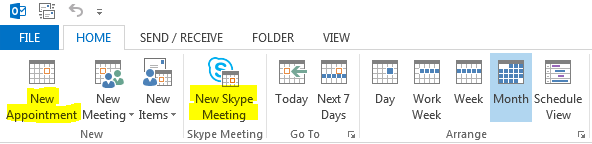
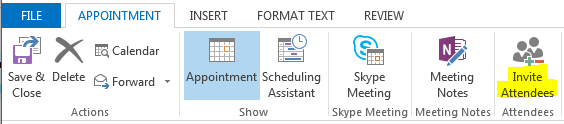
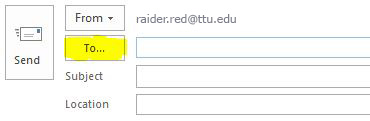
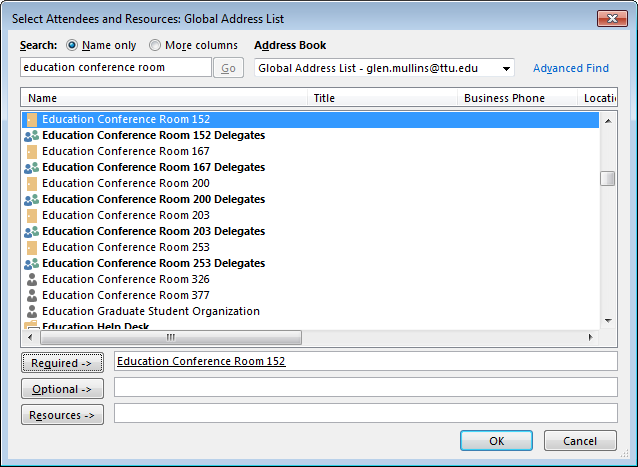
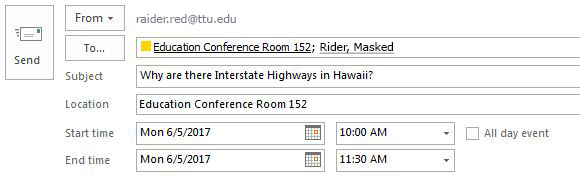
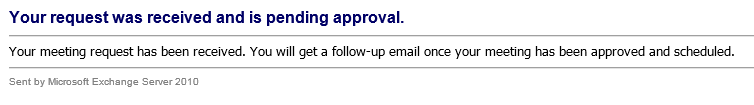
How to Submit a Meeting Request for a Conference Room

[How to Submit a Meeting Request via Microsoft Outlook 2](#_Toc471735446)

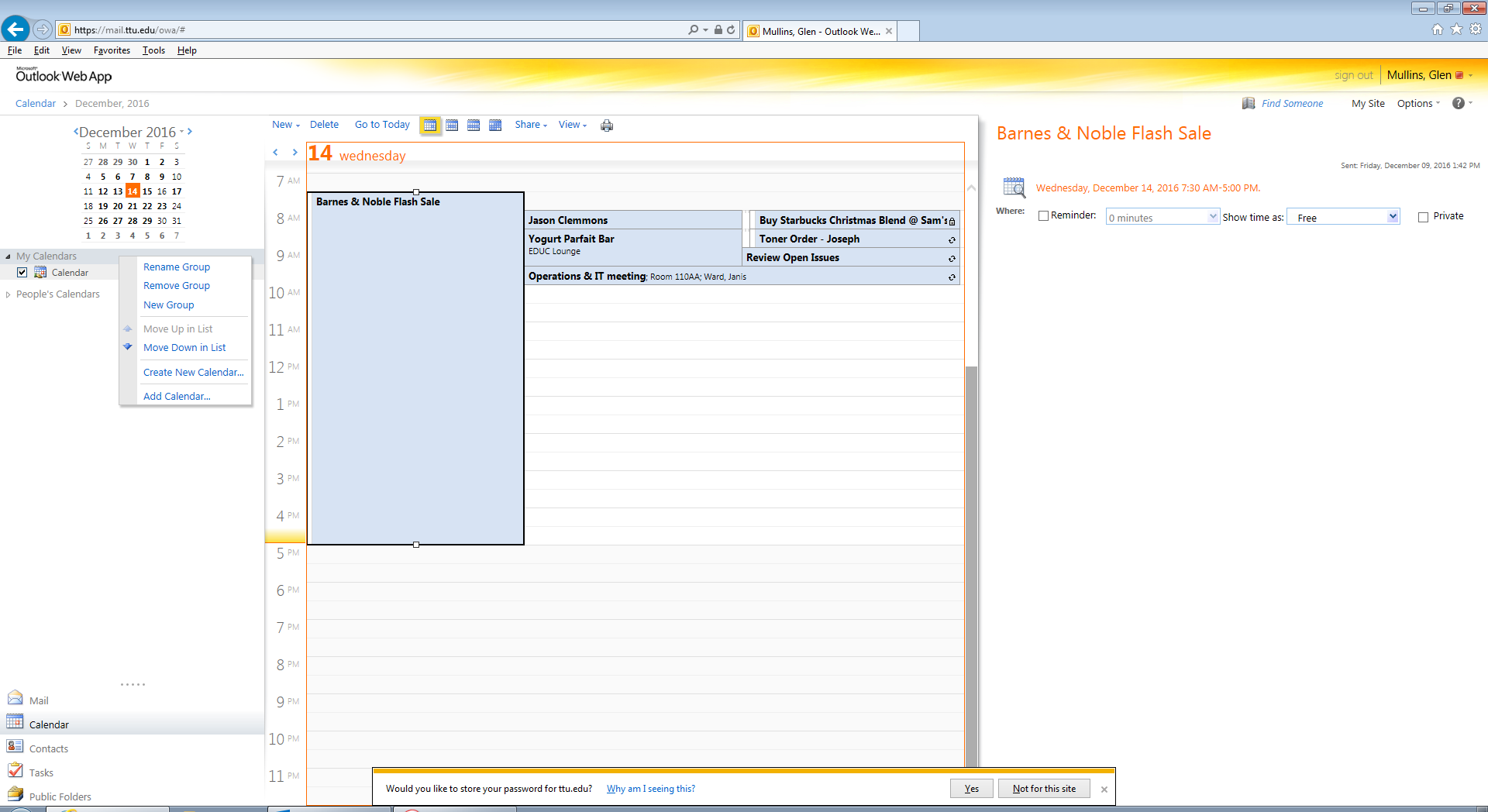
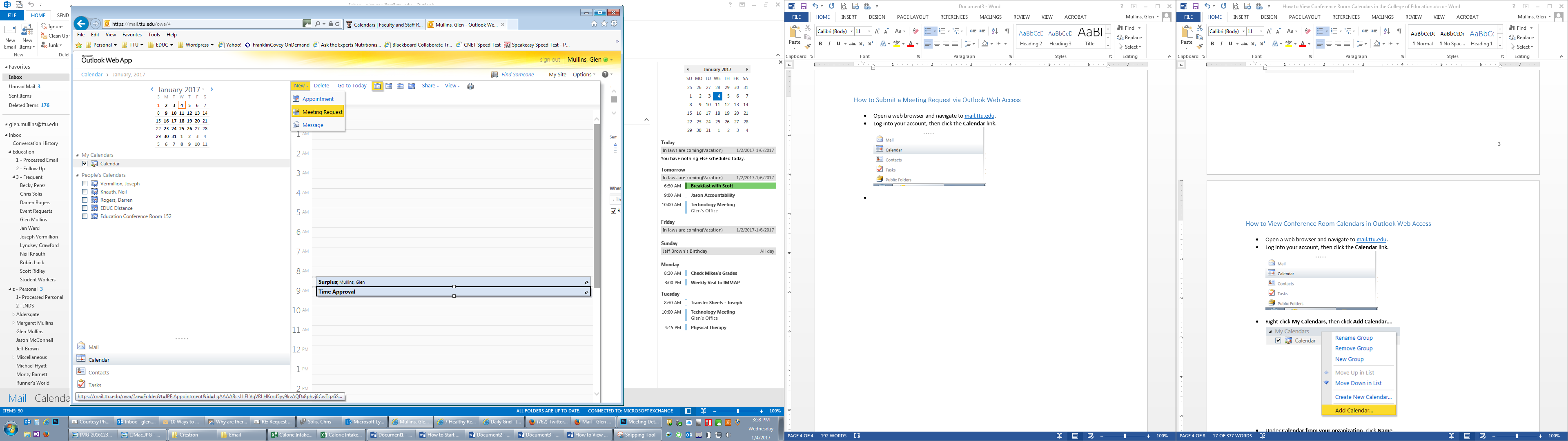
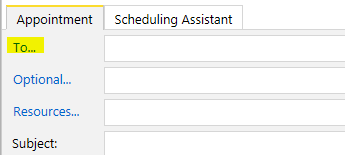
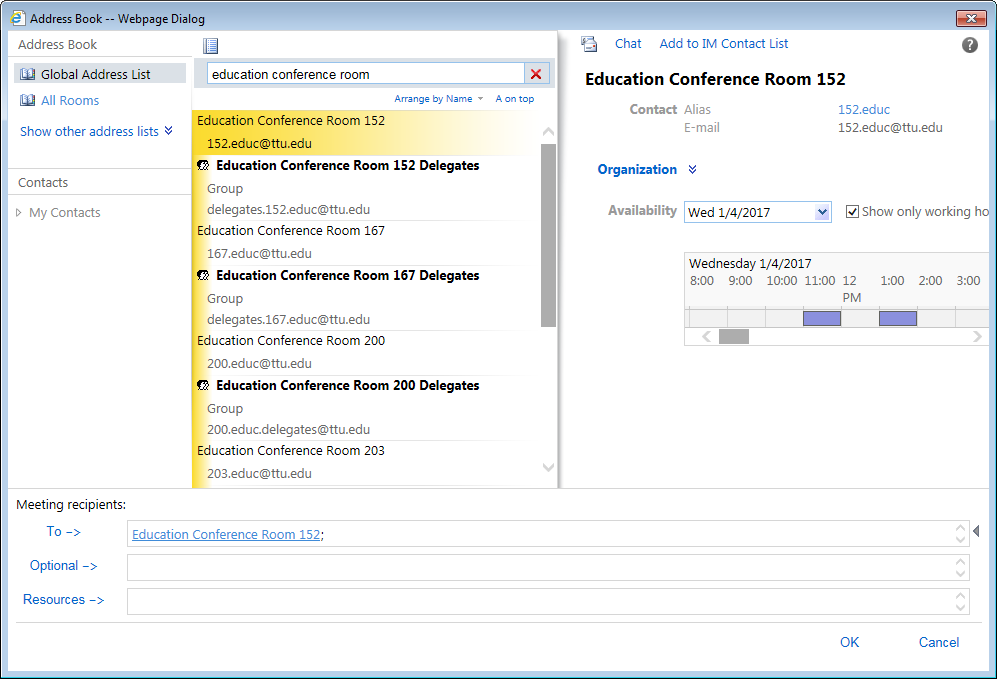
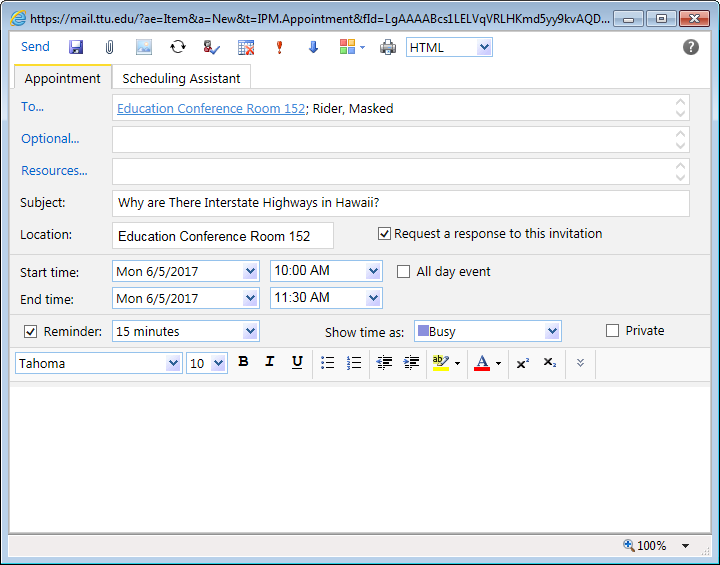
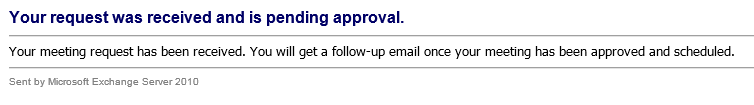
[How to Submit a Meeting Request via Outlook Web Access 4](#_Toc471735447)

[How to Submit a Meeting Request via Outlook 2011 for Mac 7](#_Toc471735448)

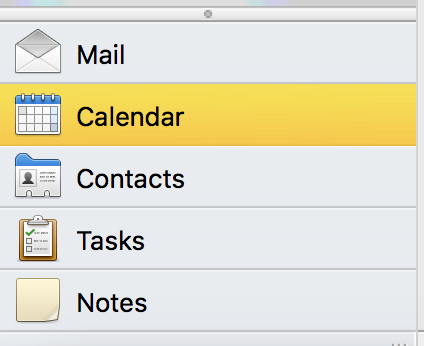
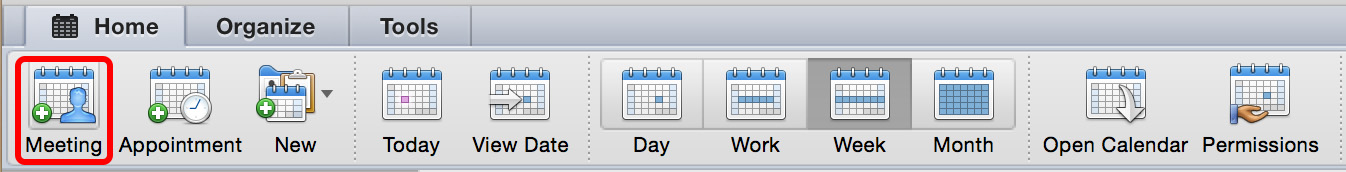
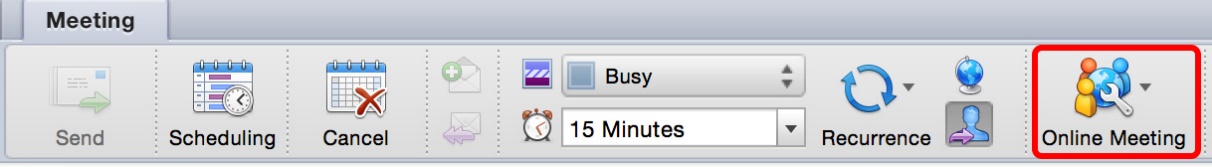
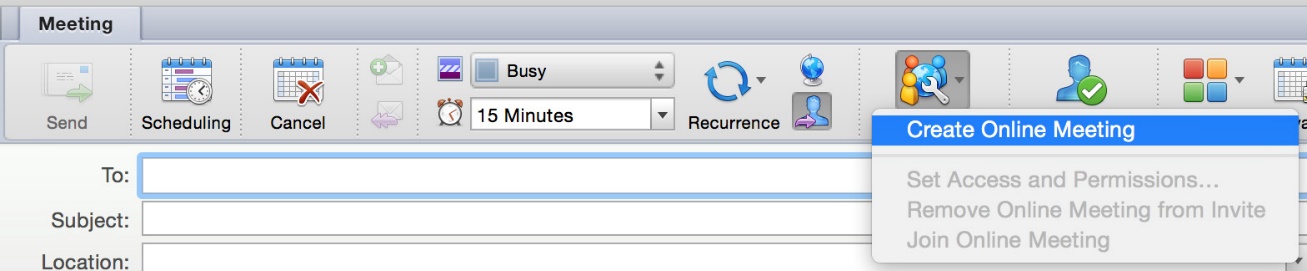
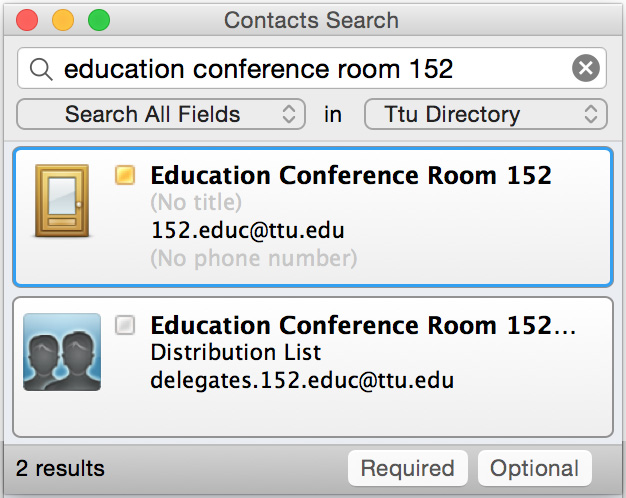
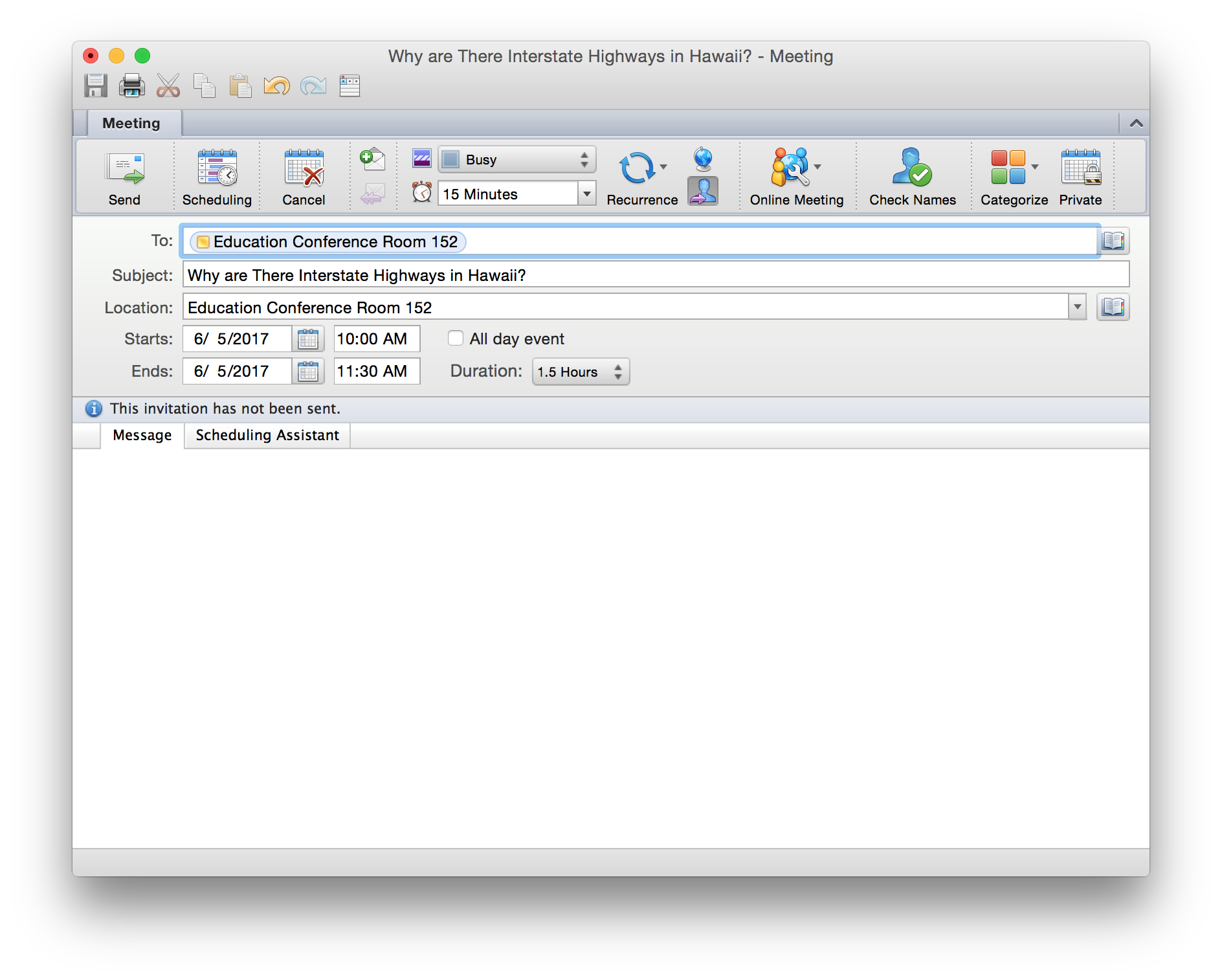
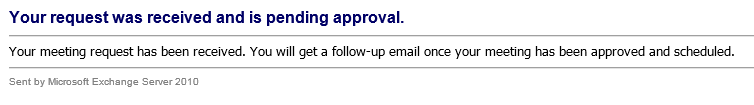
## How to Submit a Meeting Request via Microsoft Outlook

* Within Outlook, click to open your Calendar.  
  
* Click **New Appointment**. (Alternatively, if you’d like others to be able to join remotely via Lync, click **New Skype Meeting**.)  
  
* Click **Invite Attendees** (if you didn’t click Skype Meeting in the previous step).  
  
* Click the **To…** button.  
  
* A pop-up box for the Global Address List will appear. In the Search box, type the name of the room you’d like to add (e.g., Education Conference Room 152). Click the **Required ->** button, then click **OK**. (Note: Do not click the Delegates mailbox.)  
  
* Complete other details regarding your meeting, including other attendees, the meeting subject, and the date/time. Click **Send**.  
  
* If the room is available, you’ll receive a confirmation message like the one below.  
  (Note: If the room is already booked, you’ll automatically get a message that your request was declined.)  
  
* Once your request is approved, you’ll get a confirmation email.

## How to Submit a Meeting Request via Outlook Web Access

* Open a web browser and navigate to [mail.ttu.edu](https://mail.ttu.edu).
* Log into your account, then click the **Calendar** link.  
  
* Click **New** | **Meeting Request**.  
  
* Click **To…**.  
  
* In the Search box, type the name of the room you’d like to add (e.g., Education Conference Room 152). Click the **To ->** button, then click **OK**.  
  (Note: Don’t click the Delegates mailbox.)  
  
* Complete other details regarding your meeting, including other attendees, the meeting subject, and the date/time. Click **Send**.  
  
* If the room is available, you’ll receive a confirmation message like the one below.  
  (Note: If the room is already booked, you’ll automatically get a message that your request was declined.)  
  
* Once your request is approved, you’ll get a confirmation email.

## How to Submit a Meeting Request via Outlook 2011 for Mac

* Within Outlook, click to open your Calendar.  
  
* Under the Home tab of the ribbon, click **Meeting**.  
    
  + If you’d like others to be able to join remotely via Lync, click **Online Meeting**, then **Create Online Meeting**.  
    (Note: You’ll need to be signed in to Lync.)  
      
      
    
* Click the Address Book icon next to the To: field.  
  
* A Contacts Search box will appear. In the Search field, type the name of the room you’d like to add (e.g., Education Conference Room 152). Click the **Required**. (Note: Do not click the Delegates mailbox.)  
  
* Complete other details regarding your meeting, including other attendees, the meeting subject, and the date/time. Click **Send**.  
  
* If the room is available, you’ll receive a confirmation message like the one below.  
  (Note: If the room is already booked, you’ll automatically get a message that your request was declined.)  
  
* Once your request is approved, you’ll get a confirmation email.