

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

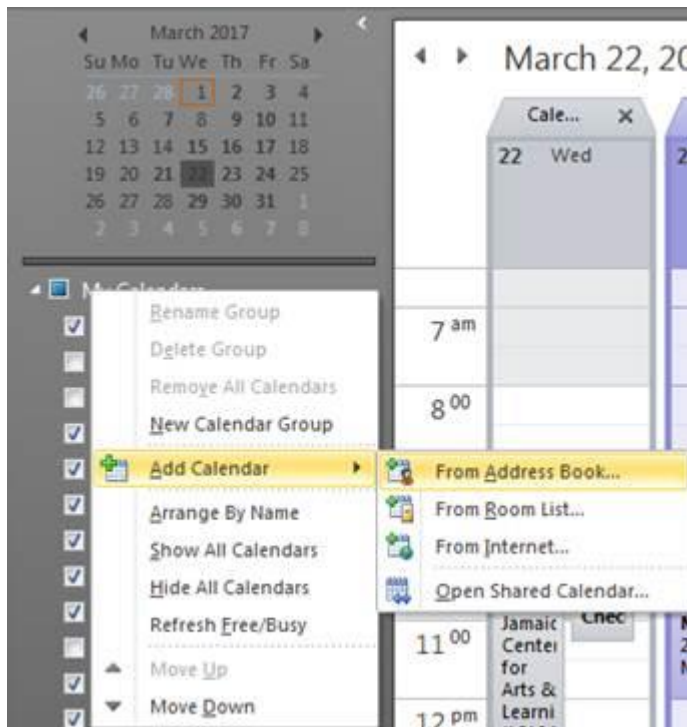
Second Floor: Room 201, Room 202, Community Room A, Community Room B, Gym

Third Floor: Room 301, 302, 304, 306, 305, 307

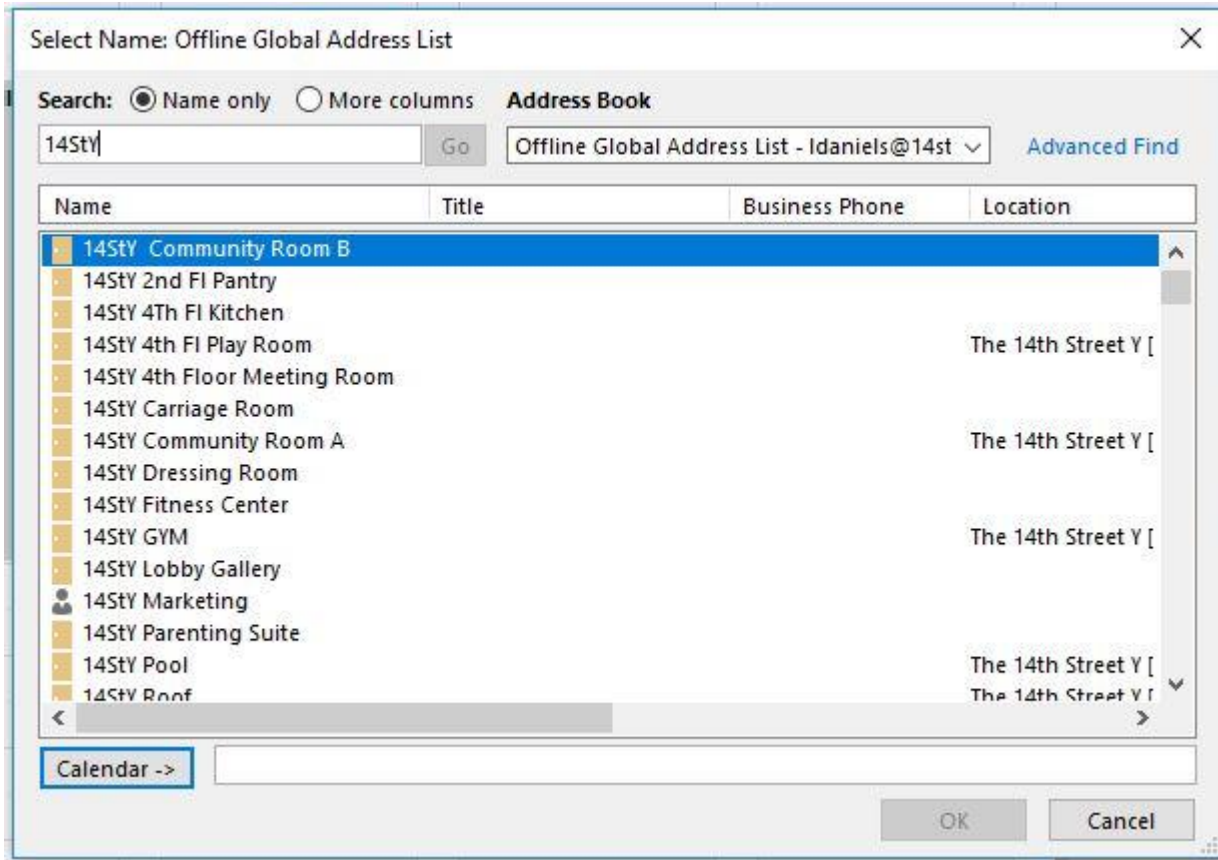
Fourth Floor: 4th Floor Meeting Room, Kitchen, Room 402, Room 403, Playroom, Roof

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.

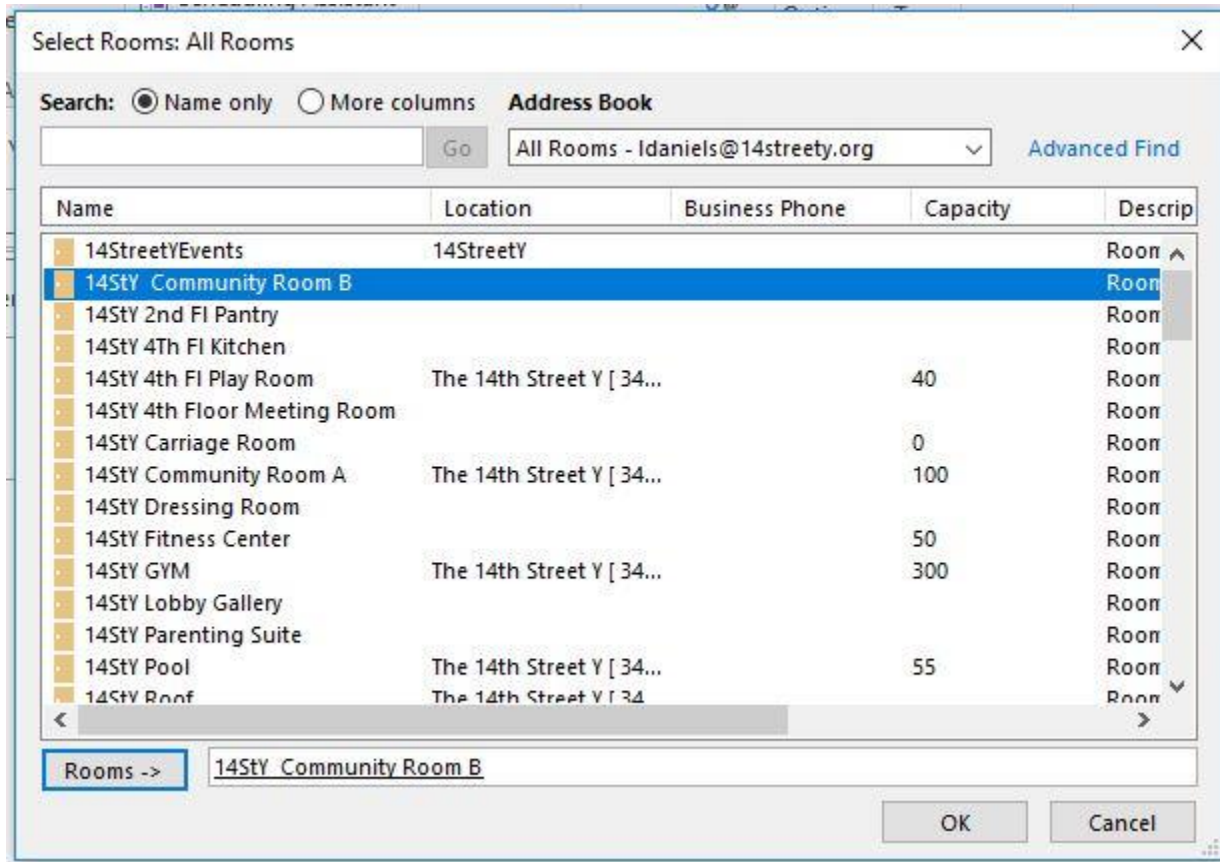


- 3) Select the rooms you would like to add to your calendar, then hit the calendar button in the bottom left corner of the window, then click OK.
- 4) Once you have done this for each of the rooms, the calendars will show up on your outlook under "My Calendars", and you now have VIEWABLE ACCESS to all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

How to make a room reservation through your outlook calendars:

(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)



- 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”

The screenshot shows the Outlook 'Appointment' window for a meeting titled 'Operations Team Meeting'. The window title is 'Operations Team Meeting - Meeting'. The ribbon includes 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' ribbon has several groups: 'Actions' (Delete), 'Show' (Appointment, Scheduling Assistant), 'Meeting Notes' (Meeting Notes), 'Attendees' (Cancel Invitation), 'Options', 'Tags', 'Office Add-ins', and 'View Templates' (My Templates). A message states: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The 'Send' button is visible. The appointment details are as follows:

To...	14StY Community Room B		
Subject	Operations Team Meeting		
Location	14StY Community Room B		Rooms...
Start time	Wed 6/13/2018	5:00 PM	<input type="checkbox"/> All day event
End time	Wed 6/13/2018	8:00 PM	

The body of the appointment contains the following text:

Setup From 5-6
Event Time From 6-7
Clean Up 7-8

Setup Details: (10) chairs, (3) 6' tables, (2) 8' tables

- 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.**