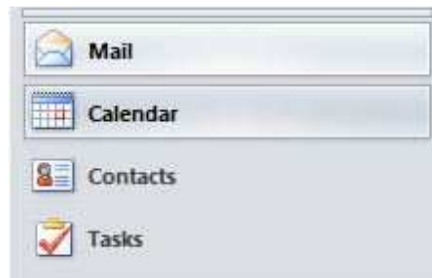
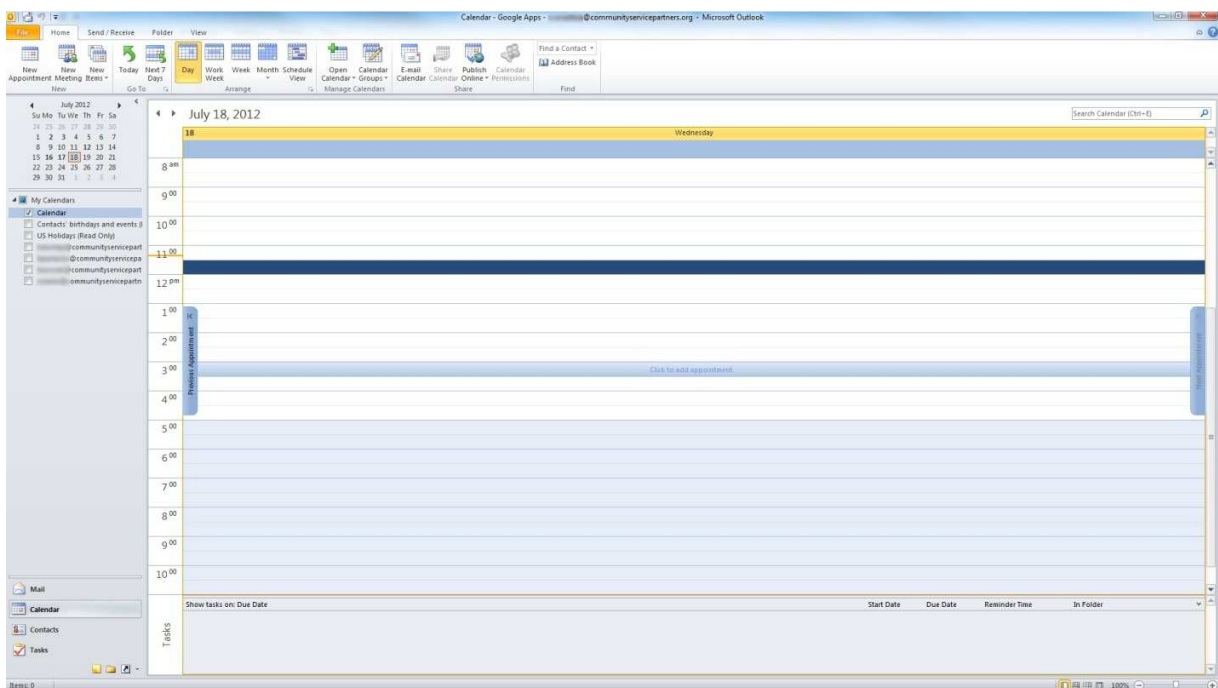


1. Click the “Calendar” selection button on the bottom left of the Outlook window.



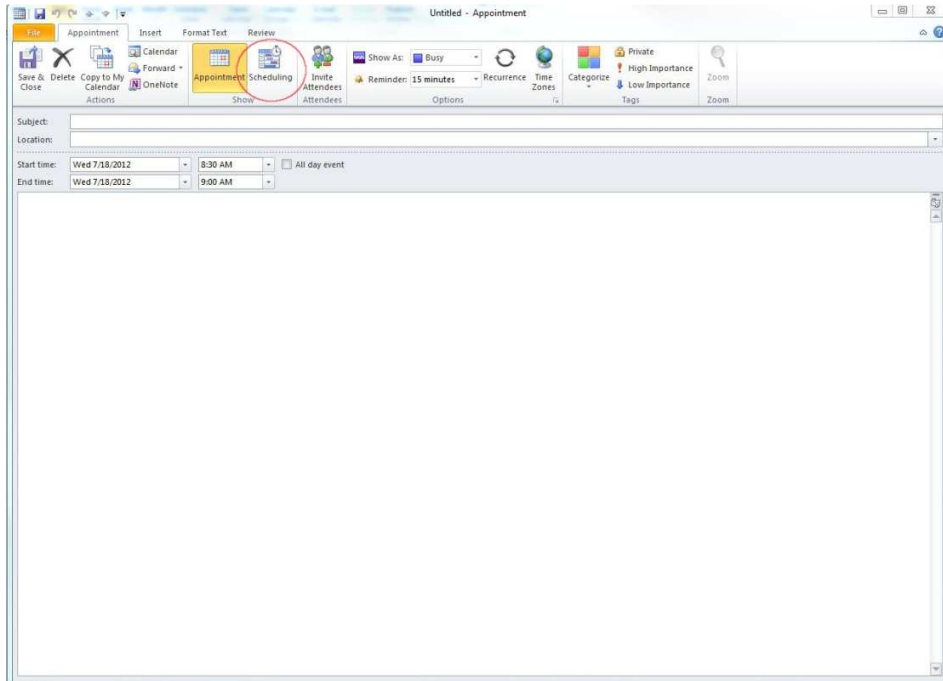
This will open the Calendar Screen in Outlook



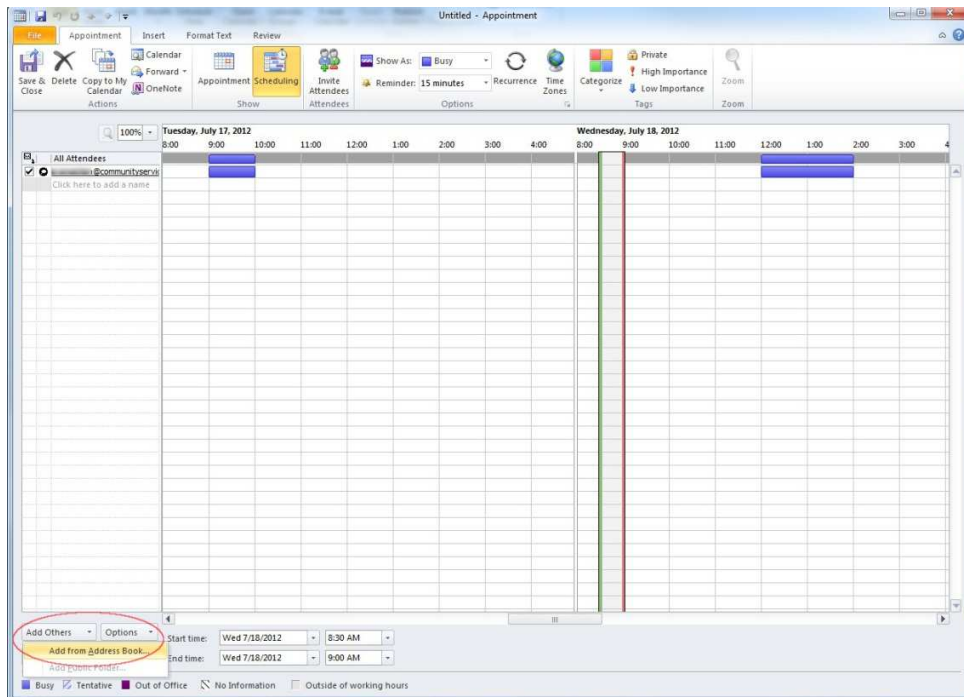
2. Click the “New Appointment” button.



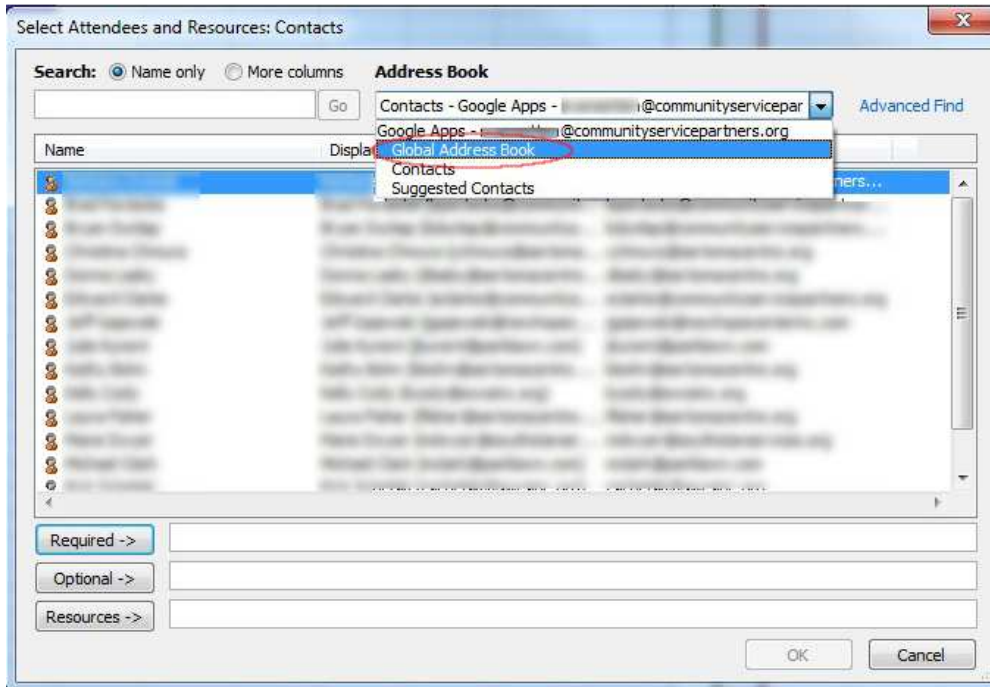
3. From the “New Appointment” window, click the “Scheduling” button.



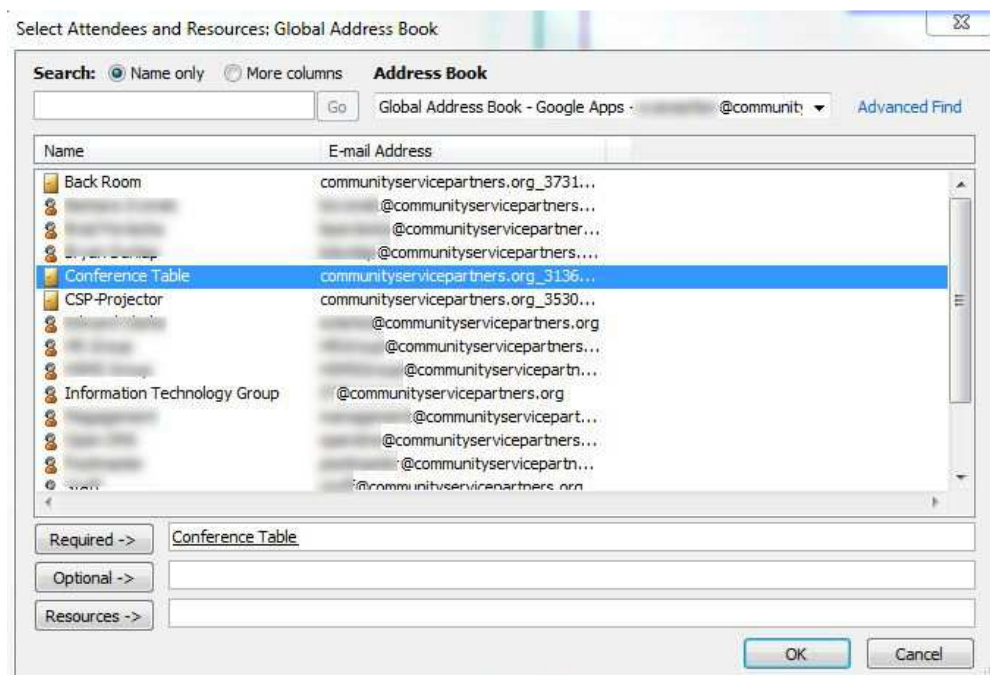
4. On the “Scheduling” screen, click the “Add Other” button and select “Add from Address Book...” from the drop down.



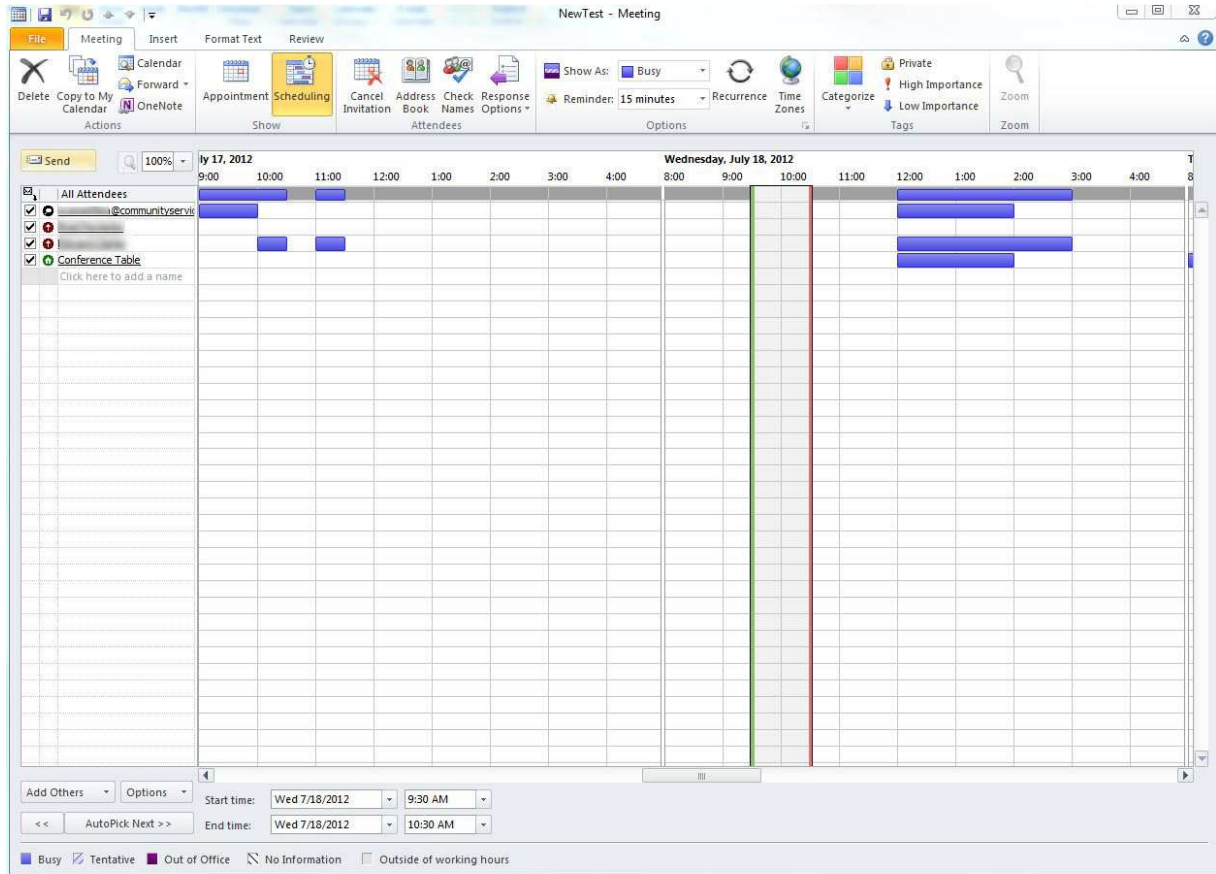
5. In the “Address Book” windows, select “Global Address Book” from the drop down in the upper right corner.



6. From the “Global Address Book” select the resource you would like to use as well as any attendees, and then click the “OK” button.



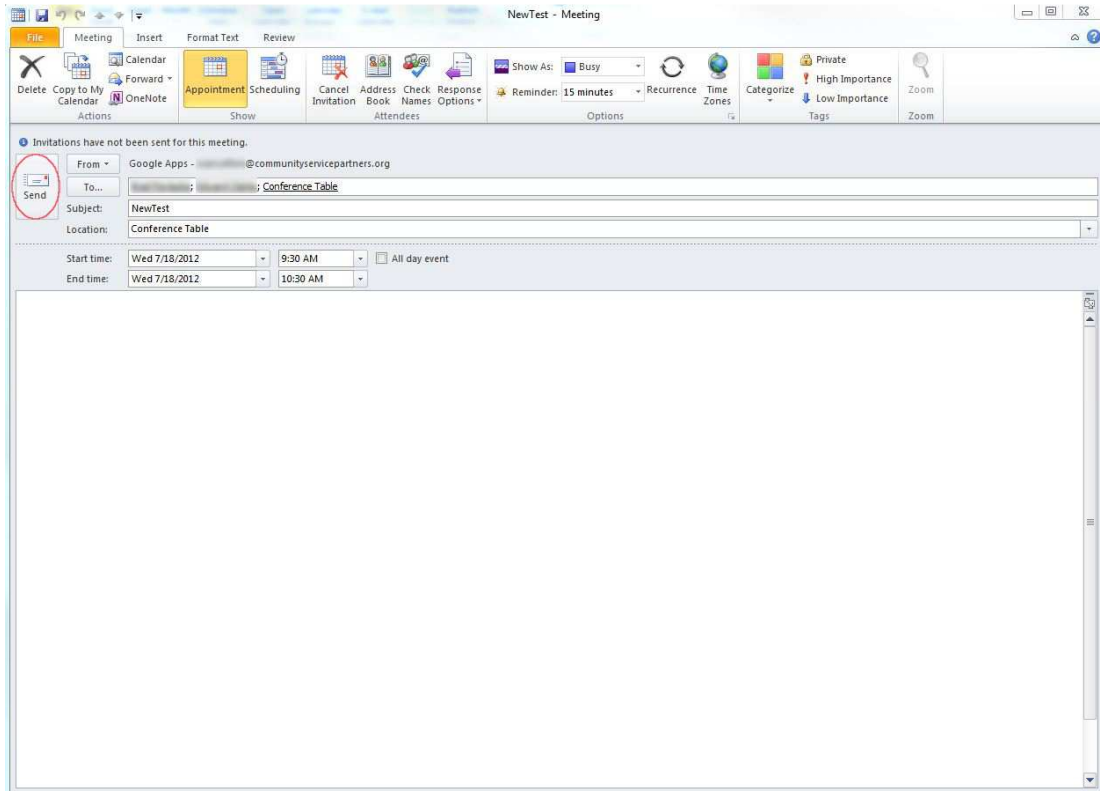
7. On the “Scheduling” screen, you can then look for an appointment time when both the resource and all the invitees are available.



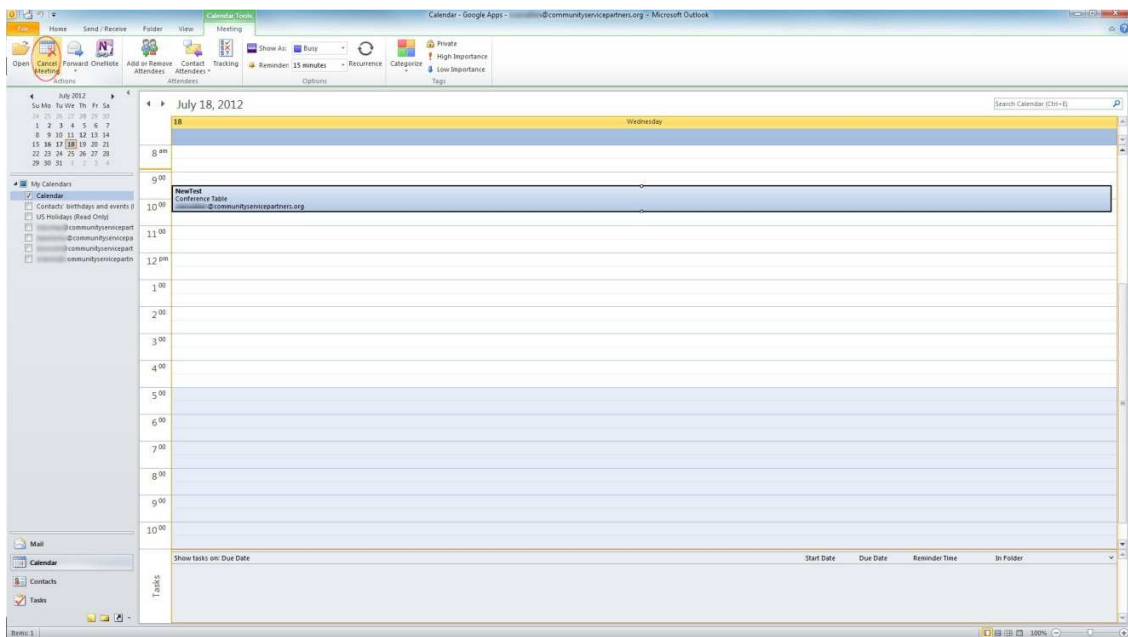
Appointment

8. Click the “appointment” button

9. Add any more information about the appointment desired, confirm resources and invitees and click the “Send” button.



10. Should you need to cancel an appointment, this can be done by selecting the appointment in your calendar and then click the “Cancel Meeting” button.



11. This will then pop up a “Cancel Meeting” window where you can send cancellation notice to invitees.

