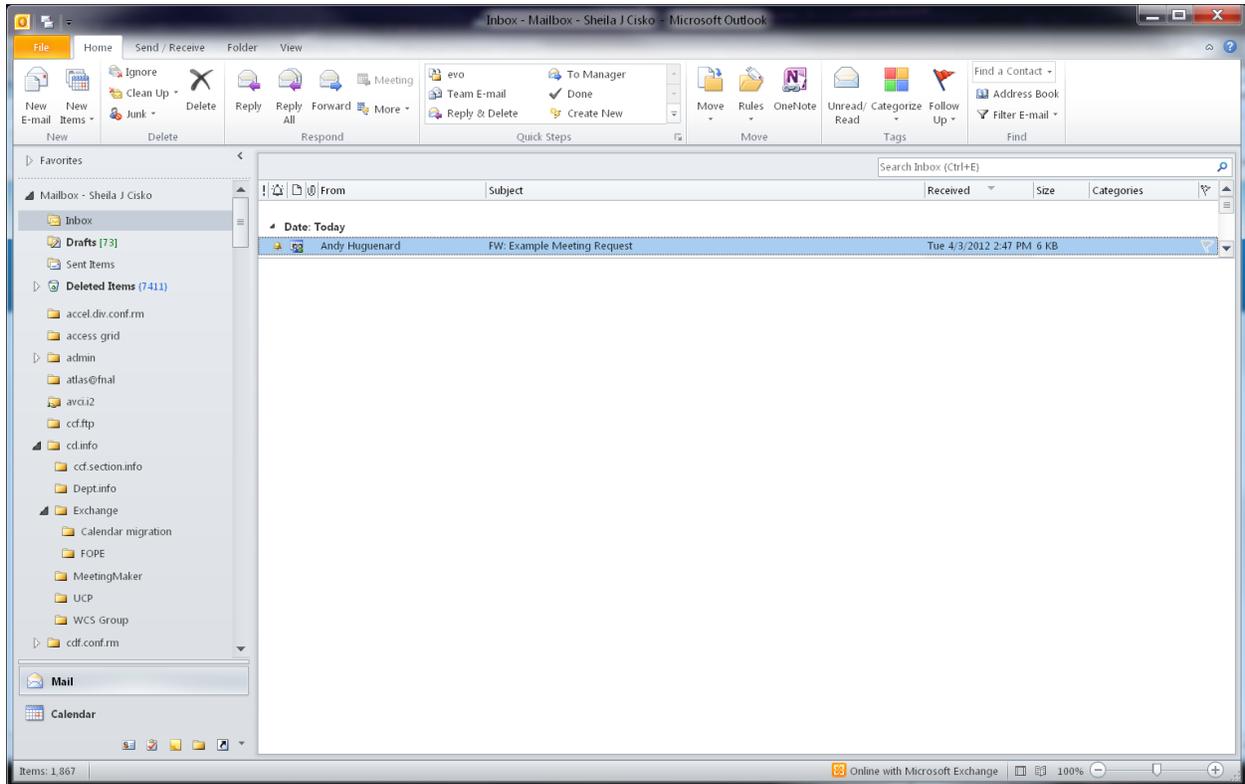
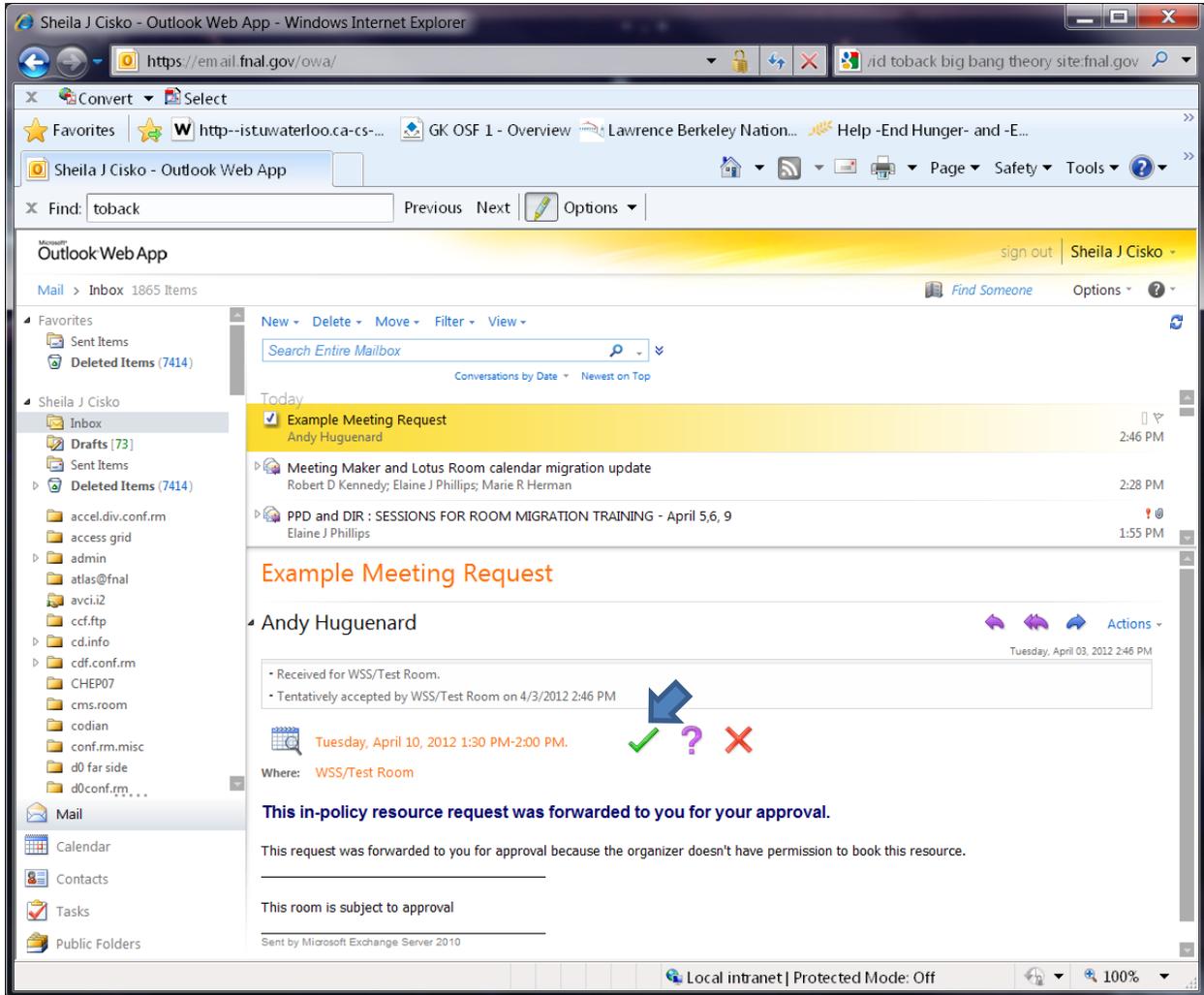


## Meeting Room Approver Procedures

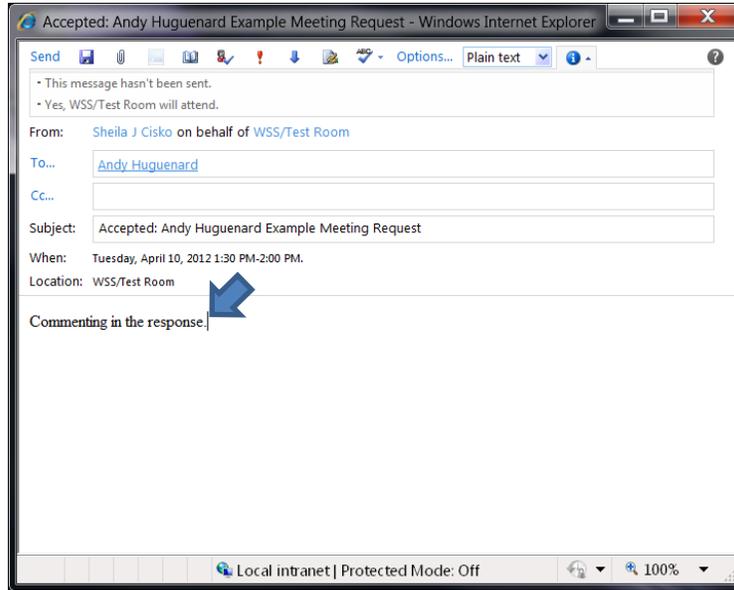
1. As a meeting room approver using Outlook you will receive an email to approve a meeting and the body of the message will be blank:



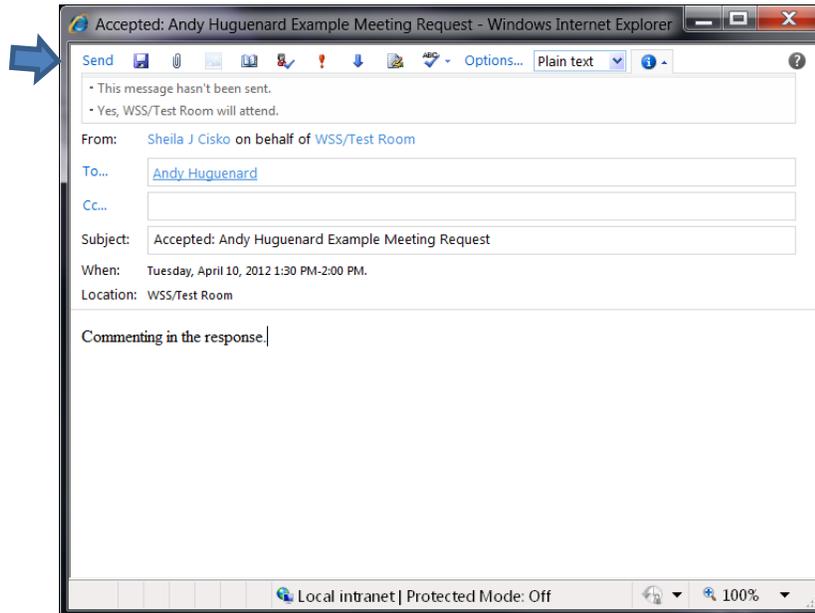
2. To approve or deny this request open a browser to OWA (Outlook Web Access)  
<https://email.fnal.gov>
  - a. Log in with your user ID and password to process the meeting room request by selecting Accept, Tentative or Decline.
  - b. For each option you may select Edit the Response before Sending, Send the Response Now, or Don't Send a Response.



This is an example of Edit the Response before Sending:



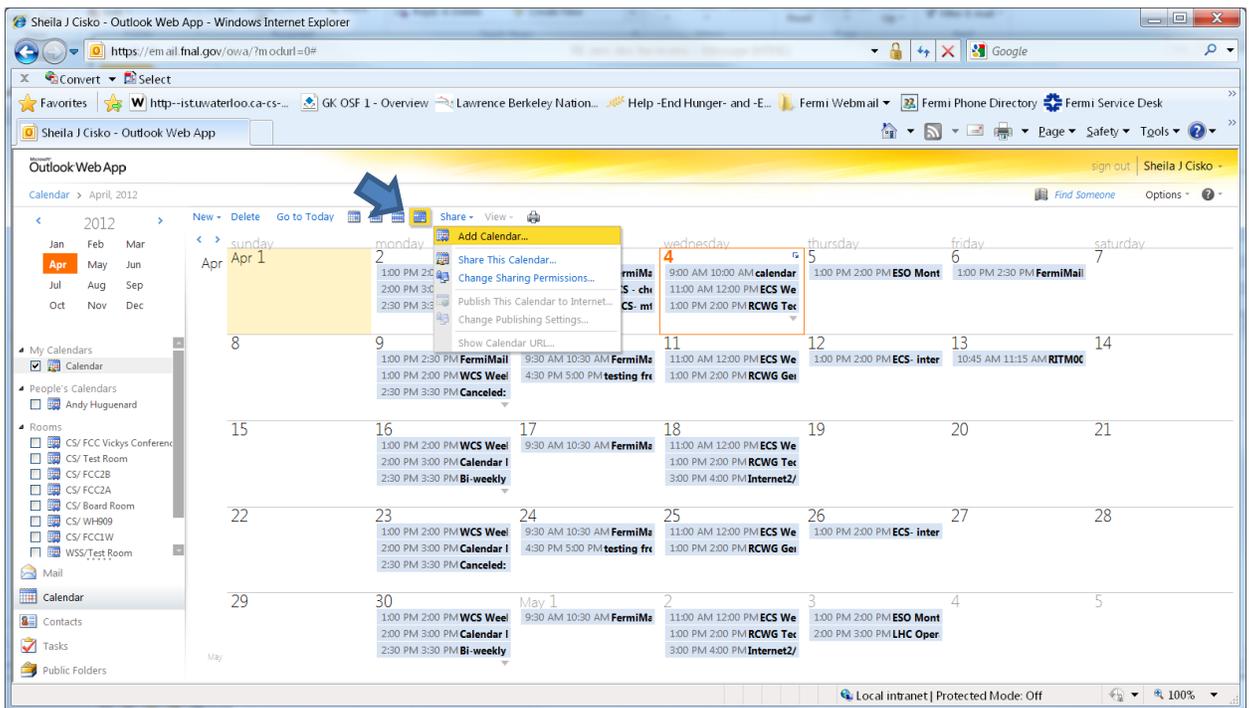
3. Select the Send button when ready:



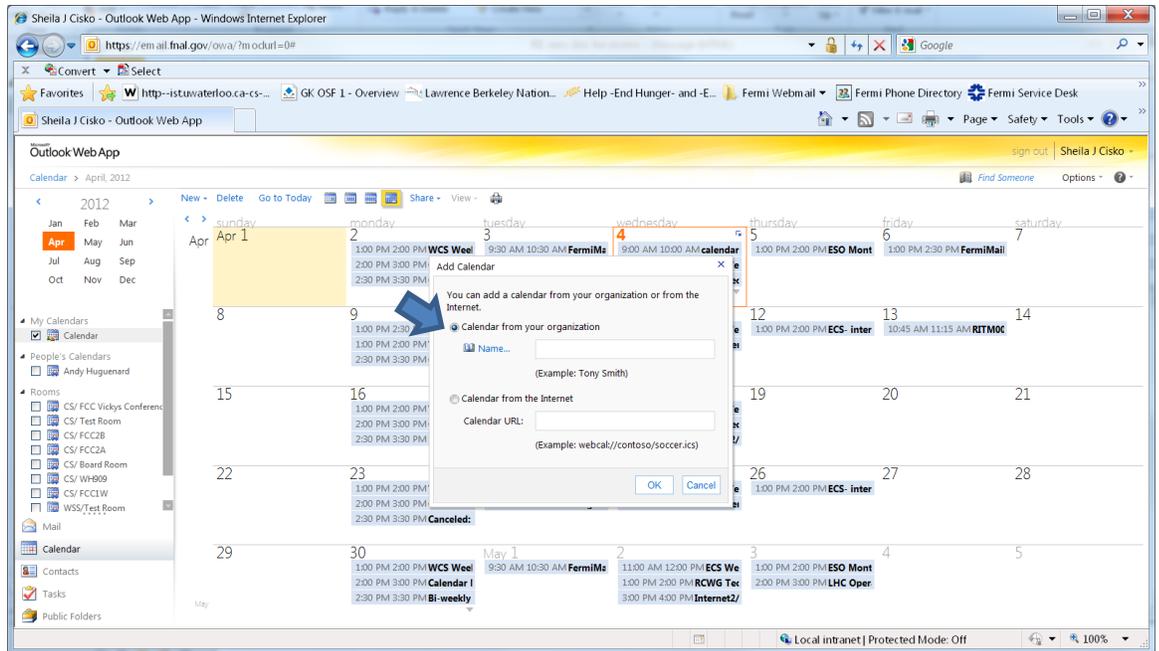
3. a When a user sends in a meeting request it will automatically show up on the calendar as “Tentative” (light blue with Right facing lines) until a delegate accepts or declines the request. If a meeting is “Declined” it will automatically be removed from the calendar.

4. To view the request open a browser to OWA (Outlook Web Access) <https://email.fnal.gov>

- a. Select Share and Add Calendar from the drop-down box
- b. In the room list check the desired room calendar



c. In the Add Calendar box select Name



- d. In the Address Book – Webpage Dialog
  - i. Select All Rooms
  - ii. Select the desired room and double click so it appears in the Name: Select=> field
  - iii. Press OK

Address Book -- Webpage Dialog

Address Book

- Default Global Address...
- All Rooms
- Show other address lists

Arrange by Name A on top

**FakeRoom4**  
High Rise Room 4  
FakeRoom4@fnal.gov

**FakeRoom5**  
High Rise Room 5  
FakeRoom5@fnal.gov

**FakeRoom6**  
High Rise Room 6  
FakeRoom6@fnal.gov

**FakeRoom7**  
High Rise Room 7  
FakeRoom7@fnal.gov

**FakeRoom8**  
High Rise Room 8  
FakeRoom8@fnal.gov

**FakeRoom9**  
High Rise Room 9  
FakeRoom9@fnal.gov

**WSS/Test Room**  
129th Floor - SkyTower - Room 2A  
WSSTestRoom@fnal.gov

**WSS/Test Room**

Contact Alias: WSSTestRoom  
E-mail: WSSTestRoom@fnal.gov  
Office: 129th Floor - SkyTower - R...  
Phone: 555-555-5555

Organization

Availability: Wed 4/4/2012  Show only working hours

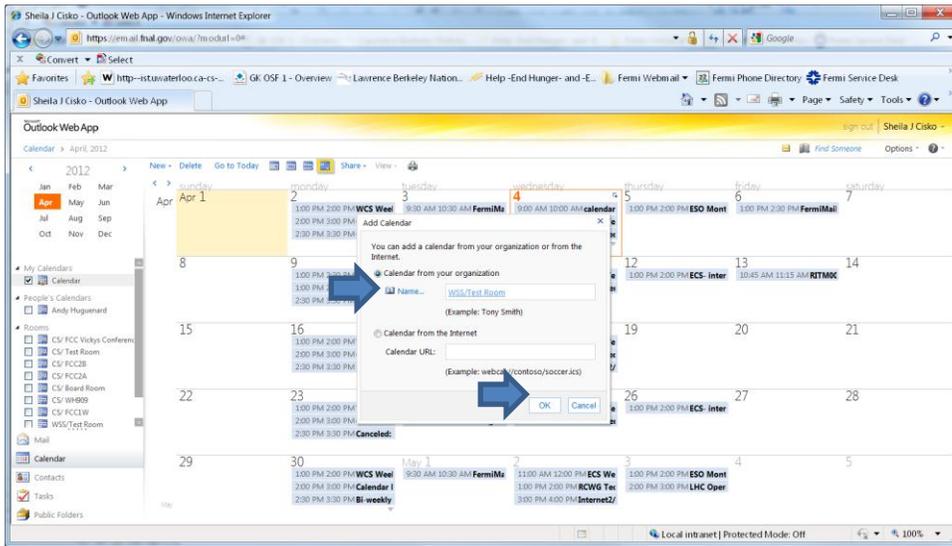
Wednesday 4/4/2012

8:00	9:00	10:00	11:00	12	1:00	2:00	3:00	4
				PM				

Name: Select -> WSS/Test Room

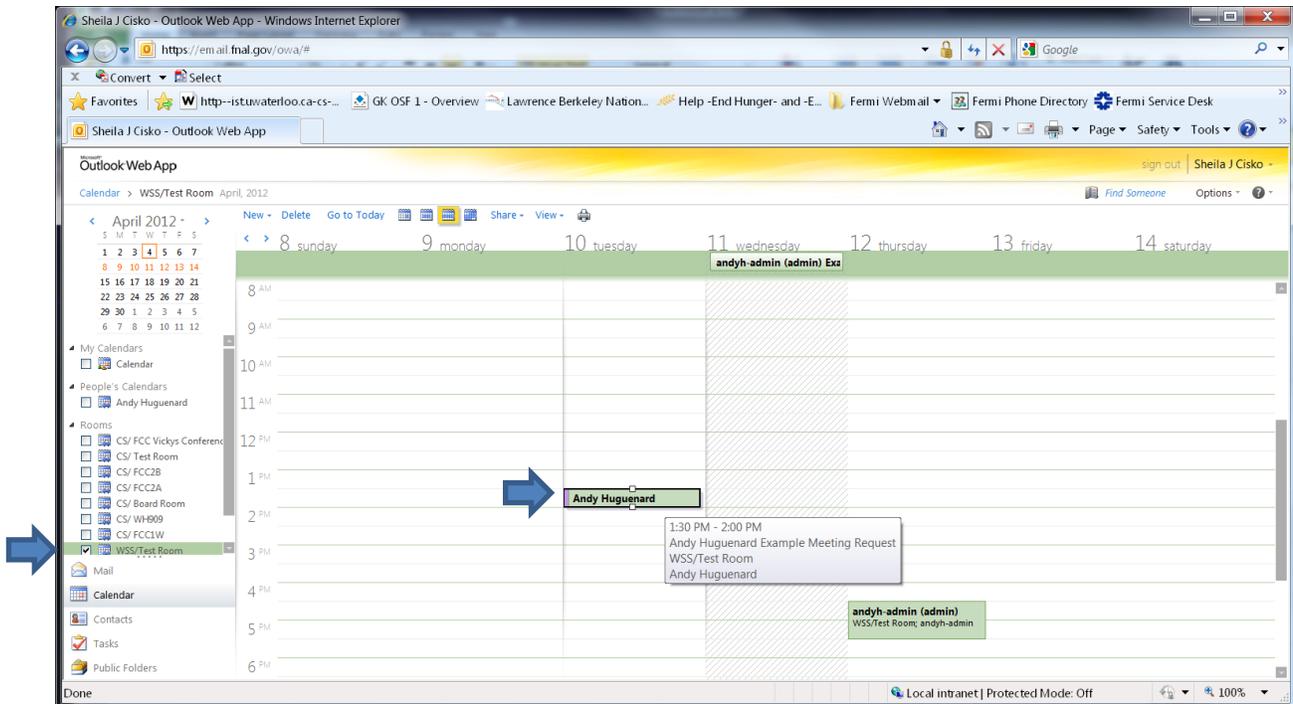
OK Cancel

e. In Add Calendar Press OK



5. The room will now appear under Rooms in your Navigation Pane

a. Select it and the meeting will appear on your calendar.



6. If another room delegate already accepted the request the email in your OWA inbox will show the acceptance. (If you are already logged into OWA open you may have to refresh your browser to see the updated message.)

