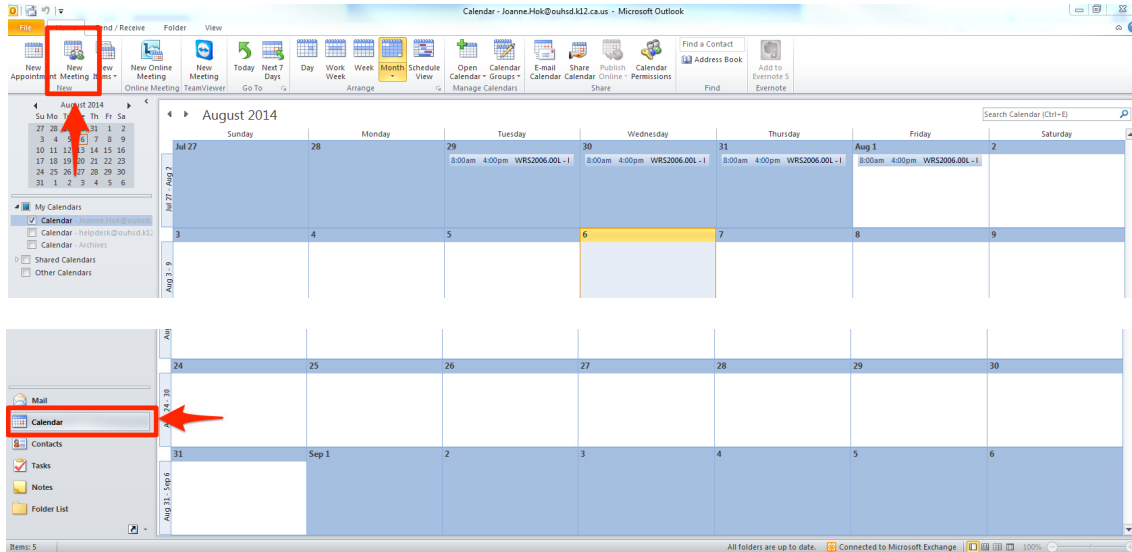


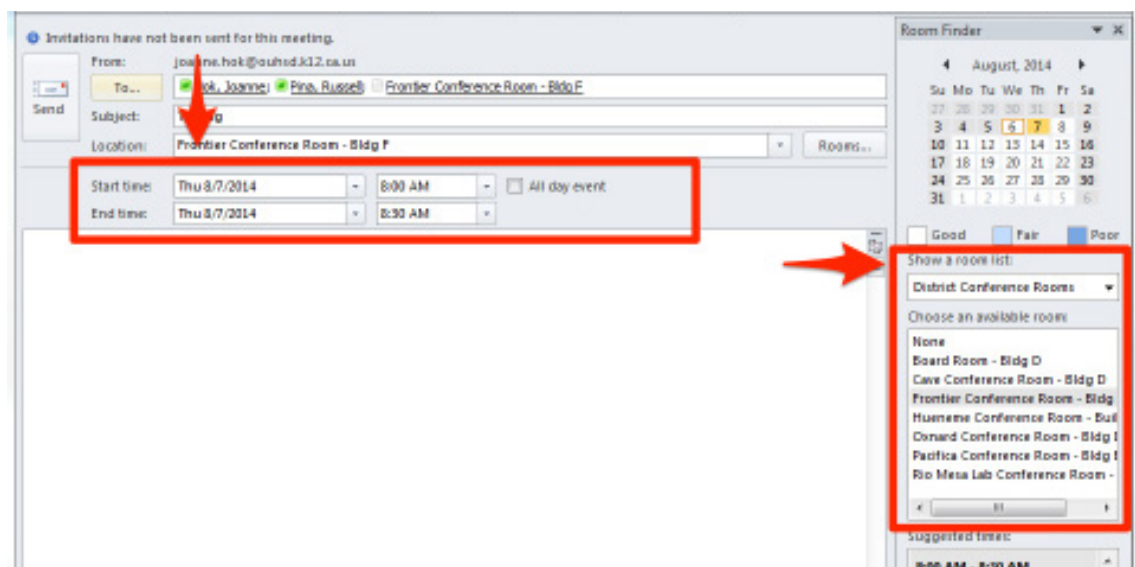
Go to Calendar

1. On the left hand side of Outlook, select **Calendar** at the bottom.
2. Then go to the top navigation, find and click on **New Meeting**.



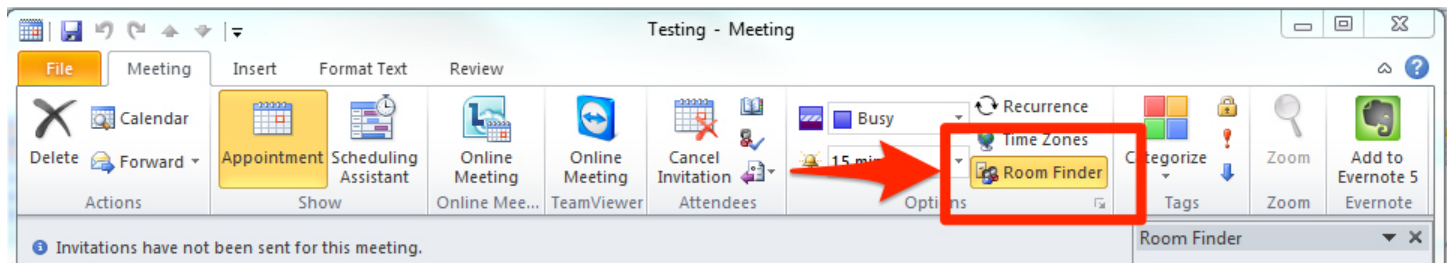
Select a Date and Room

1. Select a **Time** and **Date**.
2. Next, in the **Room Finder** you will see a list of available rooms on that date populate.



Enable Room Finder

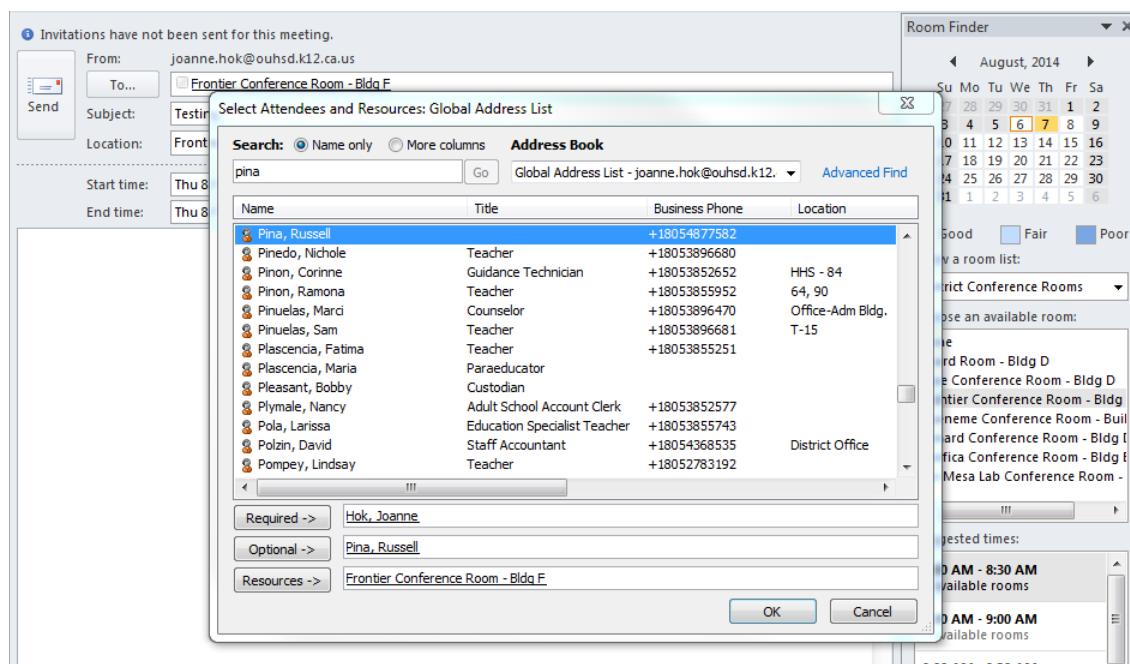
If you do not have **Room Finder** menu, you can enable it at the top.



Invite Attendees

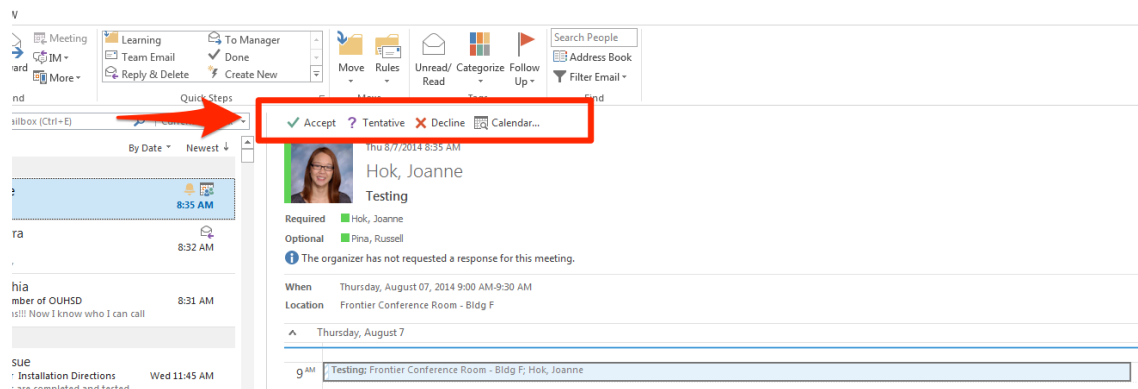
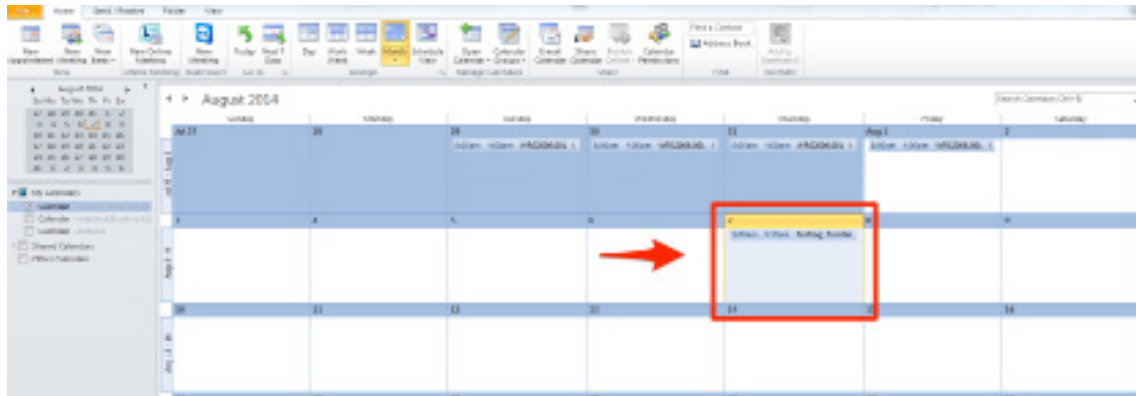
1. When inviting attendees, type the name and click on either **Required** or **Optional** to add them.
2. Once the desired attendees have been added, click send and you are done.

The difference between Optional and Required is where the recipient's name is shown on the invite list. It does not affect how a person will accept or decline the invite.



Closing

1. Once the meeting has been sent, it will display on your **Calendar**.
2. The attendees you sent the invite to will receive an email asking to **Accept** or **Decline**.



Need Help?

Please feel free to email the OUHSD Help Desk at helpdesk@ouhsd.k12.ca.us or call 805-385-4141 for assistance.