



Conference Room Booking - Quick Guide

This guide shows you the fastest way to view room calendars and reserve a conference room using Outlook.

How to View a Conference Room's Calendar

1. Open Outlook and go to **Calendar**.
2. Select **Add Calendar** and then choose **From Room List**.
3. Search for the conference room name.
(e.g., *Urbana Conference Room – Community Room*)
4. Select the room and click **Open**. This room's calendar will now appear alongside yours.

How to Book a Conference Room (Outlook Desktop)

1. Create a new meeting in Outlook.
2. Click the **Location** button.
3. Choose the conference room you want from the list.
4. Send your meeting invite and **your room is automatically reserved!**

How to Book a Conference Room (Outlook on the Web)

1. Create a new event in Outlook on the Web.
2. Click the **Add a Room or Location** field and click **Browse All Rooms**.
3. Use the Room Finder pane to find and select your room from the list.
4. Send your meeting invite and your room is automatically reserved!

If The Room You Need Is Already Booked

1. You must contact the person who booked it to discuss whether they can move or reschedule.
2. Once they update the meeting on their calendar, the room's calendar will update automatically, and you'll be able to schedule your meeting.
3. Front Admin is not involved in adjusting or rescheduling internal reservations.

Personal or Non-Business Use

Personal conference room reservations, or reservations placed by non-CRSI employees must still be sent to **FrontAdmin@CRSI-OH.com**