

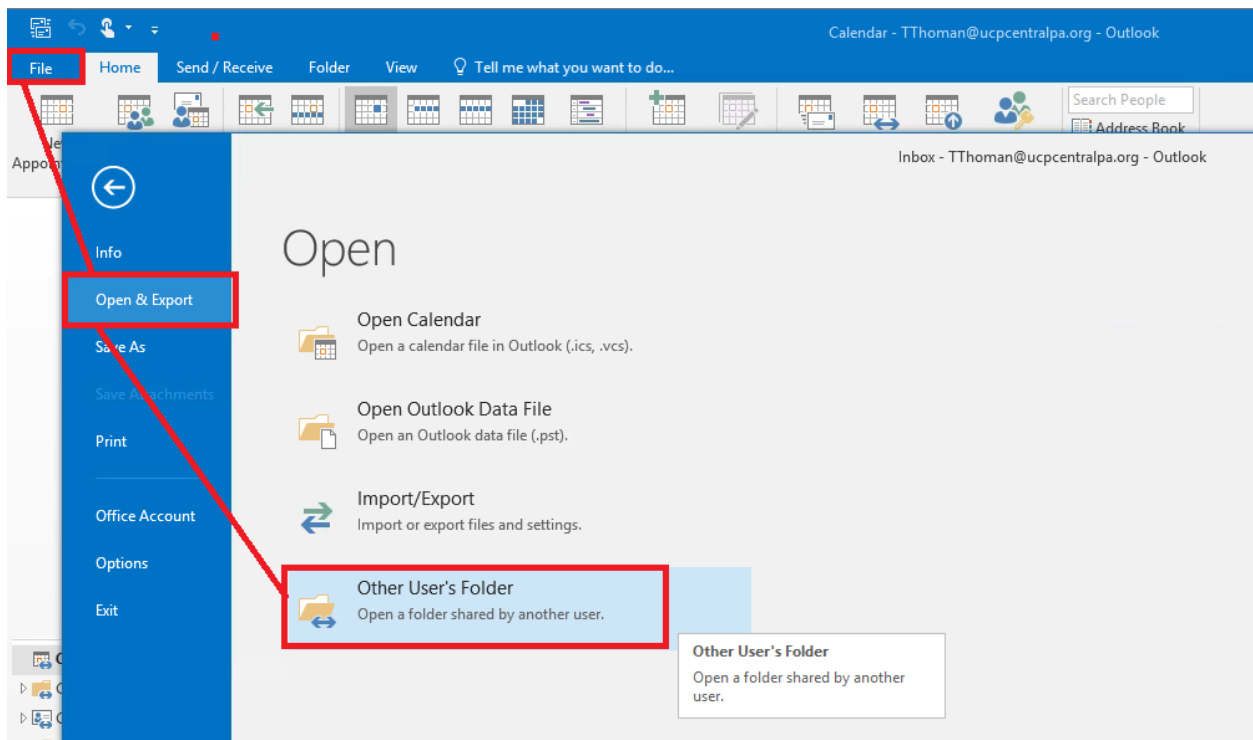
# SCHEDULING CONFERENCE ROOMS AT UTLEY

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.

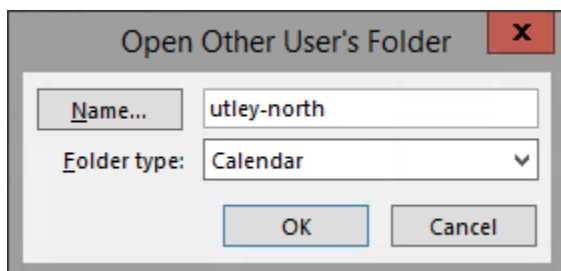
## CHECK A ROOM FOR AVAILABILITY

In Outlook:

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



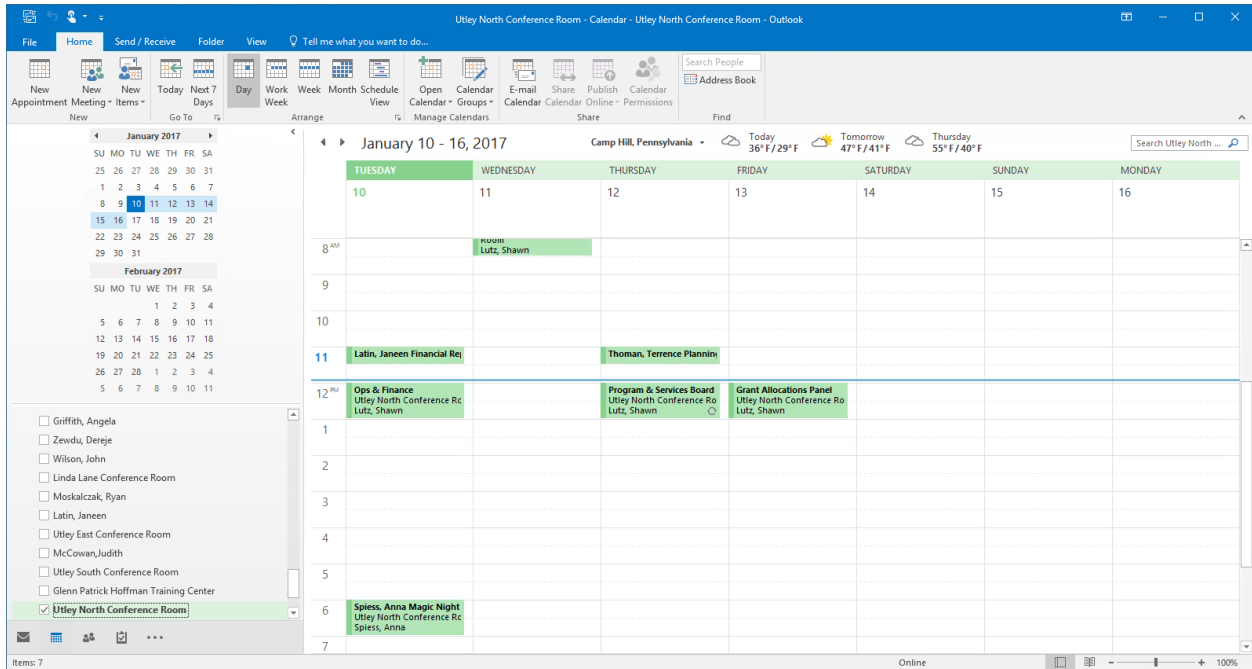
Enter the name of the room and Folder type Calendar



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

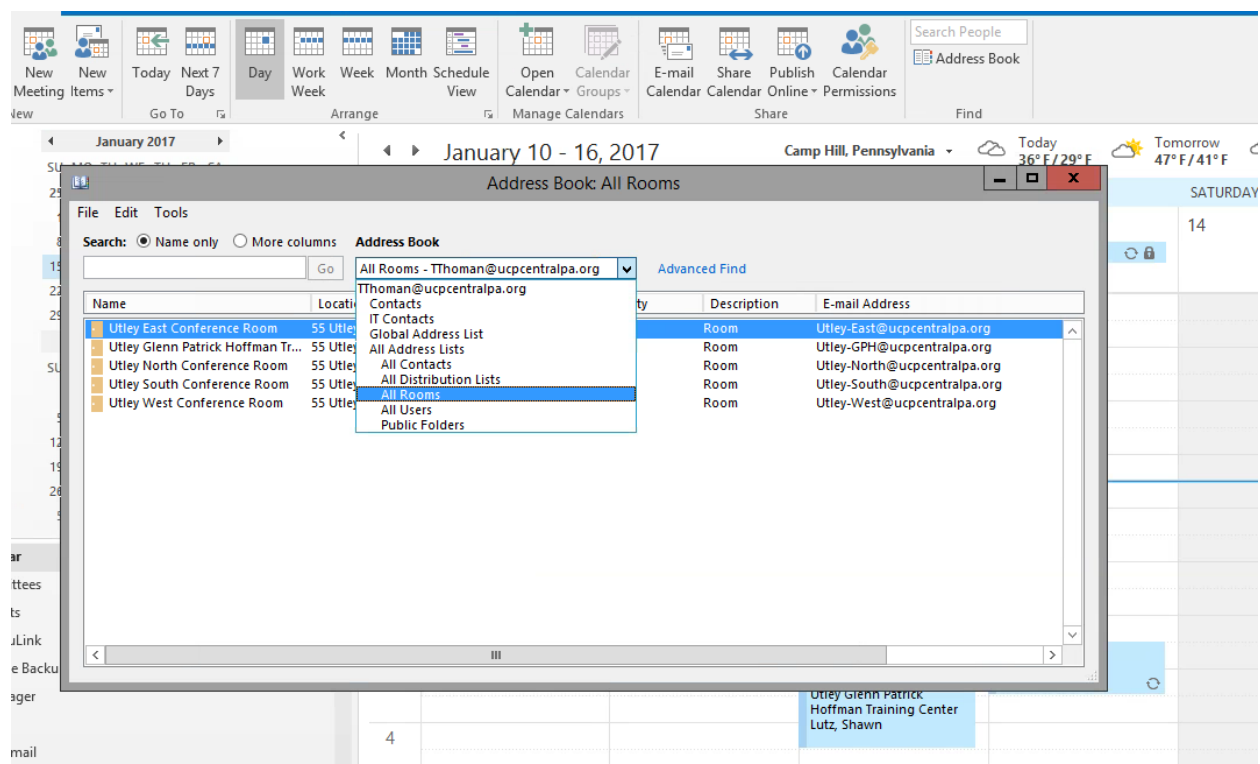


## SCHEDULING A CONFERENCE ROOM

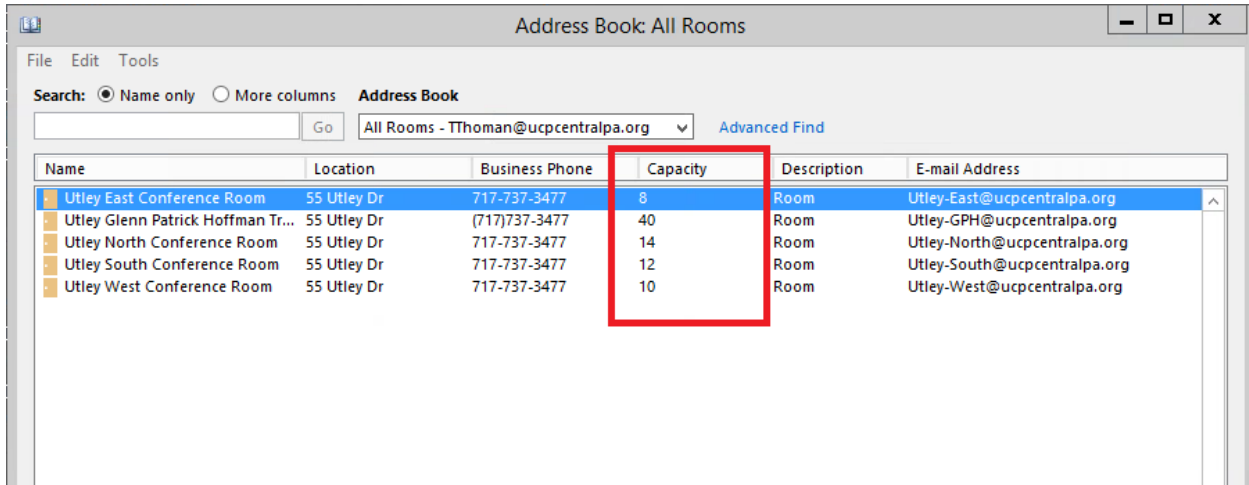
In order to schedule a conference room, you **simply invite the room as a meeting participant**. Keep these things in mind when selecting a room.

- 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**.

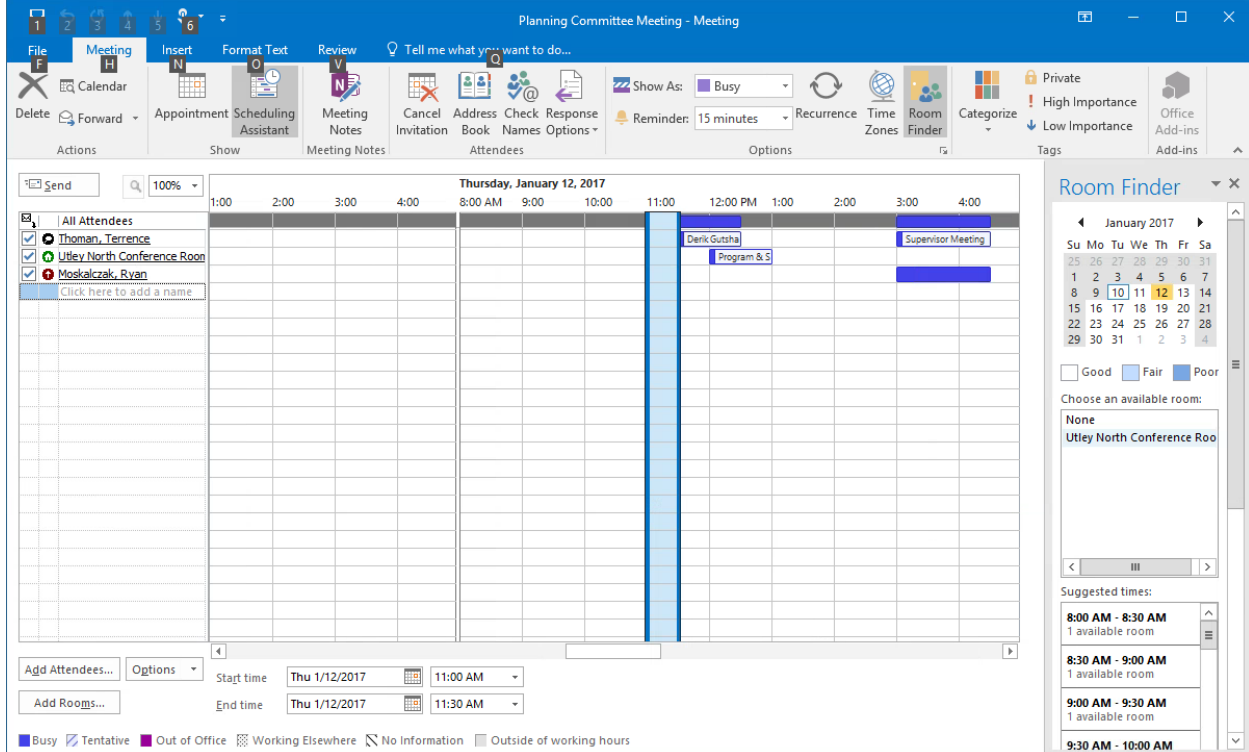


The COMFORTABLE capacity of each room is displayed. These are guidelines only; you will **not** be prevented from scheduling a meeting with 20 attendees in a room with a suggested capacity of 8.



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
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.



Planning Committee Meeting - Meeting

Attendees: Thoman, Terrence; Utley North Conference Room; Moskalczak, Ryan

Room Finder: Utley North Conference Room

Suggested times: 8:00 AM - 8:30 AM, 8:30 AM - 9:00 AM, 9:00 AM - 9:30 AM, 9:30 AM - 10:00 AM

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




The screenshot shows an Outlook email interface. The top ribbon includes 'Tell me what you want to do...', 'Meeting', 'More', 'Quick Steps', 'Move', 'Tags', 'Find', 'Add-ins', and 'ShareFile'. The main content area displays an email from 'Lutz, Shawn' with the subject 'Utlely North Conference Room Accepted: Planning Committee Meeting'. The email body states: 'Your request was accepted. Sent by Microsoft Exchange Server 2016'. The meeting details on the right indicate it is on Thursday, January 12, 2017, from 11:00 AM to 11:30 AM Eastern Time, and the location is 'Utlely North Conference Room'. A status message at the bottom reads: 'Your request was accepted. Sent by Microsoft Exchange Server 2016'.




Now your meeting appears on the room calendar.











The screenshot shows an Outlook calendar view for the 'Utley North Conference Room'. The calendar is set for January 2017 in Camp Hill, Pennsylvania. The date January 12 is highlighted in blue, and a red box is drawn around the meeting entry for that day: '11:00am Thoman, Terrence Planning Committee Meeting; Utley North Conference Room; Lutz, Shawn'. Other meetings are visible on the calendar, such as '12:00pm HR Board Committee; Utley North Conference Room; Lutz, Shawn' on Jan 5 and '12:00pm Grant Allocations Panel; Utley North Conference Room; Lutz, Shawn' on Jan 13.

## 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 SS  	14
8 <sup>AM</sup>					
9					
10					
11		Ryan - in late	<b>Planning Committee Meet</b>		
12 <sup>PM</sup>					
1					
2					
3			Sup Utle 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