Using Outlook 2007/2010

1- Open your Outlook application and login to your Exchange account.
2- Click Calendar in the navigation pane on the left.
3- On the Calendar toolbar, click the down arrow next to New, and then select Meeting Request to open the Meeting window.
4- On the Meeting tab, in the Show group, click on Scheduling Assistant.
5- Type CR-MCPS and hit enter; the room will appear under the list of All attendees “CR-MCPS-BLDG56-F511”
   • The blue bars indicate when the room is booked/unavailable; the green vertical line and the red vertical line indicate the starting time and the end time of your reservation, respectively.

6- Click the Start time and End time box to select the date and time of your reservation.
7- On the Meeting tab, in the Show group, click on Appointment. The selected room should appear in the To text box.

8- Fill in the reservation title in the Subject text box, and click Send to complete the reservation.
   • You should receive an email confirming your request of reservation.
   • In your Calendar, double click the name of your reservation to track its status (i.e. make sure your request is approved before the meeting time).
Using Windows Internet Explorer

1- Log-in to your Exchange account using Outlook Web Access at: https://owa.aub.edu.lb/owa
2- Click Calendar in the navigation pane on the left.
3- On the Calendar toolbar, click the down arrow next to New, and then select Meeting Request to open the Appointment window.
4- In the Appointment window, click the Scheduling Assistant tab.
5- Type CR-MCPS and hit enter; the room will appear under the list of attendees/Rooms “CR-MCPS-BLDG56-F511”

6- Back to the Appointment window and under the Scheduling Assistant tab, you can browse the available time slots of your selected room:
   - The blue bars indicate when the room is booked/unavailable; the green line and the red line indicate the starting time and the end time of your reservation, respectively.
3- Click the Start and End box to select the date and time of your reservation.
4- Click the Appointment tab and the name of your reserved room should appear in the Resources text box. Fill in the reservation title in the Subject text box.
5- Click the Send button to complete your reservation.
   - You should receive an email confirming your request of reservation.
   - In your Calendar, double click the name of your reservation to track its status (i.e. make sure your request is approved before the meeting time).