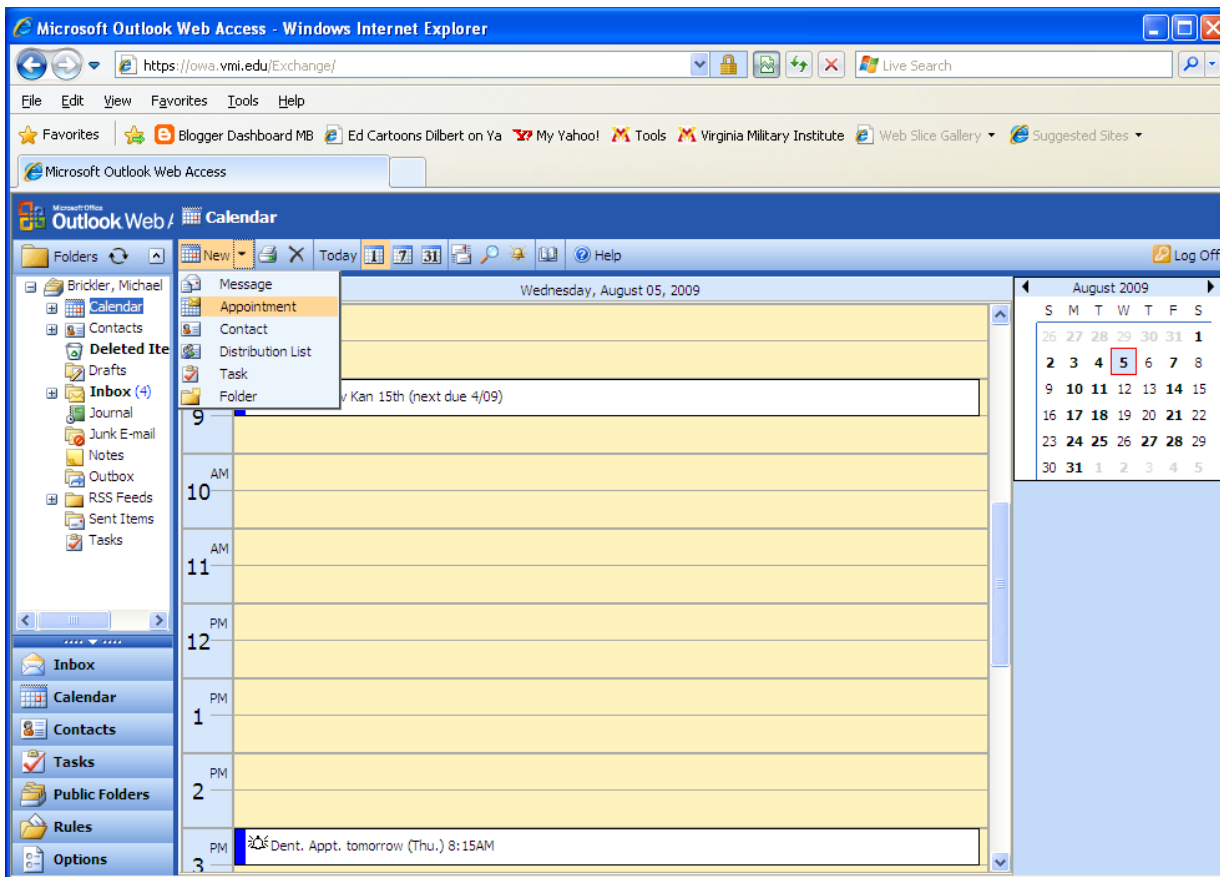


Instructions for reserving an editing room (401D or E)

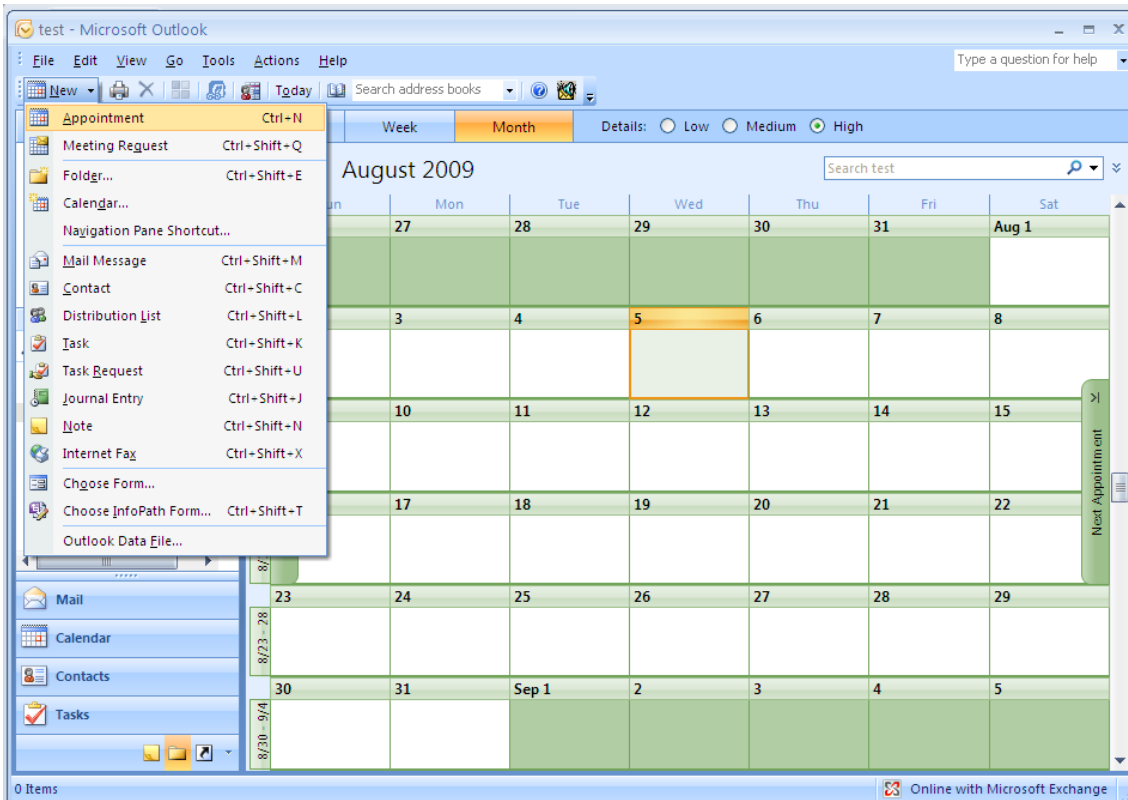
In order to reserve a Media Editing and Creation room (Creation Station -- 401D or 401D), you will, in Microsoft terminology, "Set up a meeting in an Outlook Resource" --the resource being either MediaServices401D or MediaServices401E.

1. Go to Outlook Web Access (Webmail on the VMI website) or Outlook
2. Go to the Calendar
3. Choose "New Appointment"

In Outlook Web Access:

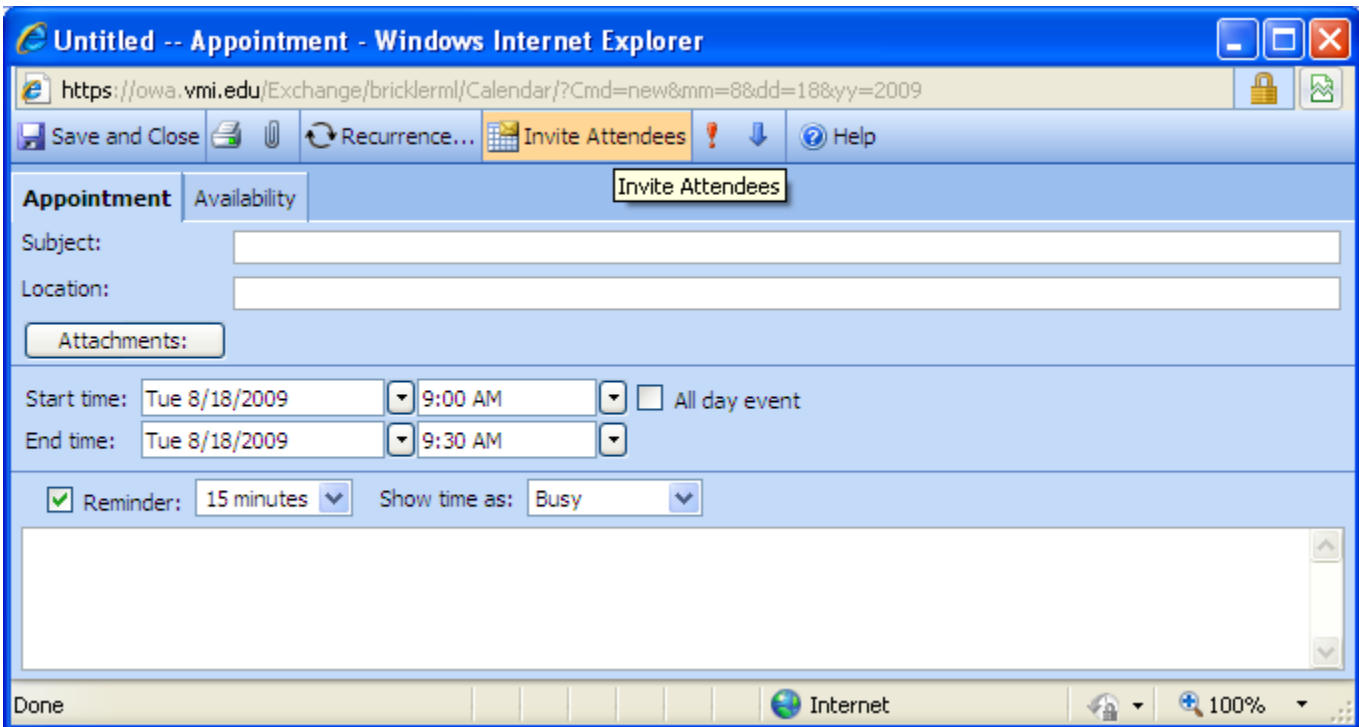


In Outlook:

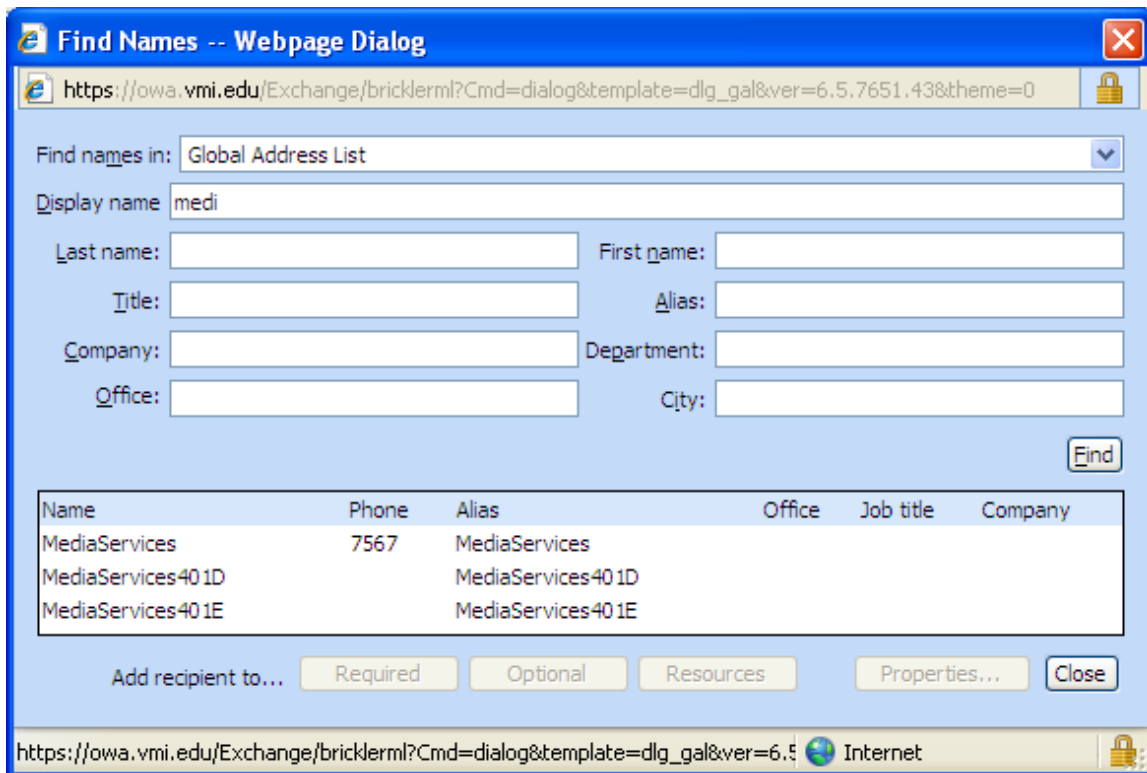


To set an appointment to reserve a Media Services room in Outlook Web Access:

Click "Invite Attendees" on the Invitation web page.



In the "Display name" field in Outlook Web Access' "Addressbook" ("Find Names" page)



Click on “MediaServices” to highlight that name

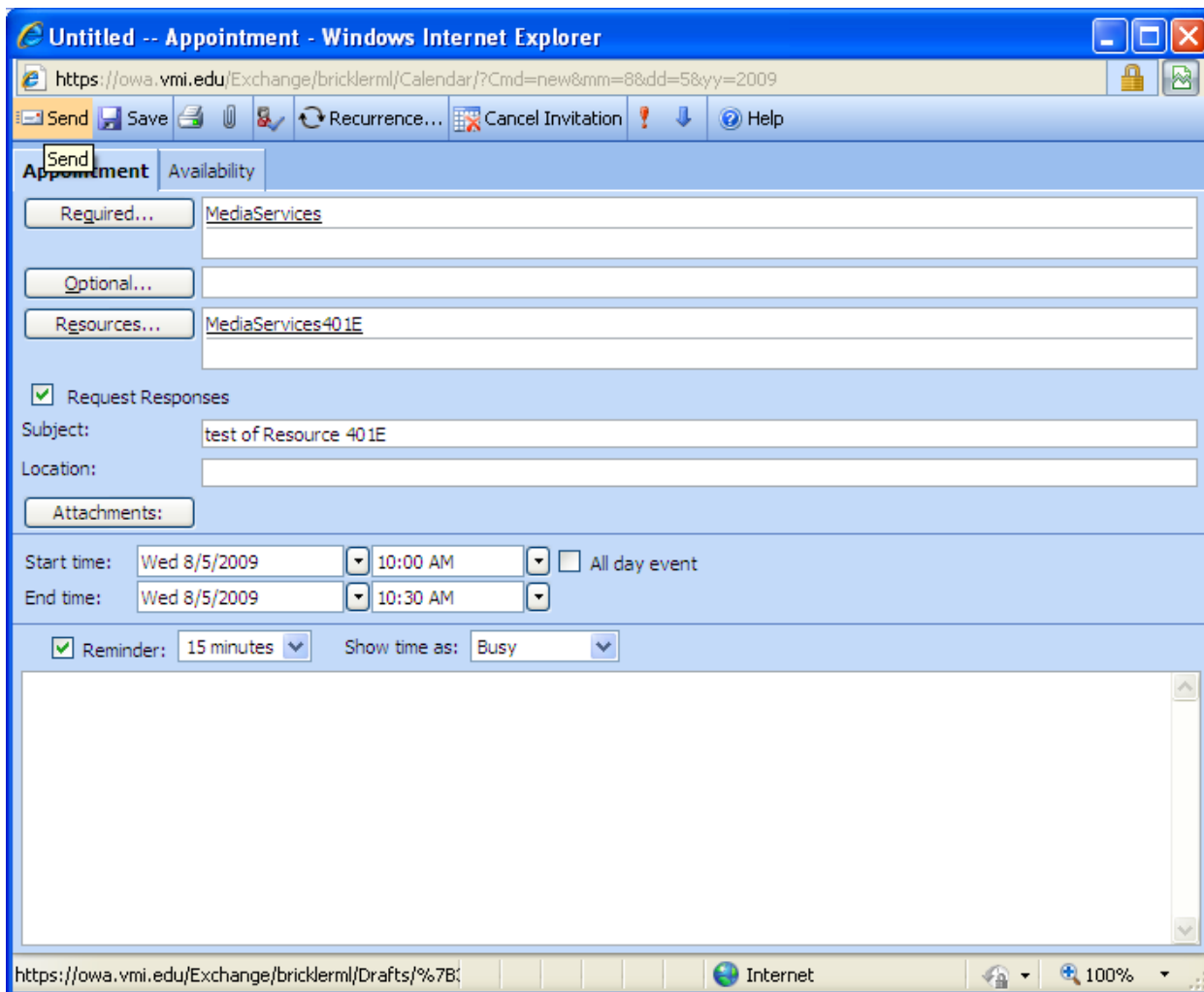
Then click on the “Required” button below to put “MediaServices” in the “Required ” field of the Appointment window.

Then click the resource name for the room you wish (e.g. MediaServices401D) to highlight that name

Then click the “Resources ” button to put the resource/room in the “Resources ->” field

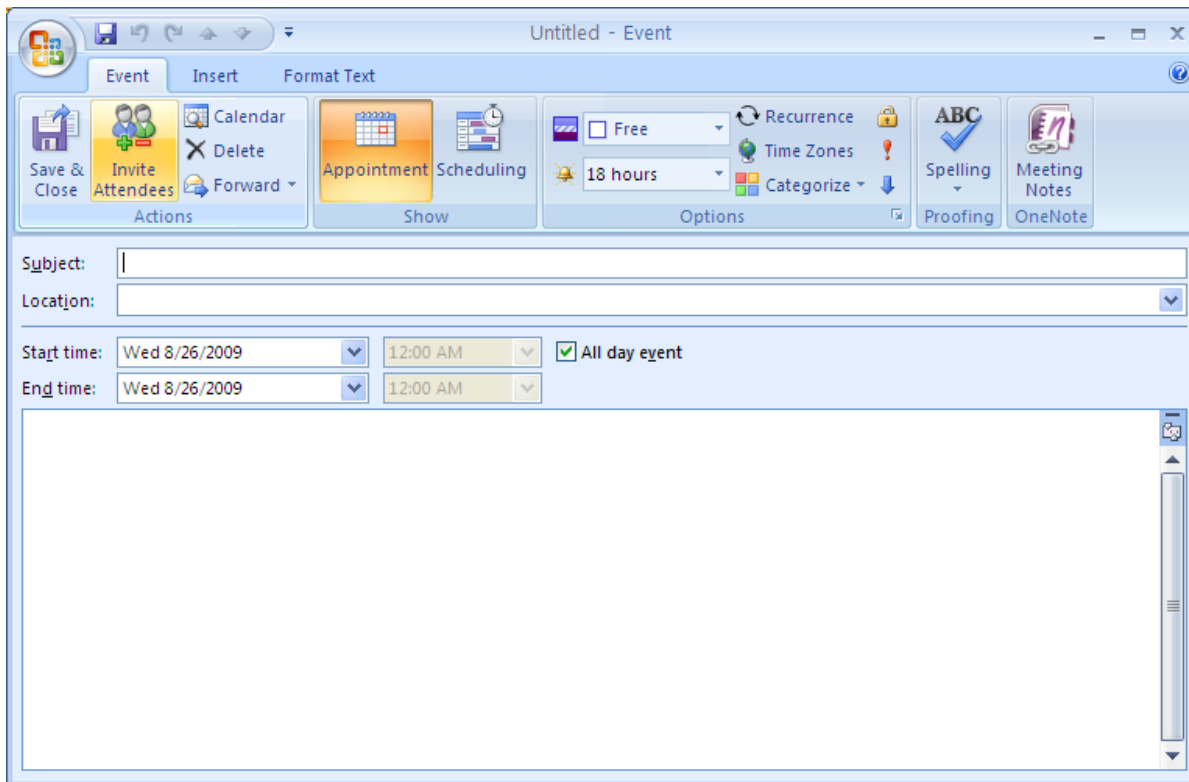
Click the “Close” button at the bottom of the window pane

Click the “Send” button in the upper left-hand corner

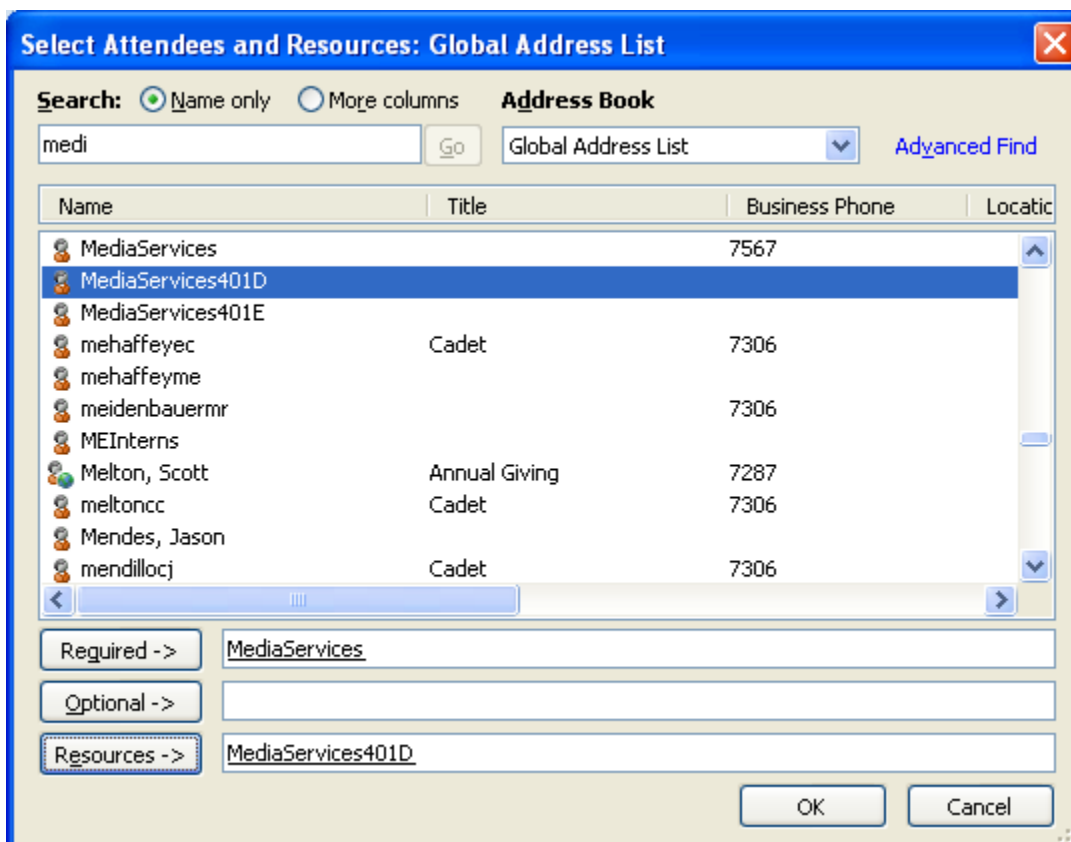


To set an Appointment to reserve a Media Services room in Outlook:

1. Set the start and end times (click the drop-down arrow next to a date to choose a different date on the calendar),
2. Click Invite Attendees



The Select Attendees Screen will show:



In the search box (Display Name in Outlook Web Access) type the first four letters or more of MediaServices (e.g. medi) to bring up MediaServices objects from VMI's "Global Address" list.

Click on “MediaServices” to highlight that name

Then click on the “Required ->” button below to put “MediaServices” in the “Required ->” field.

Then click the resource name for the room you wish (e.g. MediaServices401D) to highlight that name

Then click the “Resources ->” button to put the resource/room in the “Resources ->” field

Click the “OK” button at the bottom of the window pane

Verification

Once Media Services has verified that the room is indeed available (it is possible that the room may have been previously reserved outside of the Outlook resource calendar system), you will receive an email from Media Services or someone in Media Services confirming your reservation. Do NOT consider the room reserved until you receive a confirmation email.