

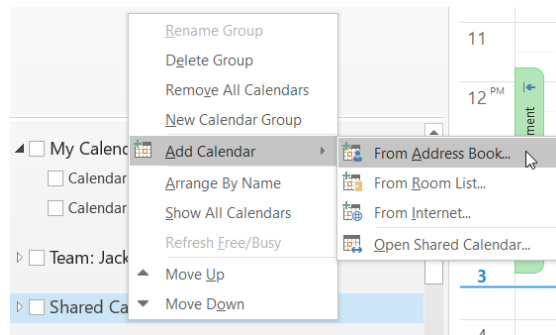
How to Reserve a Conference Room

Confirming Conference Room Availability

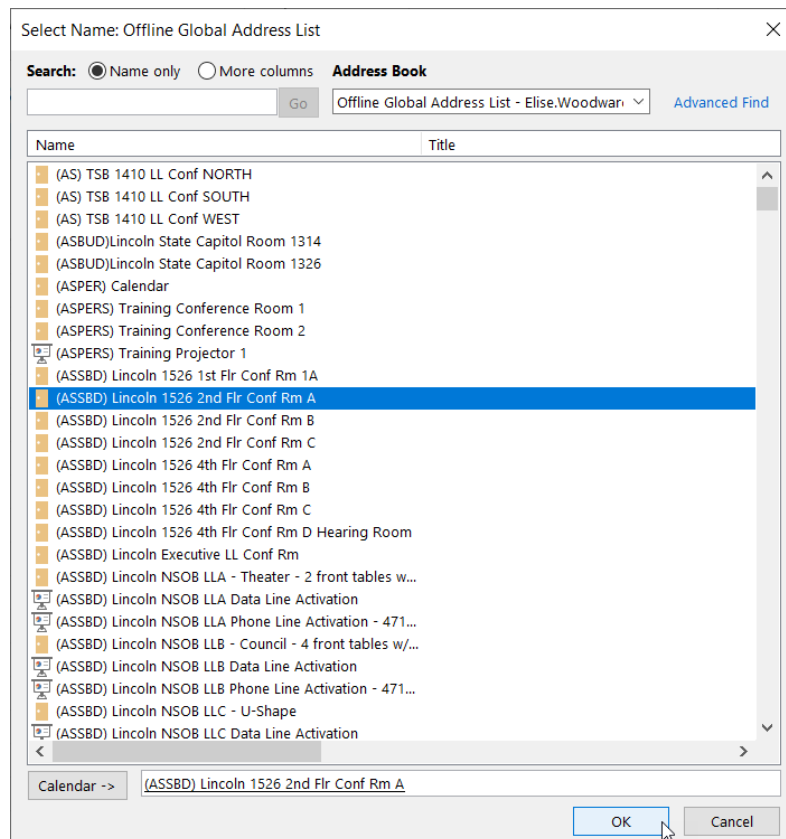
****If you need Internet access for a conference room, contact OCIO at 402.471.4636 prior to your reservation to setup access.**

Viewing a conference room's availability can be done by adding that room to your "Shared Calendars" in Outlook:

1. In your calendar window in Outlook, right click "Shared Calendars" on the left sidebar.
2. Click "Add Calendar" → "From Address Book".



3. Click the conference room you'd like to view the availability of → "Calendar" → "OK".



4. This will add the conference room calendar to your Outlook calendar sidebar.

- (AS) 1526 Materiel Conf Rm A
- (AS) 1526 Materiel Conf Rm B
- (ASSBD) Lincoln 1526 1st Flr Conf Rm 1A
- (ASSBD) Lincoln 1526 2nd Flr Conf Rm A
- (ASSBD) Lincoln 1526 2nd Flr Conf Rm B
- (ASSBD) Lincoln 1526 2nd Flr Conf Rm C
- (ASSBD) Lincoln 1526 4th Flr Conf Rm D Hearing Ro...

5. Now, you can click and view the calendar/schedule for the conference room you are seeking to utilize.

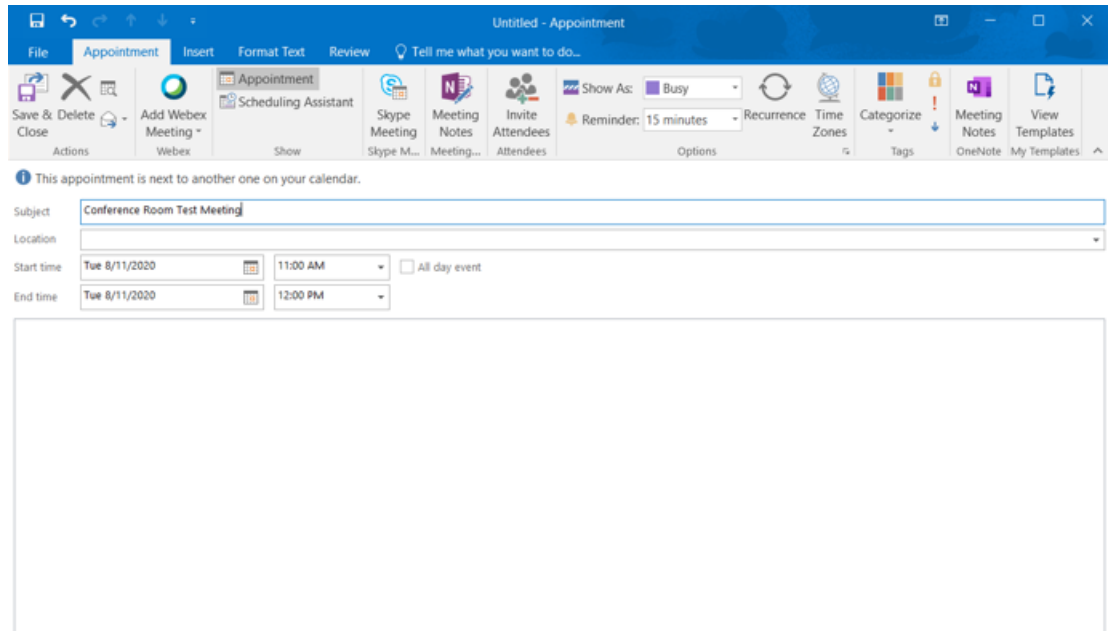
The screenshot shows the Outlook interface for a conference room calendar. At the top, there is a list of conference rooms with checkboxes. The room "(ASSBD) Lincoln 1526 2nd Flr Conf Rm A" is selected, indicated by a checkmark and a green background. Below the list is a calendar view for Tuesday, August 11, 2020. The calendar shows a grid with time slots from 8 AM to 4 PM. The selected room name is visible in the top bar of the calendar view. The interface includes navigation buttons for "Previous Appointment" and "Next Appointment" on the left and right sides of the calendar grid.

6. Once you confirm that the conference room is available on the date and time that you'd like to use it, you are ready to schedule your meeting.

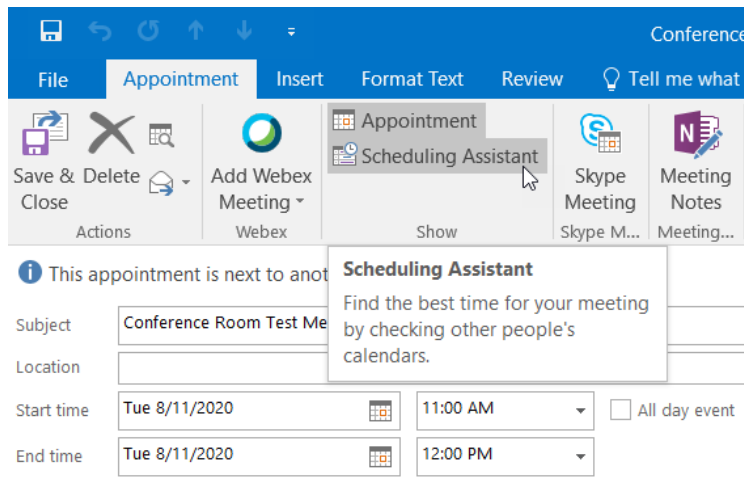
Reserving a Conference Room

In order to reserve a conference room for your meeting, you will first need to create the meeting on your own calendar and invite the conference room to your meeting following the steps below:

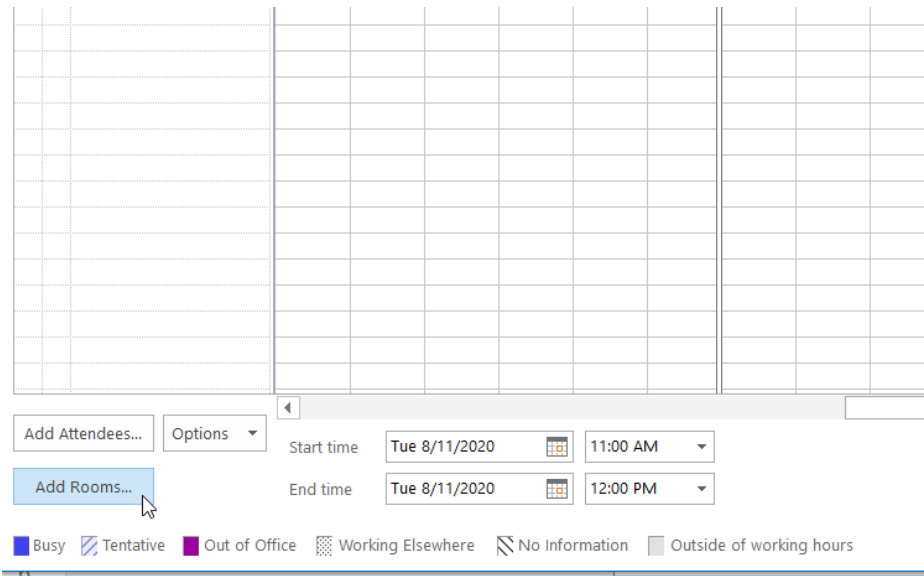
1. Add your desired meeting to your own calendar.



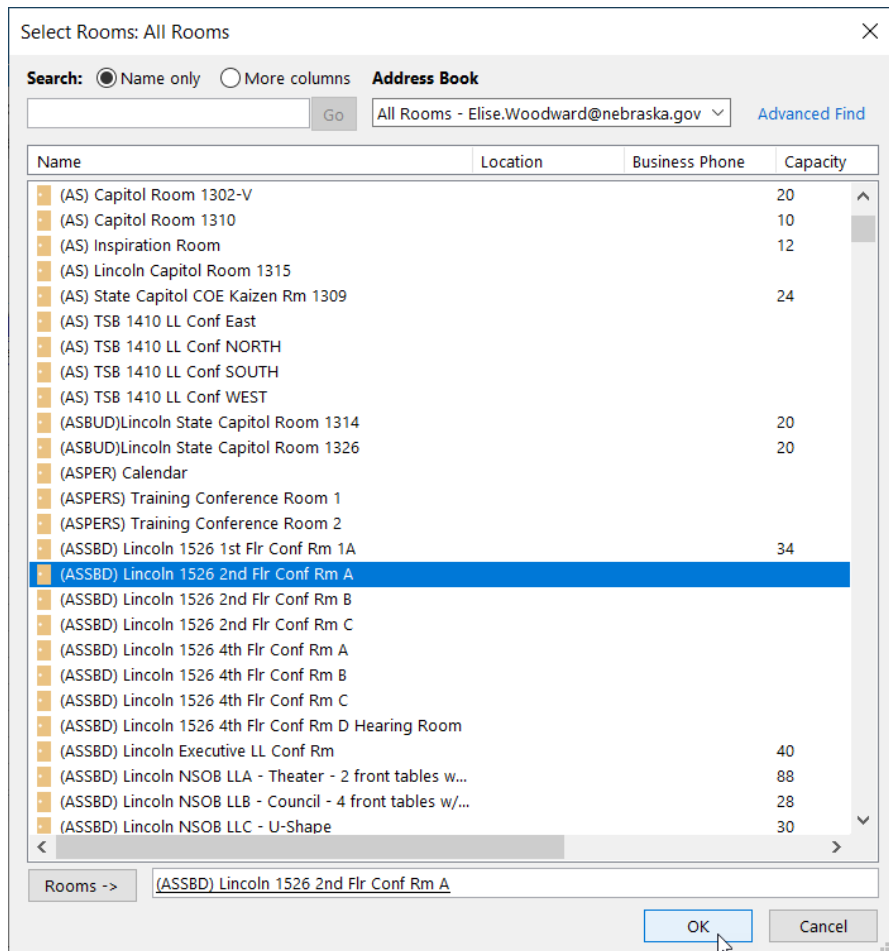
2. Click "Scheduling Assistant" at the top panel of your meeting invite.



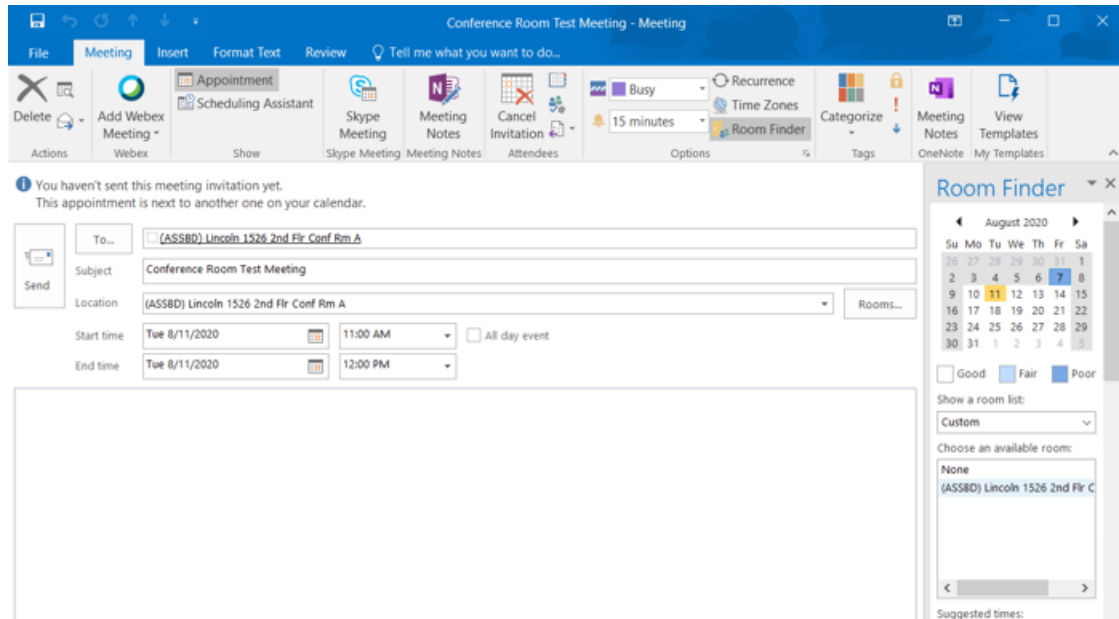
3. Click "Add Rooms" at the bottom of your "Scheduling Assistant" screen.



4. Click the conference room you'd like to reserve → "Rooms" → "OK".



- You should now see the conference room you chose represented in the “To” line of your meeting invite and in the “Location” section of your invite.



- In the “To” line you’ll want to add any other attendees to your meeting you’d like invited. Then, click “Send”.
- Momentarily after you hit “Send”, you will receive an automatic email indicating your conference room reservation has been “Accepted”. You will also see your meeting appear on the conference room calendar.

□(ASSBD) Lincoln 1526 2nd Flr Conf Rm A

Accepted: Conference Room Test Meeting

When Tuesday, August 11, 2020 11:00 AM-12:00 PM (UTC-06:00) Central Time (US & Canada).

Location (ASSBD) Lincoln 1526 2nd Flr Conf Rm A

i (ASSBD) Lincoln 1526 2nd Flr Conf Rm A has accepted this meeting.

Your request was accepted.

Sent by Microsoft Exchange Server 2016

- If you receive a rejection email and you had previously confirmed the conference room was available during the date and time you needed, this could be due to your State’s email address not having the appropriate permissions to reserve conference rooms. Please contact OCIO at 800-982-2468 or submit an OCIO Service Portal Request (<https://serviceportal.ne.gov/Login/Login?ReturnUrl=%2f>) asking for permission to reserve the State’s conference rooms.