

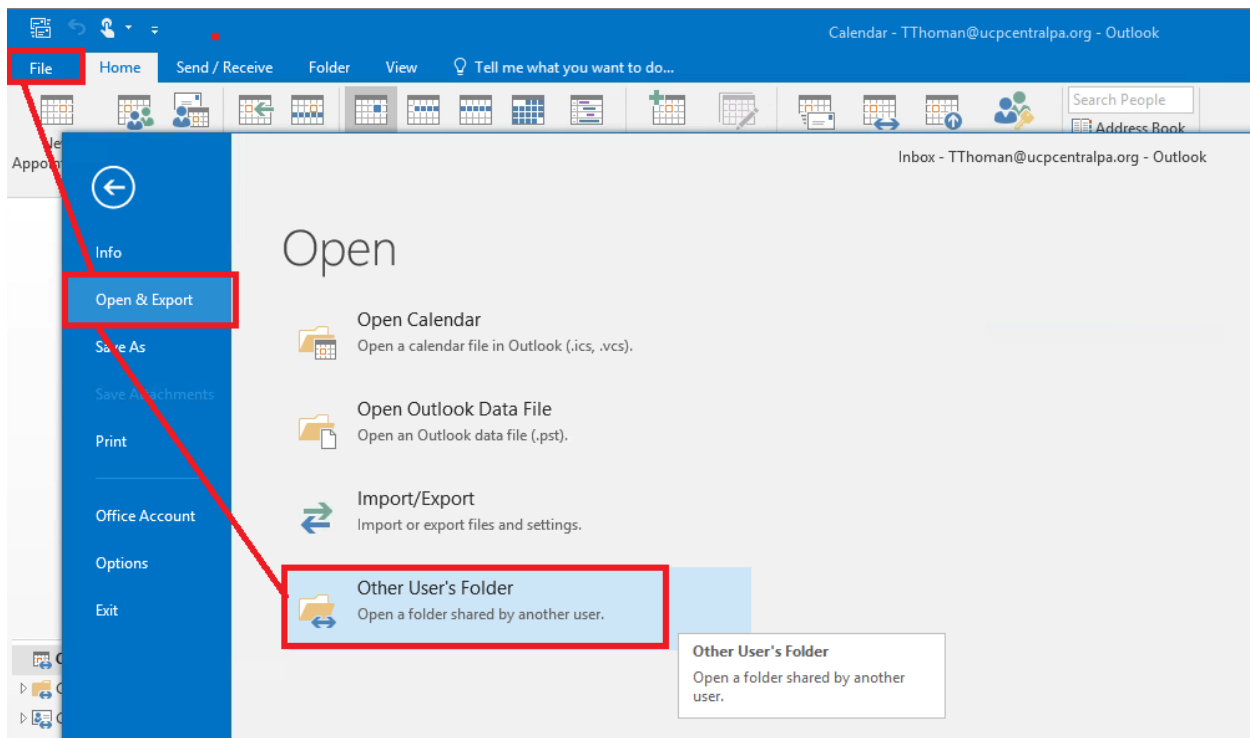
SCHEDULING CONFERENCE ROOMS AT LEWISTOWN MONUMENT OFFICE

There are 2 rooms that can be scheduled for meetings at 3 W Monument Square. Each room has its own calendar which you can view and reserve for meetings.

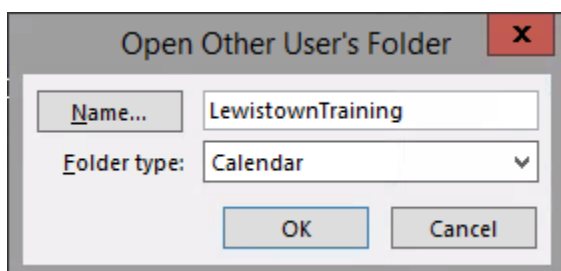
CHECK A ROOM FOR AVAILABILITY

In Outlook:

Click the **File** menu, then **Open & Export**, then **Other User's Folder**



Enter the name of the room and Folder type Calendar



Use the shorthand notation when entering the name:

- 1) Suite 103 Training Room – **LewistownTraining**
- 2) Suite 103 Conference Room– **LewistownConference**

The calendar is displayed for the selected room

The screenshot shows the Outlook calendar interface for the 'Utley North Conference Room'. The main view is a weekly calendar for January 10-16, 2017. The calendar shows several events:

- Wednesday, Jan 11: Room: Lutz, Shawn (8:00 AM - 9:00 AM)
- Thursday, Jan 12: Latin, Janeen Financial Re (11:00 AM - 12:00 PM)
- Friday, Jan 13: Ops & Finance Utley North Conference Ro Lutz, Shawn (12:00 PM - 1:00 PM)
- Friday, Jan 13: Program & Services Board Utley North Conference Ro Lutz, Shawn (12:00 PM - 1:00 PM)
- Friday, Jan 13: Grant Allocations Panel Utley North Conference Ro Lutz, Shawn (12:00 PM - 1:00 PM)
- Saturday, Jan 14: Spiess, Anna Magic Night Utley North Conference Rc Spiess, Anna (6:00 PM - 7:00 PM)

On the left side, there is a list of rooms with checkboxes:

- Griffith, Angela
- Zewdu, Dereje
- Wilson, John
- Linda Lane Conference Room
- Moskalczak, Ryan
- Latin, Janeen
- Utley East Conference Room
- McCowan, Judith
- Utley South Conference Room
- Glenn Patrick Hoffman Training Center
- Utley North Conference Room**

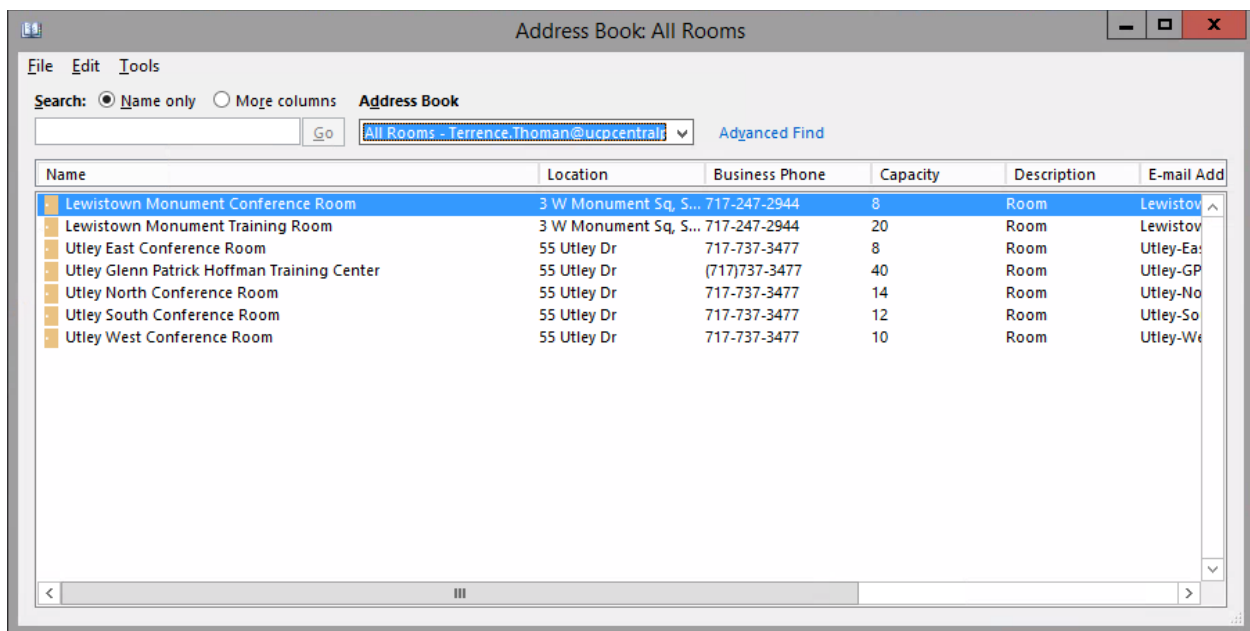
SCHEDULING A CONFERENCE ROOM

In order to schedule a conference room, you **simply invite the room as a meeting participant**. Keep these things in mind when selecting a room.

- 1) When possible, match the number of attendees with the capacity of the room.
- 2) You can schedule recurring meetings in the same room, but you cannot schedule the room more than 380 days in advance.
- 3) The room will automatically accept the invitation to the meeting if there are no conflicts. If there is a conflict, room delegates will be notified. A room delegate is a designated UCP staff person who has the ability to change reservations in the room.

You can see all the conference rooms in Outlook by opening the address book and selecting **All Rooms**.

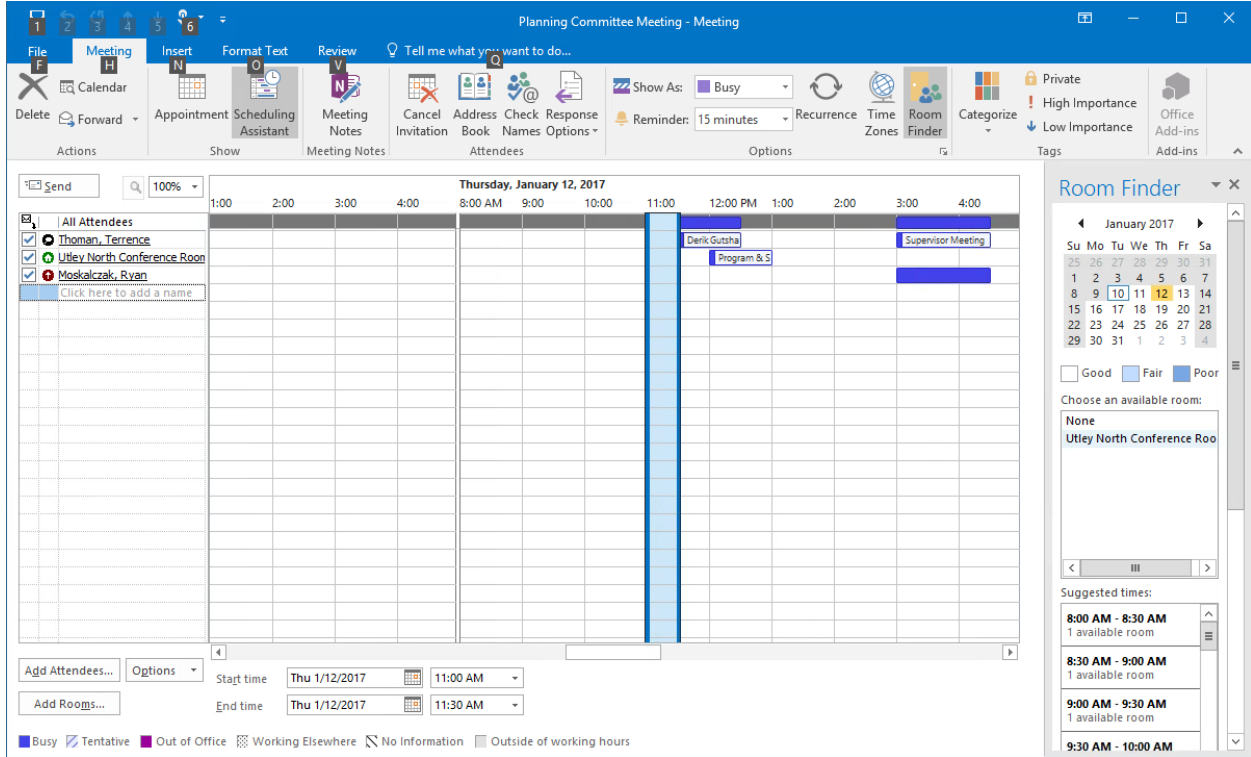
The COMFORTABLE capacity of each room is displayed. These are guidelines only; you will **not** be prevented from scheduling a meeting with 20 attendees in a room with a suggested capacity of 8.



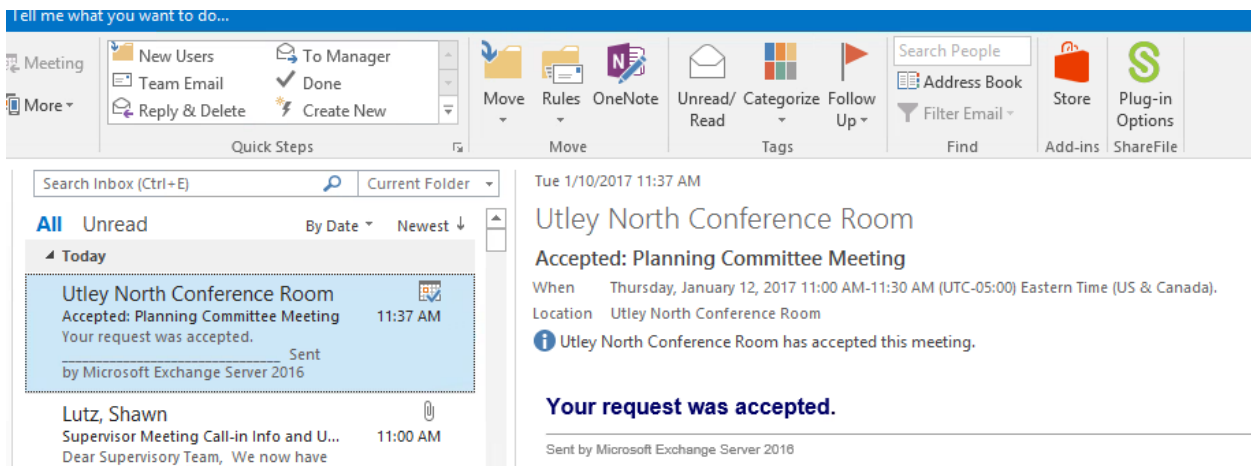
The screenshot shows the Outlook Address Book window titled "Address Book: All Rooms". The window has a menu bar with "File", "Edit", and "Tools". Below the menu bar, there is a search section with "Search: Name only" selected, a "Go" button, and a dropdown menu showing "All Rooms - Terrence.Thoman@ucpcentral". To the right of the search section is an "Advanced Find" link. The main area of the window contains a table with the following columns: Name, Location, Business Phone, Capacity, Description, and E-mail Address. The table lists several conference rooms, with the first row highlighted in blue.

Name	Location	Business Phone	Capacity	Description	E-mail Address
Lewistown Monument Conference Room	3 W Monument Sq, S...	717-247-2944	8	Room	Lewistov
Lewistown Monument Training Room	3 W Monument Sq, S...	717-247-2944	20	Room	Lewistov
Utley East Conference Room	55 Utley Dr	717-737-3477	8	Room	Utley-Ea:
Utley Glenn Patrick Hoffman Training Center	55 Utley Dr	(717)737-3477	40	Room	Utley-GP
Utley North Conference Room	55 Utley Dr	717-737-3477	14	Room	Utley-No
Utley South Conference Room	55 Utley Dr	717-737-3477	12	Room	Utley-So
Utley West Conference Room	55 Utley Dr	717-737-3477	10	Room	Utley-We

Once you know which room you want to hold your meeting in, just add the room as a meeting participant just like any other attendee. You can use the Scheduling Assistant to view the aggregate calendars of all participants include the room.



If there are no conflicts, you will receive an email that the room has accepted the invitation to the meeting.



Now your meeting appears on the room calendar.

Tell me what you want to do...

Week Month Schedule View Open Calendar Calendar Groups E-mail Calendar Share Calendar Publish Online Calendar Permissions Search People Address Book

January 2017

Camp Hill, Pennsylvania

Today 36° F / 29° F Tomorrow 47° F / 41° F Thursday 55° F / 40° F

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 1, 17	2 UCP Closed - New Year (observed)	3	4	5 12:00pm HR Board Committee; Utley North Conference Room; Lutz, Shawn	6	7
8	9	10 11:00am Latin, Janeen Financial Report Overview... 12:00pm Ops & Finance; Utley North Conference R... 6:00pm Spiess, Anna Magi...	11 7:00am Executive Committee Meeting; Utley North Conference Room; Lutz, Shawn	12 11:00am Thoman, Terrence Planning Committee Meeting; Utley North Conf... 12:00pm Program & Services Board Committee; Utley N...	13 12:00pm Grant Allocations Panel; Utley North Conference Room; Lutz, Shawn	14
15	16	17 6:00pm Shirley, Nancy DREAM Education Committee Meeting; Utley North Conference Room; Shirley, Nancy	18	19 9:00am DREAM Advisory Committee Meeting Shirley, Nancy ; Utley North Conference Room; Shirley, Nancy	20 12:00pm Investment Committee; Utley North Conference Room; Lutz, Shawn	21

REMOVE YOUR RESERVATION

To cancel a reservation, you can either cancel the meeting entirely or remove the room from the attendee list.

◀ ▶ January 10 - 16, 2017 Camp Hill, Pennsylvania ▾ Today 36° F / 29° F Tomorrow 47° F / 41° F

	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	10	11	12	13	14
8 ^{AM}				SS	
9					
10					
11		Ryan - in late	Planning Committee Meet		
12 ^{PM}					
1					
2					
3			Supp Utley Hoff Lutz	meeting Terrence	
4					
5					

- Quick Print
- New E-mail to Attendees
- Reply
- Reply All
- Forward
- Private
- Show As
- Categorize
- Meeting Notes
- Cancel Meeting