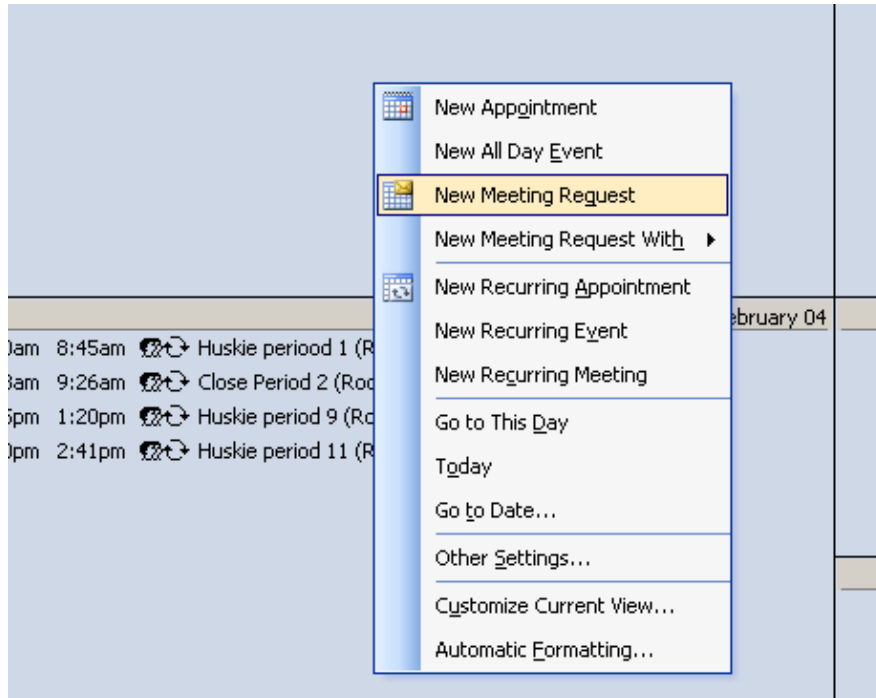
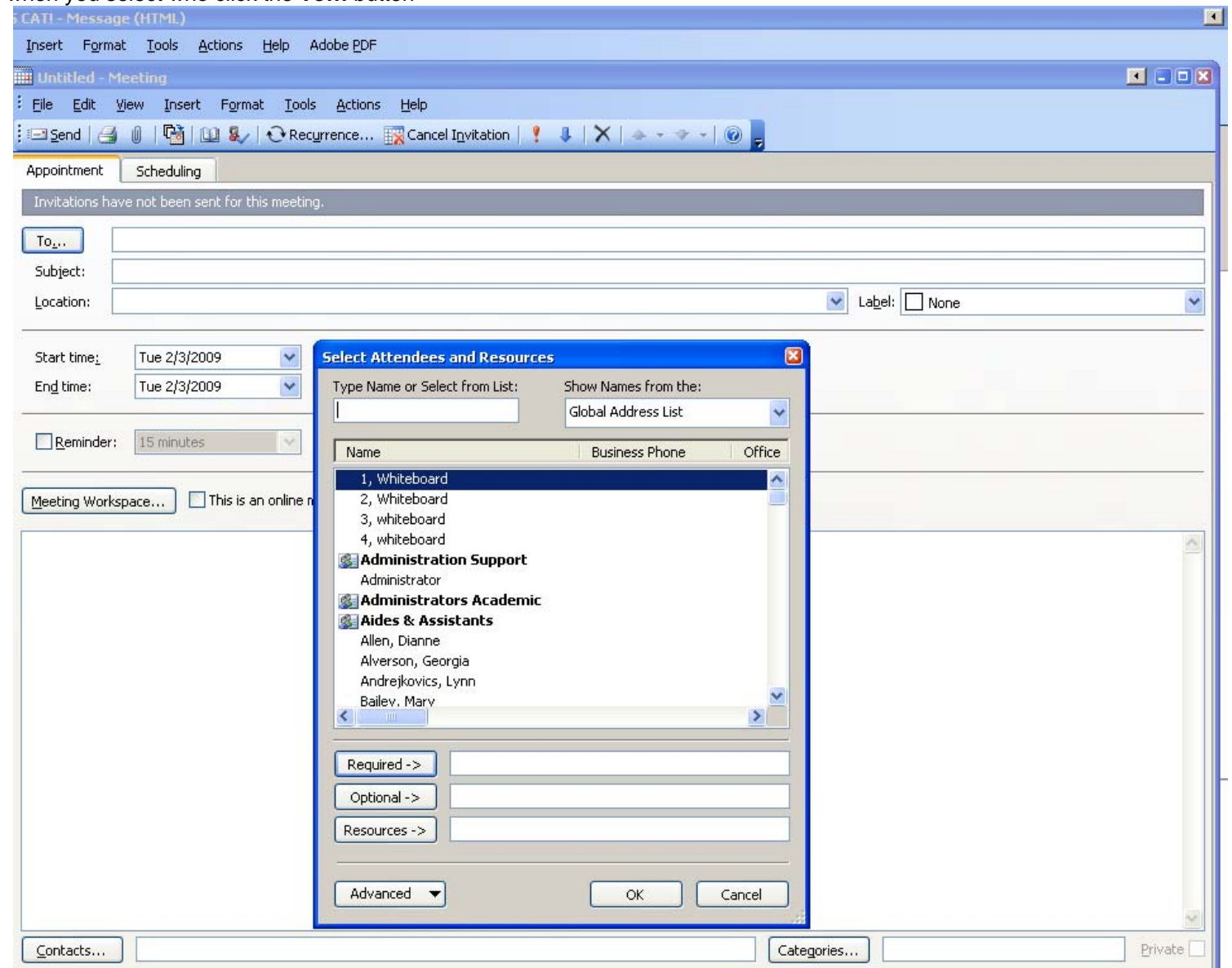


On the **Technology Usage Calendar**, right click the date you want and select “**New Meeting Request**”,



when you select who click the **To...** button



add yourself as a **Required** -> and the room or cart as a **Resources** ->.

Start time: Tue 2/3/2009
End time: Tue 2/3/2009
 Reminder: 15 minutes
Meeting Workspace... This is an online meeting

Select Attendees and Resources

Type Name or Select from List: roo Show Names from the: Global Address List

Name	Business Phone	Office
Room A111 (k-6 Computer Lab)		
Room A122 (Laptop Lab)		
Room C209 (7-12 Computer Lab)		
Rose, John		
Ross, Pam		
Scouten, Laura		
senteo01		
senteo02		
senteo03		
Sexton, Don		
Shannon, Heather		
Shepard, Sheila		

Required -> Close, Janice
Optional ->
Resources -> Room C209 (7-12 Computer Lab)

Advanced OK Cancel

Contacts... Categories...

Your Meeting Request should now look something like this

THIS CATI - Message (HTML)

View Insert Format Tools Actions Help Adobe PDF

Untitled - Meeting

File Edit View Insert Format Tools Actions Help

Send Recurrence... Cancel Invitation

Appointment Scheduling

Invitations have not been sent for this meeting.

To: Close, Janice; Room C209 (7-12 Computer Lab)

Subject:
Location: Room C209 (7-12 Computer Lab)

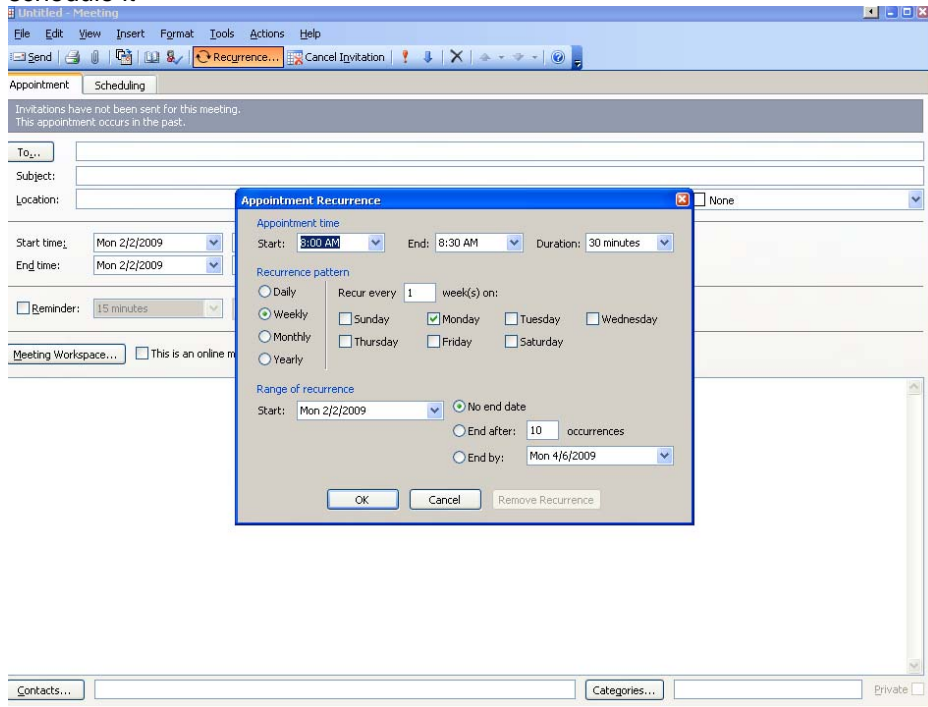
Start time: Tue 2/3/2009 8:00 AM All day event
End time: Tue 2/3/2009 8:30 AM

Reminder: 15 minutes Show time as: **Busy**

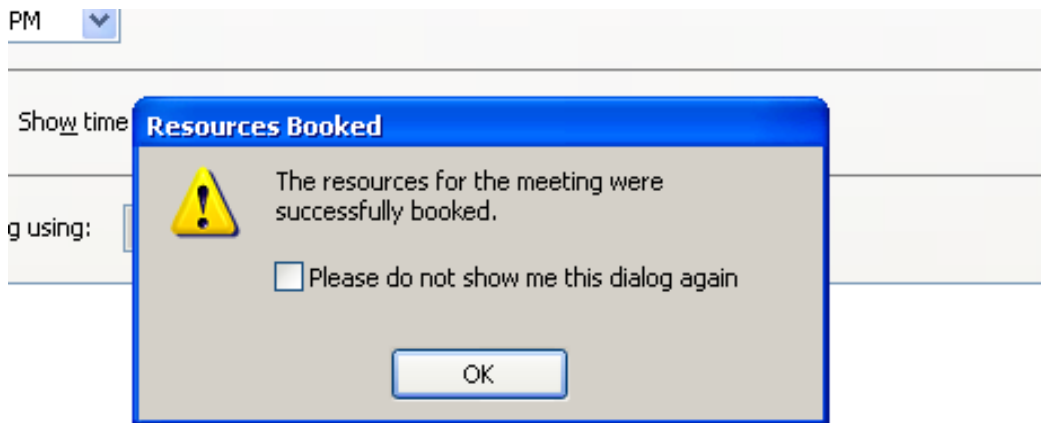
Meeting Workspace... This is an online meeting using: Microsoft NetMeeting

Then select the time you want, just remember to set the times as close to the period you will need as possible, if it overlaps another period you may keep others from being able to use it.

If it is something you want to happen more than once, say every Tuesday in Feb you can use the **Recurrence** button to help schedule it



When you're done, just click send you will get a message that replies can't be tallied, that's okay, and you should receive a message like this.



Hope this helps.