To create a meeting request in Outlook, please first go to your calendar. It can be found on the bottom left hand corner of Outlook.

Once you are in your calendar, please chose new meeting from the top.

In order to choose a location, you must put the building in the ‘To’ field. It should auto populate.

Once you have made the selection, the building will then appear in the Location field.
If you click on Scheduling Assistant, you’ll also be able to see the status of the room.

Once the meeting is set up and ready to be sent, go back to the appointment tab and click Send. You’ll receive confirmation that the room has been booked for the specific time.

Wed 6/1/2016 9:38 AM
Technology Services Building Lower Level <tsbll@villanova.edu>

Accepted: Test
When Wednesday, June 1, 2016 12:00 PM-12:30 PM (UTC-05:00) Eastern Time (US & Canada).
Location Technology Services Building Lower Level

Your request was accepted.

Sent by Microsoft Exchange Server 2010