Use Outlook for Conference Room Scheduling by Julia Roger

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Do you often find it difficult to keep track of conferences going along in your office? Offices with multiple conference rooms often face this kind of situation and look out for possible solution. Microsoft Outlook can solve a great deal of your scheduling problems starting from scheduling your meetings, appointments, to managing office-wide events including managing all the conference rooms. It is possible to use a single calendar for scheduling all the events and it will allow you to easily find out the availability of your conference rooms for your staff. It is a simple process explained below for conference room scheduling.

Start Microsoft Outlook and select â€œCalendarâ€• from Favorites panel. Open â€œNew Calendarâ€• and as â€œconference room scheduling.â€•

Now click on â€œSchedule Viewâ€• option in ribbon interface. Do right click on calendar and choose â€œN Appointmentâ€•.

Look in ribbon interface and select â€œCategorizeâ€• option with â€œAll Categoriesâ€• selected. Now you highlight one color category and Rename it into â€œConference room schedulingâ€• or whatever you may wish for. You can rename one category for every single conference room in your office.

The Subject Text Box can be used for entering the name of event or meeting and add conference room along with it. No you need to enter important details like Time and day for meeting in conference room.

Select the Main Window and enter the details of meeting in that particular room. You can even include a description of the meeting and people attending the meeting as well.

It is best to use different color codes for meetings in different conference rooms that will help in easily differentiating conference room scheduling appointments. Save the project and close the application. Your problem has been solved!

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Julia Roger - About Author:
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