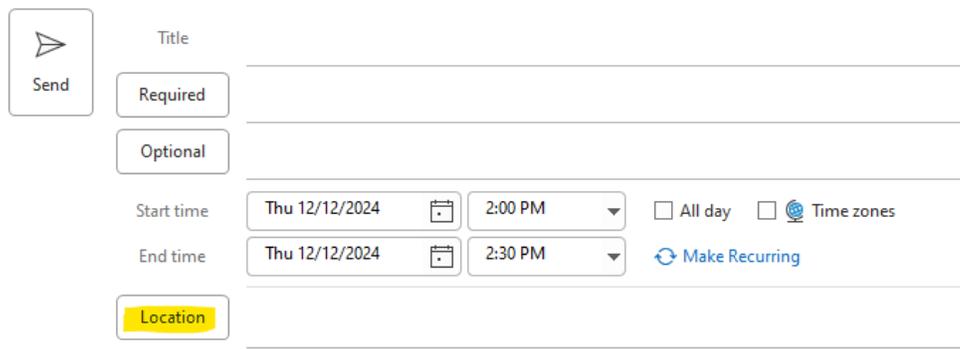


## **Reserving a Conference Room in the VMB**

This guide will help you reserve a conference room in the VMB by inviting a room to a meeting. If there are no conflicts, you should receive an email acceptance once you send the meeting invite. The conference room calendar will automatically decline the invite if there is a scheduling conflict (either in a singular or reoccurring reservation). For any questions or help, please contact Morgan McDonald at [morganmcdonald@missouri.edu](mailto:morganmcdonald@missouri.edu).

1. Open a new meeting invitation in Outlook
2. In **Location** type in the room name. See below for list of room names.

 You haven't sent this meeting invitation yet.



The screenshot shows the Outlook meeting invitation form. On the left is a 'Send' button with a right-pointing arrow icon. The form fields are as follows:

- Title:** A text input field.
- Required:** A button to add required attendees.
- Optional:** A button to add optional attendees.
- Start time:** A date and time selector showing 'Thu 12/12/2024' at '2:00 PM'. It includes a calendar icon and a dropdown arrow.
- End time:** A date and time selector showing 'Thu 12/12/2024' at '2:30 PM'. It includes a calendar icon and a dropdown arrow.
- Options:** Checkboxes for 'All day' and 'Time zones'.
- Make Recurring:** A blue link with a circular arrow icon.
- Location:** A yellow button to specify the meeting location.

- a. MU CVM Adams
- b. MU CVM Auditorium
- c. MU CVM Histo
- d. MU CVM E209
- e. MU CVM W169 (Anatomy Lab)
- f. MU CVM W218F
- g. MU CVM W233
- h. MU CVM W235
- i. MU CVM W234P (Skills Lab)
- j. MU CVM W114 Multihead Microscope

3. If the room is available during the requested meeting time slot, it will show as “**Available**” in green font.

The screenshot shows a meeting invitation form with the following fields and options:

- Title:** A text input field.
- Required:** A button to mark the meeting as required.
- Optional:** A button to mark the meeting as optional.
- Start time:** A date and time selector set to Thu 12/12/2024 at 2:00 PM.
- End time:** A date and time selector set to Thu 12/12/2024 at 2:30 PM.
- Location:** A text input field.
- Additional options:** Checkboxes for "All day" and "Time zone", and a "Make Recurring" button.

Below the form, a "Suggestions" dropdown menu is open, showing two room options:

- MU CVM W203G with a yellow "Available" label.
- MU CVM W233 with a green "Available" label.

4. If the room is unavailable during the requested meeting time slot, the room will show as “**Busy**” in red font.

You haven't sent this meeting invitation yet.  
This appointment conflicts with another one on your calendar.

The screenshot shows a meeting invitation form with the following fields and options:

- Title:** A text input field.
- Required:** A button to mark the meeting as required.
- Optional:** A button to mark the meeting as optional.
- Start time:** A date and time selector set to Fri 12/13/2024 at 11:00 AM.
- End time:** A date and time selector set to Fri 12/13/2024 at 11:30 AM.
- Location:** A text input field containing the letter "W".
- Additional options:** Checkboxes for "All day" and "Time zones", and a "Make Recurring" button.

Below the form, a dropdown menu is open, showing a "Use this location" section with a location pin icon and the letter "W". Below that, a "Suggestions" dropdown menu is open, showing two room options:

- MU CVM W203G with a yellow "Busy" label.
- MU cvm W218F with a red "Busy" label.

5. If the requested room is available, send your meeting invite as normal, making sure the room is listed under **Location**.

6. You will receive an email confirmation of the room accepting the meeting invitation.

○ MU CVM W233

**Accepted:**

To

When Tuesday, December 17, 2024 2:00 PM-3:00 PM (UTC-06:00) Central Time (US & Canada).

Location MU CVM W233

Accepted ○ [MU CVM W233](#)

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

**Your request was accepted.**

Sent by Microsoft 365

7. If there is a schedule conflict, you will receive an email denying the meeting request. The conflict dates will be listed in the denial email.

○ MU CVM W203G

**Declined:**

To

When Thursday, December 5, 2024 10:00 AM-11:00 AM (UTC-06:00) Central Time (US & Canada).

Location MU CVM W203G

Accepted

Tentative No attendees have tentatively accepted.

Declined ○ [MU CVM W203G](#)

**Your request was declined because there are conflicts.**

The conflicts are:

**Organizer and Time of Conflicting Meeting**

[MU CVM W203G](#) - Thursday, December 5, 2024 10:00:00 AM to Thursday, December 5, 2024 11:00:00 AM

All times listed are in the following time zone: (UTC-06:00) Central Time (US & Canada)

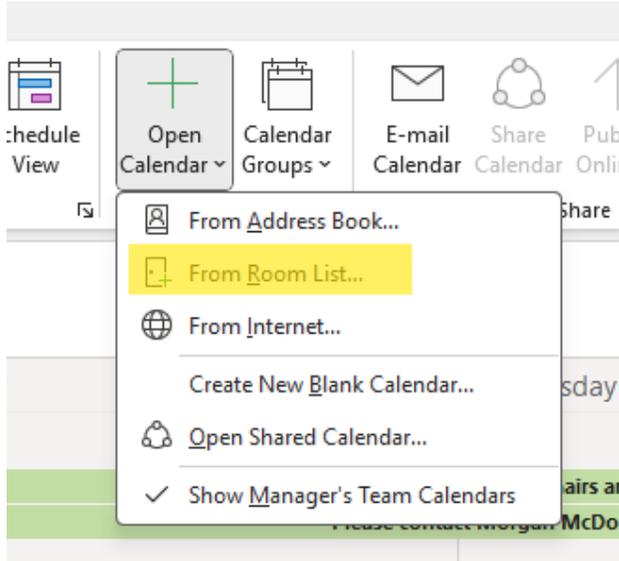
Sent by Microsoft 365

8. **If you do not receive an email acceptance or decline, this means your room reservation was unsuccessful. Please try again and/or contact Morgan McDonald for assistance.**

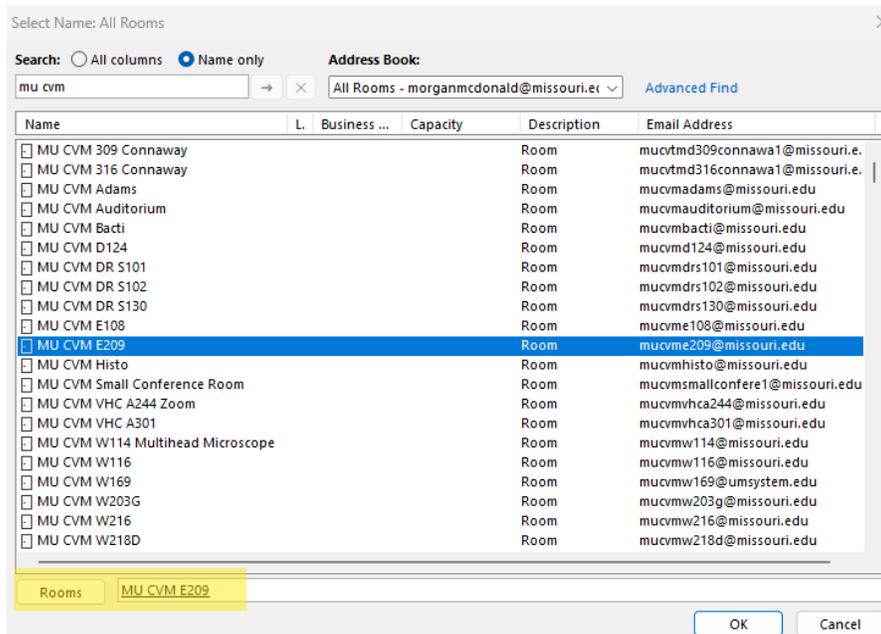
## Viewing Room Calendars in VMB

To confirm your room reservation and/or check for schedule conflicts, please use the guide below to look up calendars for conference rooms in the VMB.

1. In Outlook, navigate to the Calendars tab.
2. At the top, click on **Open Calendar** and select **From Room List**.



3. In the search box that opens, scroll until you find your requested conference room. Reference the list above for names of the rooms. You can also type "MU CVM" into the search box to filter the results quicker.
4. Once you've found your room, double click to select it. It should populate in the **Rooms** box below. Then select OK.



5. The selected calendar should open in your current Outlook window.
6. From there, you can see what meetings/reservations are currently held in that room.
  - a. Note: you will not have permissions to edit anything on the calendar, just view.
7. If you encounter any issues with opening a calendar, please contact Morgan McDonald for assistance.