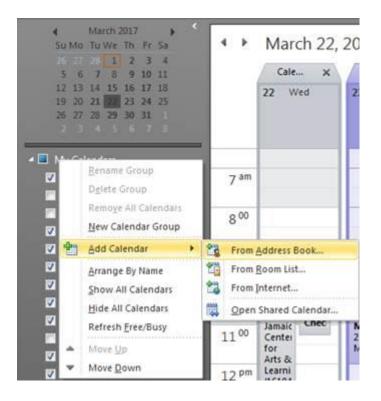
- 1) How to add room calendars to your outlook
- 2) How to make a room reservation through your outlook calendars
- 3) Notes about the new process

As a reminder, the following are all the rooms that we have at the Y that you should add to your calendars in outlook:

First Floor: Lobby, Studio A, Studio B, Pool **Second Floor:** Room 201, Room 202, Community Room A, Community Room B, Gym **Third Floor:** Room 301, 302, 304, 306, 305, 307 **Fourth Floor:** 4th Floor Meeting Room, Kitchen, Room 402, Room 403, Playroom, Roof

How to add room calendars to your outlook:

1) To add the room calendars you can right click on "My Calendars" → "Add Calendar" → "From Address Book" or "From Room List" and a box will pop up.



2) To narrow the rooms you can type in 14StY.

earch: Name only OMore c	olumns	Address Book		
4StY	Go	Offline Global Addr	ess List - Idaniels@14s	st 🗸 Advanced Fir
Name	Title		Business Phone	Location
14StY Community Room B				
14StY 2nd FI Pantry				
14StY 4Th Fl Kitchen				
14StY 4th FI Play Room				The 14th Street Y [
14StY 4th Floor Meeting Room				
14StY Carriage Room				
14StY Community Room A				The 14th Street Y [
14StY Dressing Room				
14StY Fitness Center				
14StY GYM				The 14th Street Y [
14StY Lobby Gallery				
14Sty Marketing				
14StY Parenting Suite 14StY Pool				The 14th Charles V I
14Sty Boof				The 14th Street Y [The 14th Street Y [
(The fam street Th
Calendar ->				

- 3) Select the rooms you would like to add to your calendar, then hit the calendar button in the bottom left corner of the window, then click OK.
- 4) Once you have done this for each of the rooms, the calendars will show up on your outlook under "My Calendars", and you now have VIEWABLE ACCESS to all the rooms in the building

<u>How to make a room reservation through your outlook calendars:</u> (NOTE: the room request form is still an option if you do not want to use the below process)

- 1) open your calendar on your outlook
- 2) create a "new appointment" on your calendar
- 3) Fill out details then select "invite attendees"
- 4) Under the location field, select "rooms". A window will pop up listing all the rooms at the Y.
- 5) Select your room, hit the "Rooms" button in the bottom left, then click OK (Note: this will autofill the "To" and the "Location" field on your appointment)

earch: Name only More	Go	All Rooms - Ida	niels@14streety.org	~ A	dvanced Find
Name	Loca	tion	Business Phone	Capacity	Descriț
14StreetYEvents	14Str	eetY			Roon 🔥
14StY Community Room B					Roon
14StY 2nd FI Pantry					Roon
14StY 4Th FI Kitchen					Roon
14StY 4th FI Play Room	The 1	4th Street Y [34		40	Roon
14StY 4th Floor Meeting Roon	1				Roon
14StY Carriage Room				0	Roon
14StY Community Room A	The 1	4th Street Y [34		100	Roon
14StY Dressing Room					Roon
14StY Fitness Center				50	Roon
14StY GYM	The 1	4th Street Y [34		300	Roon
14StY Lobby Gallery					Roon
14StY Parenting Suite					Roon
14StY Pool	The 1	4th Street Y [34		55	Roon
14StV Roof <	The 1	4th Street V [34			Room V
Rooms -> 14StY Community	<u> Room B</u>				
				OK	Cancel

6) Please list all details of event in the body of the "Appointment" (Setup details, start time and end time, etc.). If there is no setup, please write "No Setup Needed"

File Meeting Insert Format Text Review Call the what you want to do Net Appointment Scheduling Assistant Netsing Netsing Options Tags Office Add-ins View Actions Show Meeting Notes Notes Options Tags Office Add-ins Wiew You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar. You Detect Operations Team Meeting Subject Operations Team Meeting Start time Wed 6/13/2018 S:00 PM All day event End time Wed 6/13/2018 S:00 PM All day event Setup From 5-6 Event Time From 6-7 Clean Up 7-8 Setup Details: (10) chairs, (3) 6' tables, (2) 8' tables			•	ting	ing - Mee	ons Team Meet	₹ Opera		4	G	5	
Eq Eq Edete Actions Show Meeting Notes Meeting Notes Meeting Notes Meeting Notes Attendees Options Tags Office Add-ins My Template Add-			to do	ou want	ne what yo	w 🛛 🖓 Tell m	nat Text Revie	Form	Insert	leeting	Μ	File
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									5-7			Setup

7) Click "send", and then you will get an automatic reply acknowledging your "Pending Request"

Notes about the new process:

- 1) Please allow 48 hours for Larry to respond to your room request. If you need to make a room reservation day of or the next day, please submit your request and then find me directly (in person or by phone) to acknowledge you have a pending request.
- 2) Your room request will be denied if you did not fill out the "room request form" or "outlook appointment" correctly. The following items are required for your room request to be approved
 - a. Name of Event
 - b. Start time and end time
 - c. Date of event
 - d. Setup details
 - e. Name and Contact information for point person of event
- 3) Once you have submitted a "pending" reservation, this **DOES NOT** mean you have the room. You may not use the room until you have received the confirmation email.
- 4) If you are booking a room that you then plan to invite people to the event, please wait until your room is booked before adding in those attendees
- 5) MOST IMPORTANT:
 - a. if you find empty space on the calendar, and do NOT book a room but proceed to use the empty space, you will be asked to leave the space.
 - b. IF IT IS NOT IN THE CALENDAR, IT IS NOT HAPPENING.
 - c. If you walk in to empty space without booking it, it is possible that the room may have been booked by someone else. Priority would be given to the person who booked the space, even if you were in there first.