How to Schedule Rooms with Outlook 2016:

This is where you will create a reservation for a room in Parrington Hall. All three rooms are moderated and requests will be reviewed and either approved or denied. **Please check availability prior to submitting a room request.**

Note: The Dean’s Conference Room (DCR) will still operate under previous guidelines – and it is possible that your reservation may be moved depending on the needs of the Dean. The Commons will also be operating under policies that prioritize classroom use. You will not be able to reserve the Commons until courses for the coming quarter have been finalized and open times will be released.

**Scheduling a Room**

1. Open your Outlook calendars
2. Select “**New Meeting**”

There are two ways to schedule a room for your meeting as described below. Once a room is added, it will appear in both the “To:” and “Location:” fields of the invitation.
Option 1 for inviting a room to your meeting:

1. Click on “Rooms”
2. Search under the name “Evans”
3. Select the room you wish to reserve *Careful no other names are selected

4. Select “OK”
5. Fill in event details – the subject line will become the event title
   a. Note: All information included will be publicly available
   b. Feature: You are able to create recurring reservations. If a time conflict exists during a meeting in the series, a “request denied” notification will be sent for that specific event. It is your responsibility to find an alternate time or space.
6. “SEND” the meeting request
Option 2 for inviting a room to your meeting:

1. Click on the “Address Book” button

2. Search under the name “Evans” in the Global Address List

3. Select the room you wish to reserve *Careful not to select multiple names

4. Click “Resources”

Room Names

- Evans.Commons 308
- Evans.DCR Room 209D
- Evans.Forum 309

Important Note: If a room is not scheduled as a Resource, the meeting request will not be placed on the room’s calendar correctly.

3. Click “OK”

4. Fill in event details – the subject line will become the event title
   a. Note: All information included will be publicly available
   b. Feature: You are able to create recurring reservations. If a time conflict exists during a meeting in the series, a “request denied” notification will be sent for that specific event.
      It is your responsibility to find an alternate time or space.

5. “SEND” the meeting request

Your reservation is now tentative. An official acceptance or decline will be sent within 2 business days. Please contact evansres@uw.edu if you need immediate assistance.
To Edit or Cancel a Reservation

1. Open your personal calendar in Outlook
2. Click on the calendar event you would like to edit or cancel
   a. If editing, double click on the event. Change the necessary details and click “Send Update”.
   b. If cancelling, please elect to send a response so we can better keep track of space availability.

Example Email Notification