

Specific Instructions when making a Conference Room Reservation in Outlook

The screenshot shows the Outlook Meeting creation interface. The ribbon includes tabs for File, Meeting, Scheduling Assistant, Insert, Format Text, Review, and Help. The Meeting tab is active, showing options like Delete, Copy to My Calendar, Schedule a Meeting, Skype Meeting, Teams Meeting, Send to OneNote, Cancel Invitation, Address Book, Check Names, and Response Options. The meeting details are as follows:

- Title: Title of Meeting
- Required: CDB 3131; CDB 3131
- Optional: (empty)
- Start time: Thu 8/18/2022, 4:30 PM
- End time: Thu 8/18/2022, 5:00 PM
- Location: CDB 3131

Annotations include a blue box labeled "Identify the Room" pointing to the location field, and a larger blue box with a list of instructions pointing to the "Full Name / Email" and "Date you made reservation" columns in the attendees list.

Identify the Room

When making a reservation always list:

1. Your Name
2. Your Email
3. The date you made the reservation

In Shared Folder CDB 3131