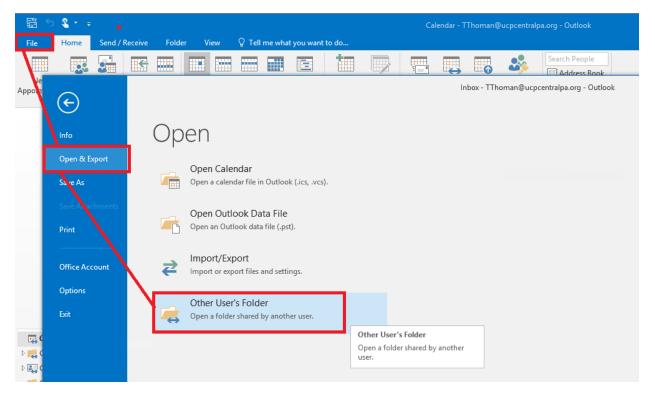
# SCHEDULING CONFERENCE ROOMS AT UTLEY

There are 5 rooms that can be scheduled for meetings at 55 Utley Dr. 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

Open Other User's Folder									
Name utley-north									
<u>F</u> older type:	Calendar	~							
	ОК	Cancel							

Use the shorthand notation when entering the name:

- 1) North Conference Room utley-north
- 2) East Conference Room- utley-east
- 3) South Conference Room- utley-south
- 4) West Conference Room– utley-west
- 5) Glenn Patrick Hoffman Training & Conference Center utley-gph

The calendar is displayed for the selected room

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February 2017 SU MO TU WE TH FR SA	9							
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5 6 7 8 9 10 11	12 <sup>PM</sup>	Utley North Conference Rc		Program & Services Board Utley North Conference Ro	Grant Allocations Panel Utley North Conference Ro			
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Wilson, John								
Linda Lane Conference Room	2							
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Latin, Janeen	5							
Utley East Conference Room	4							
McCowan,Judith	-							
Utley South Conference Room	5							
Glenn Patrick Hoffman Training Center								
Utley North Conference Room	<b>v</b> 6	Spiess, Anna Magic Night Utley North Conference Rc Spiess, Anna						
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### 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.

New Meeting Jew	New Today Next 7 Day Work W Items * Days Week	Veek Month Schedu View ange	le Open Calendar Calendar * Groups * Manage Calendars Juary 10 - 16, 20	Calendar Calendar Sh	Publish Calendar Online • Permissions	ind Today 36° F/29° F	
29 8 15	File Edit Tools Search:  Name only Go Go	Address Book		ROOMS	_	_ <b>D</b> X	SATURDAY
22 29 51 12 19 26 5 3 <b>ar</b> ttees ts	Name         Locat           Utley East Conference Room         55 Utley           Utley Glenn Patrick Hoffman Tr         55 Utley           Utley North Conference Room         55 Utley           Utley South Conference Room         55 Utley           Utley West Conference Room         55 Utley	IT Contacts Global Address Lis All Address Lists All Contacts All Distribution L	t	ty Descriptic Room Room Room Room	on E-mail Address Utley-East@ucpcentralp Utley-GPH@ucpcentralp Utley-North@ucpcentral Utley-South@ucpcentral Utley-West@ucpcentralp	a.org pa.org pa.org	
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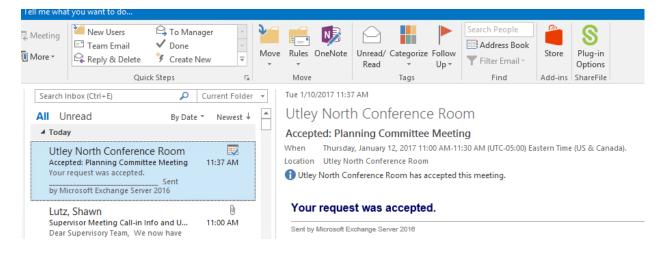
The COMFORTABLE capacity of each room is displayed. These are guidelines only; you will <u>not</u> be prevented from scheduling a meeting with 20 attendees in a room with a suggested capacity of 8.

0		Address Bo	ook: All Room	s	_ □ >	x
File Edit Tools Search:  Name only  More co	lumns Address	Book				
	Go All Roor	ms - TThoman@ucpcentralp	a.org ∨ Ac	lvanced Find		
Name	Location	Business Phone	Capacity	Description	E-mail Address	
Utley East Conference Room	55 Utley Dr	717-737-3477	8	Room	Utley-East@ucpcentralpa.org	7
Utley Glenn Patrick Hoffman Tr	55 Utley Dr	(717)737-3477	40	Room	Utley-GPH@ucpcentralpa.org	
Utley North Conference Room	55 Utley Dr	717-737-3477	14	Room	Utley-North@ucpcentralpa.org	
Utley South Conference Room	55 Utley Dr	717-737-3477	12	Room	Utley-South@ucpcentralpa.org	
Utley West Conference Room	55 Utley Dr	717-737-3477	10	Room	Utley-West@ucpcentralpa.org	

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.

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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.

		Utley North Conference Roor	n - Calendar - Utley North Confe	erence Room - Outlook			<b>a</b> –
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	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.

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