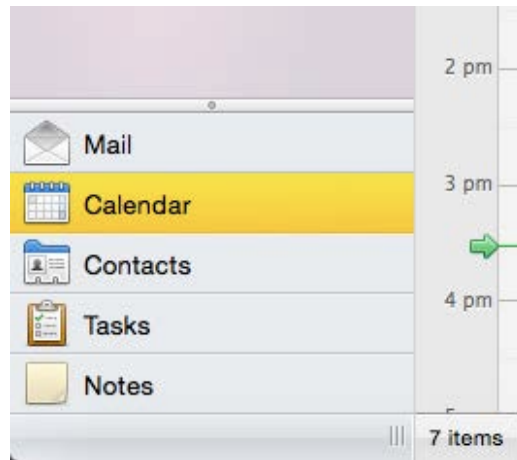


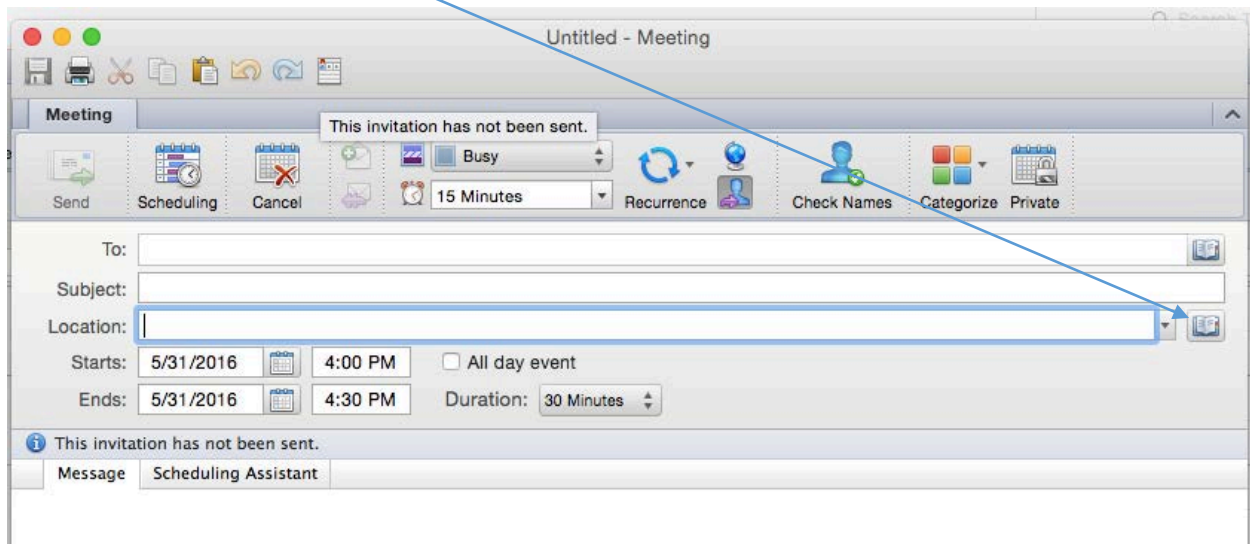
To create an event in Outlook 2011 for Mac, please choose your calendar on the bottom left hand corner.



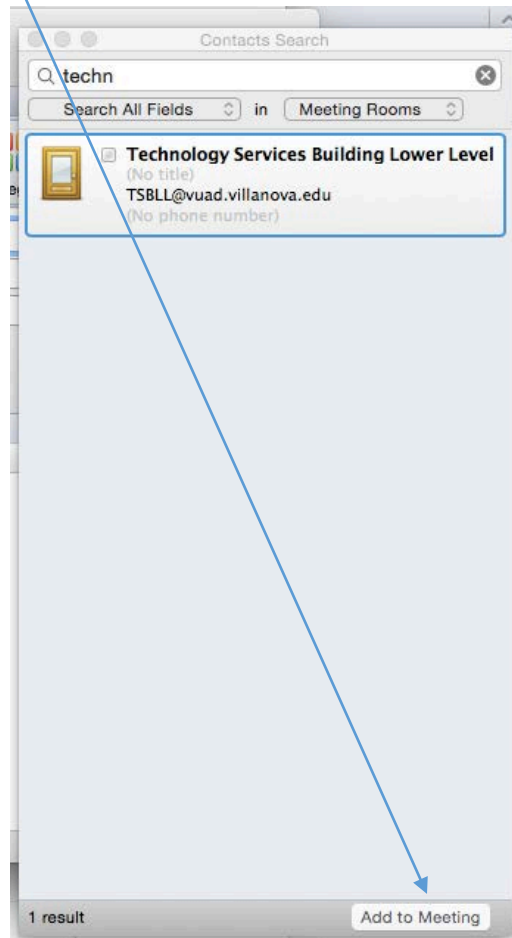
Choose to add a Meeting under the Home tab.



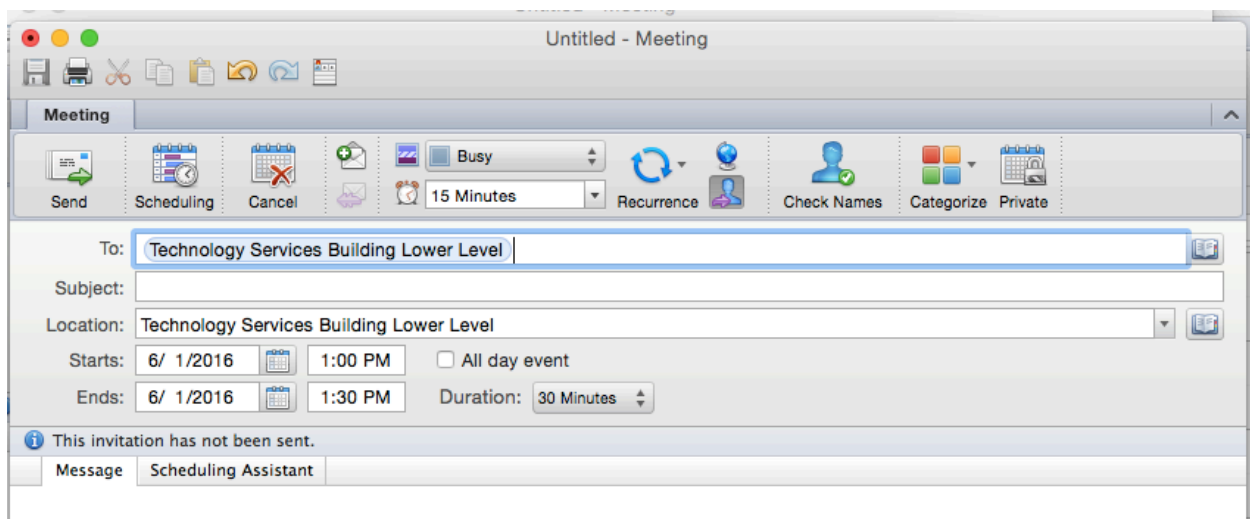
Once the new meeting appears, please fill out the details. To add a location, please click the button to the right of the location field.





The following box will appear. Type the building and it will auto populate. Click the check box then click Add to Meeting at the bottom.



The location will then appear in the To field. Add others who are invited to the meeting, then click send.



You will then receive a confirmation email that your request for the room has been approved.




Accepted: Test

Technology Services Building Lower Level

To: [REDACTED]

When: Tuesday, May 31, 2016 at 4:00 PM - 4:30 PM.

Location: Technology Services Building Lower Level

 Technology Services Building Lower Level has accepted.

Your request was accepted.

Sent by Microsoft Exchange Server 2010