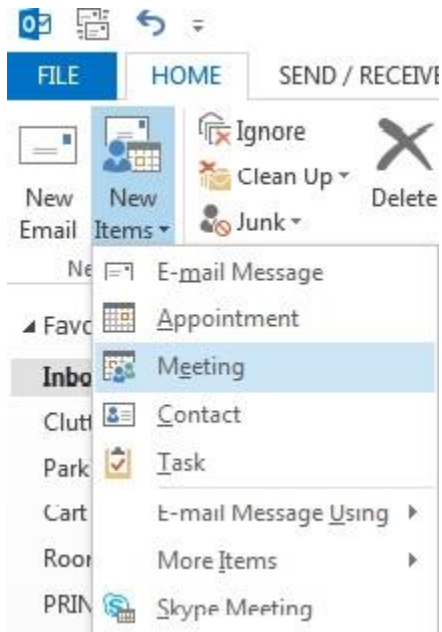
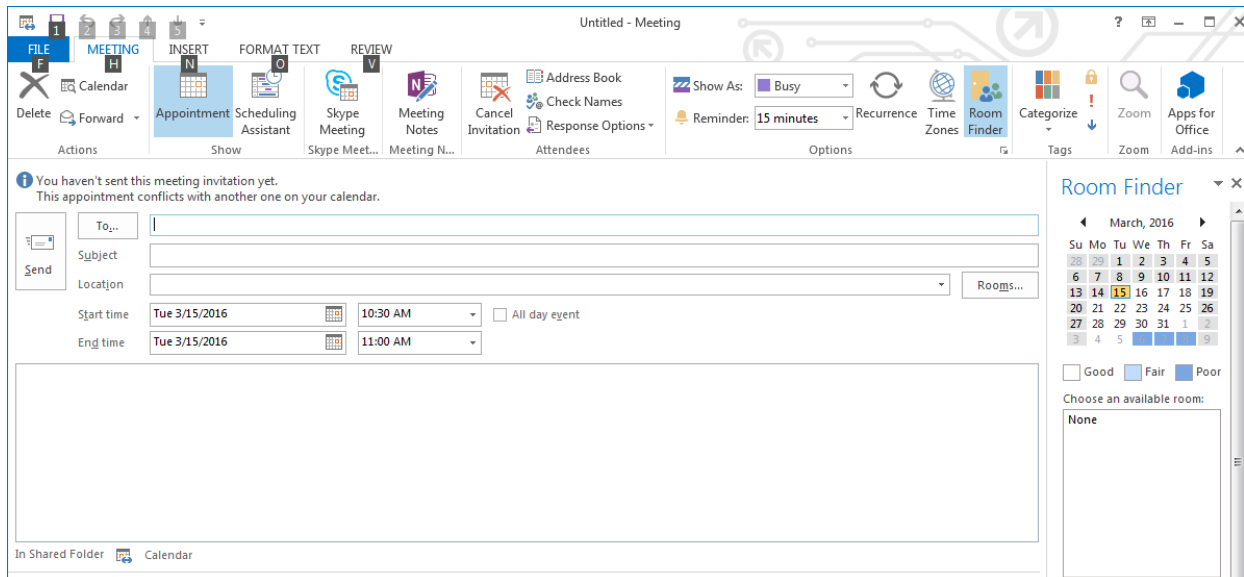


The Tseng College- How to Request Rooms for Meetings or Events



1. Click on the New Items tab and click on Meeting.

It will open up the meeting request form.



2. Fill out the form:

To- The attendees for the meeting or event (attendees can also be added after the meeting is approved).

Subject- The name of the meeting or event

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Location- Click on the “Rooms” button (circled in red).

The screenshot shows the Microsoft Office Meeting application interface. The main window is titled "Meeting - Meeting". The ribbon includes "FILE", "MEETING", "INSERT", "FORMAT TEXT", and "REVIEW". The "MEETING" ribbon has options like "Appointment", "Scheduling Assistant", "Skype Meeting", "Meeting Notes", "Cancel Invitation", and "Response Options". The "Room Finder" pane is open on the right, showing a calendar for March 2016. A "Rooms..." button is circled in red. Below the calendar, there are options for "Good", "Fair", and "Poor" room quality, and a list of "Suggested times" including 8:00 AM - 8:30 AM, 8:30 AM - 9:00 AM, 11:30 AM - 12:00 P..., 12:00 PM - 12:30 P..., and 12:30 PM - 1:00 PM.

3. Type in Room – Exl (It will bring up all the conference rooms and there is a an example below)

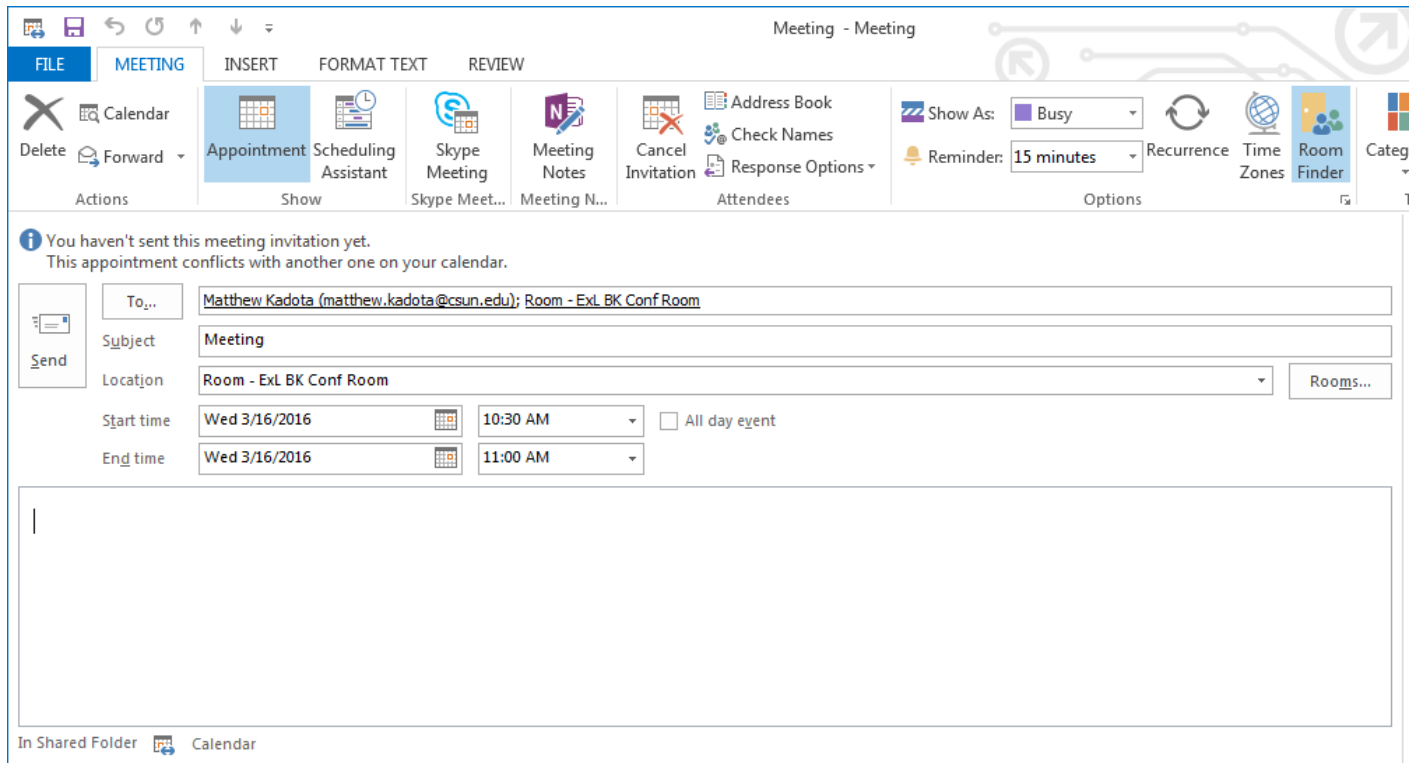
The screenshot shows the "Select Rooms: All Rooms" dialog box. The search field contains "Room - Exl" and the "Go" button is visible. The "Address Book" dropdown is set to "All Rooms - matthew.kadota@csun.edu". The list of rooms is as follows:

Name	Location	Business Phone	Capacity	Descrip
Room - ExL Annex Conf Room				Room
Room - ExL BK Conf Room				Room
Room - ExL GPE Conf Room				Room
Room - ExL Sophie Tseng Conf ...				Room
Room - FTC Students				Room
Room - Hou Conference 6-101L				Room
Room - Hou Conference 6-102L				Room
Room - Hou Conference 6-103L				Room
Room - HR Conf Room				Room
Room - Humn Dean Conference				Room
Room - IR Library				Room
Room - JD 1568				Room
Room - JD 4440				Room
Room - JD 4502				Room
Room - JD 4508D				Room
Room - JH1113 Wells Fargo Co...				Room
Room - JH1114 Education				Room

At the bottom, there is a "Rooms ->" button and a text field containing "Room - ExL BK Conf Room".

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4. Once you clicked on the room please put in the desired time for the Meeting or Event.



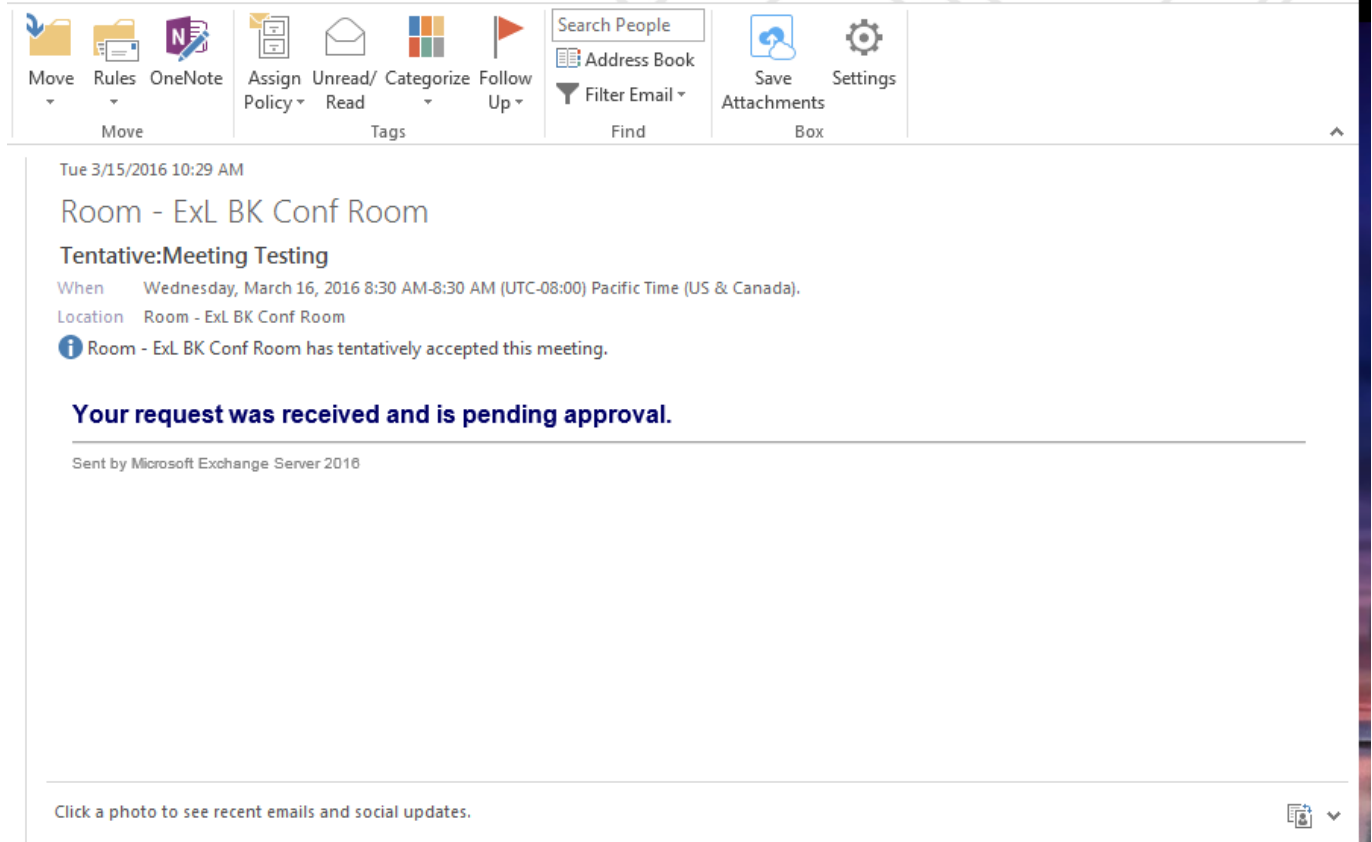
The screenshot shows the Microsoft Outlook interface for creating a meeting invitation. The ribbon includes FILE, MEETING, INSERT, FORMAT TEXT, and REVIEW. The MEETING ribbon has several groups: Actions (Delete, Forward), Show (Appointment, Scheduling Assistant), Skype Meeting (Skype Meeting, Skype Meet...), Meeting Notes (Meeting Notes), Attendees (Cancel Invitation, Address Book, Check Names, Response Options), and Options (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones, Room Finder). A conflict warning is displayed: "You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar." The form fields are: To: Matthew Kadota (matthew.kadota@csun.edu); Room - ExL BK Conf Room; Subject: Meeting; Location: Room - ExL BK Conf Room; Start time: Wed 3/16/2016, 10:30 AM; End time: Wed 3/16/2016, 11:00 AM. There is an "All day event" checkbox which is unchecked. A "Rooms..." button is visible next to the location field. The status bar at the bottom indicates "In Shared Folder" and "Calendar".

Once you put in the time for the event or time. Right above the To, section it might say “This appointment conflicts with another one on your calendar”. That means that someone else already has it booked at that time.

Once you find a time that does not conflict you can send the request. It will come to us in the Tseng College Dean’s Office for approval.

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- matthew.kadota@csun.edu - Outlook



The screenshot shows the Outlook interface for an email from matthew.kadota@csun.edu. The ribbon includes 'Move', 'Rules', 'OneNote', 'Assign Policy', 'Unread/Read', 'Categorize Tags', 'Follow Up', 'Search People', 'Address Book', 'Filter Email', 'Save Attachments', and 'Settings'. The email content is as follows:

Tue 3/15/2016 10:29 AM

Room - ExL BK Conf Room

Tentative:Meeting Testing

When Wednesday, March 16, 2016 8:30 AM-8:30 AM (UTC-08:00) Pacific Time (US & Canada).

Location Room - ExL BK Conf Room

i Room - ExL BK Conf Room has tentatively accepted this meeting.

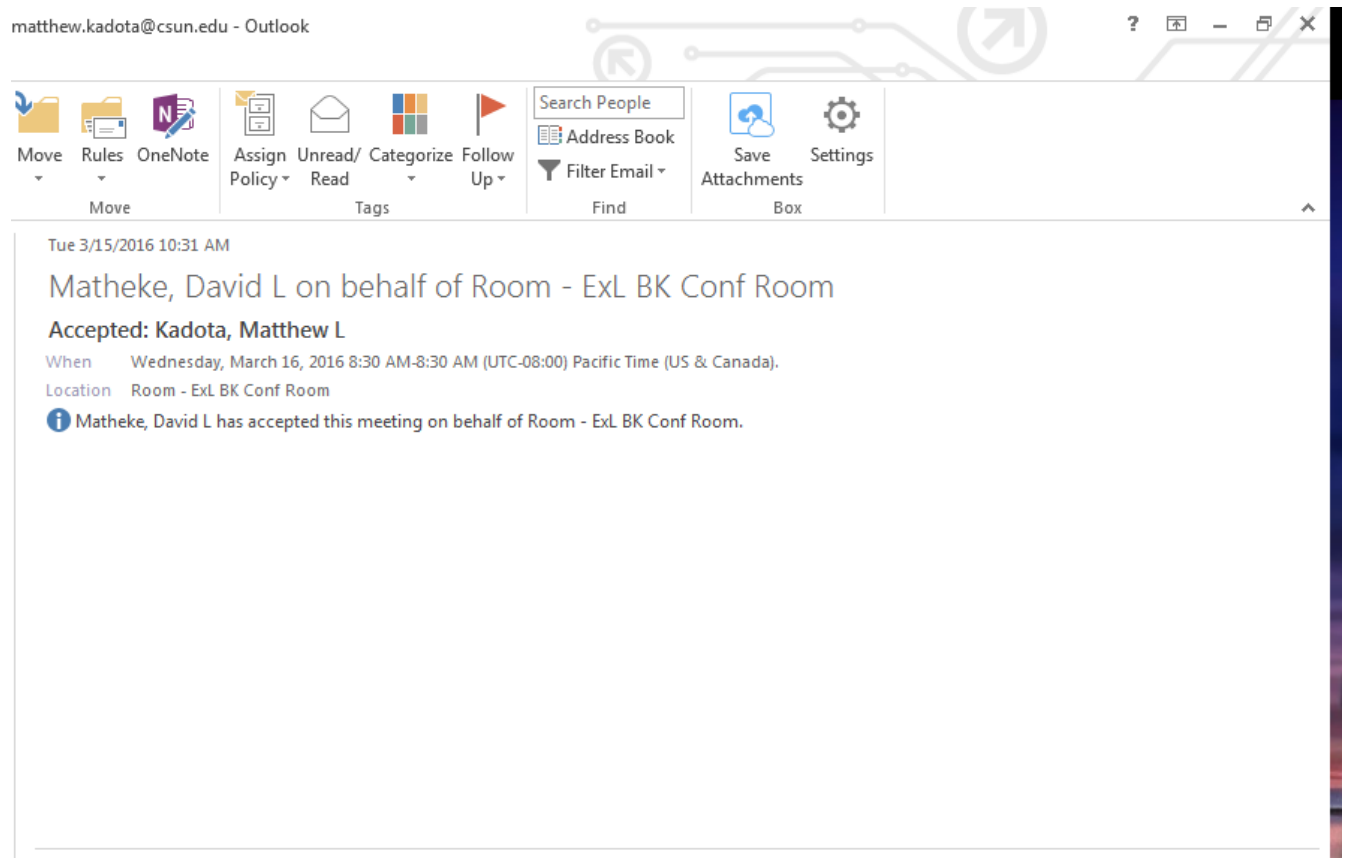
Your request was received and is pending approval.

Sent by Microsoft Exchange Server 2016

Click a photo to see recent emails and social updates.

You will receive a pending approval email until one of us in the Dean's Office has a chance to approve it.

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You will receive an email like the one above showing that we accepted and approved your meeting.