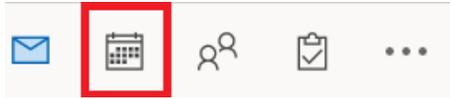


Booking Conference Rooms

Click the Calendar Icon in the bottom left screen of your Outlook program.

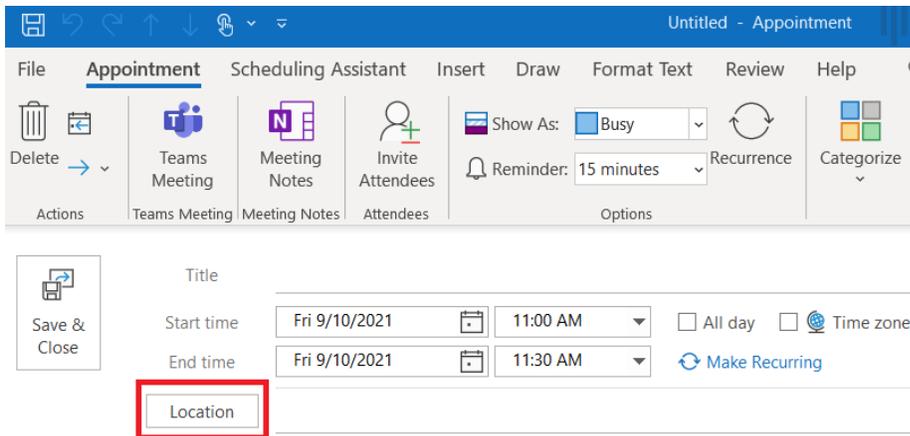


Once in the Calendar section of Outlook, go to the top left corner and find the “New Appointment” button.

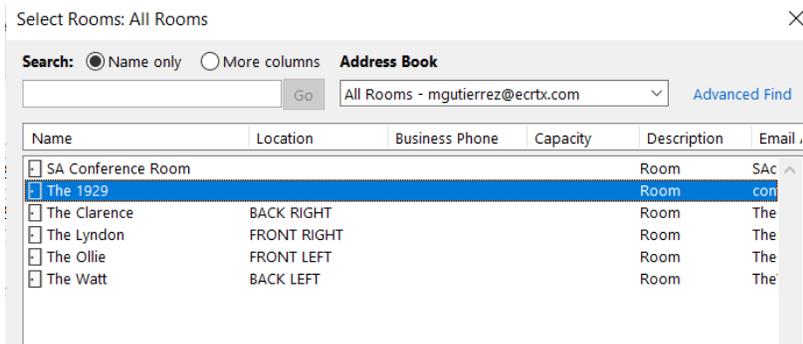


This will generate a new window that allows you to create an appointment.

Find the “Location” section and click this button.



A new window will appear with all ECR conference rooms listed. Double click the room you wish to book. (The 1929 is our main/largest conference room)

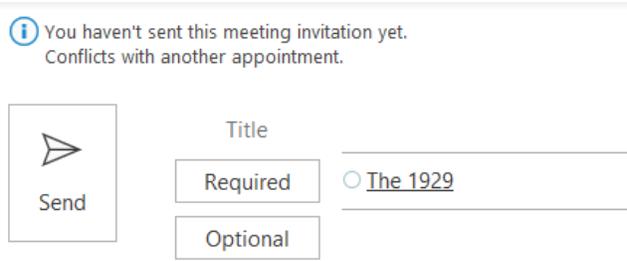


Once selected, this will appear in the lower half of the selection window. After you see this, click the "Ok" button.



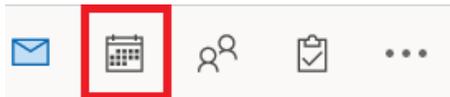
You may then title the event and invite any other team members or people necessary.

Should the meeting conflict with another appointment, the prompt below will appear at the top of the event invite.

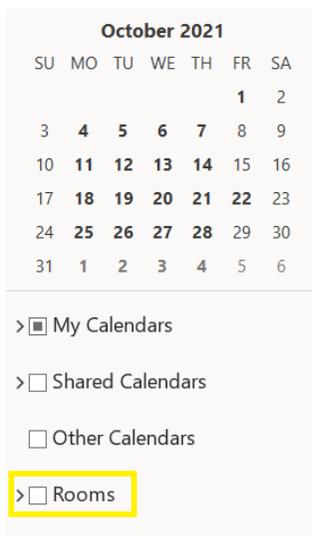


Checking the Conference Room Availability (Adding Calendars)

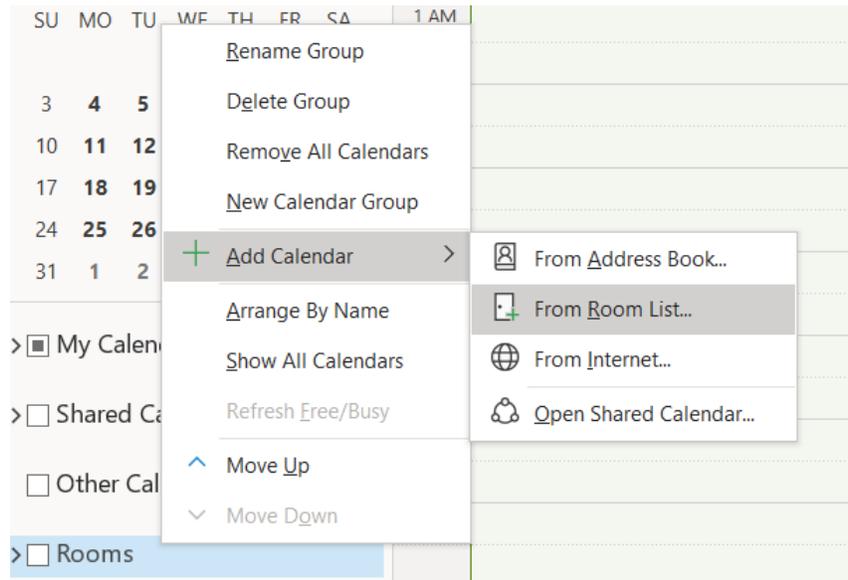
Click the Calendar Icon in the bottom left screen of your Outlook program.



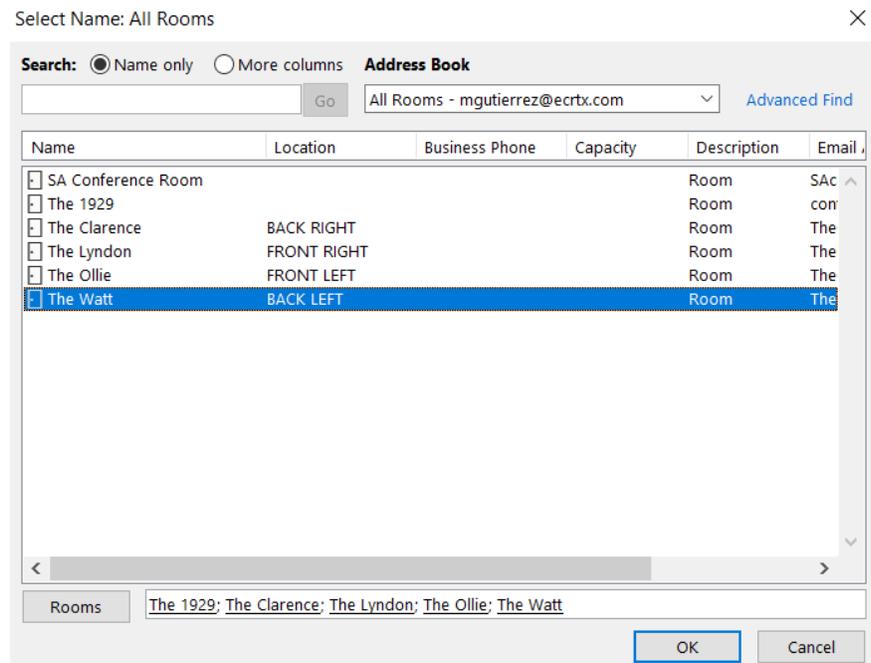
Once in the Calendar section of Outlook, go to the scrolling menu located below your monthly calendars.



Locate the Room section and right click it. The below menu will appear. Go to the “Add Calendar” bar and then follow that to the “From Room List...”



Double Click on all rooms you wish to add, and they will appear in the bottom of that screen.



Once every room you wish to add is selected hit “ok” and the calendars will now appear under Rooms.

Under Rooms, click on the conference room name that you wish to view/book to open the calendar. Follow the instructions provided to book a meeting in the conference room of your choice.

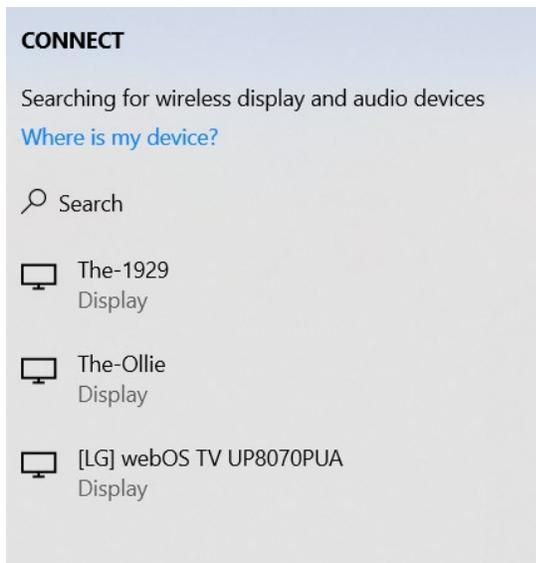
Connecting to Windows Connect

Windows Connect is our new screen mirroring system that is in every ECR conference room with a TV.

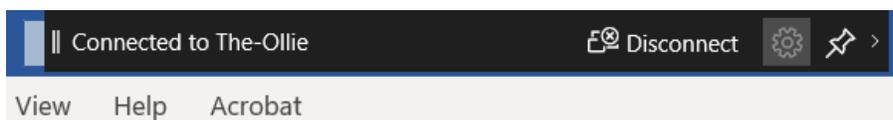
When you are working with a team member or just need to display something on the screen, follow the steps below to mirror your computer screen onto the TV.



The title of the conference room you are in will be on the TV screen. As the screen notes, all you do to connect is hold the windows button and press “K”.



This will prompt the above window to appear on the right-hand side of your screen. Select the device with the name of the room you are in.



Once connected, this black bar will be at the top of your screen.

When you are ready to disconnect, just click the disconnect prompt and it will go back to the original background screen you found at the beginning.