

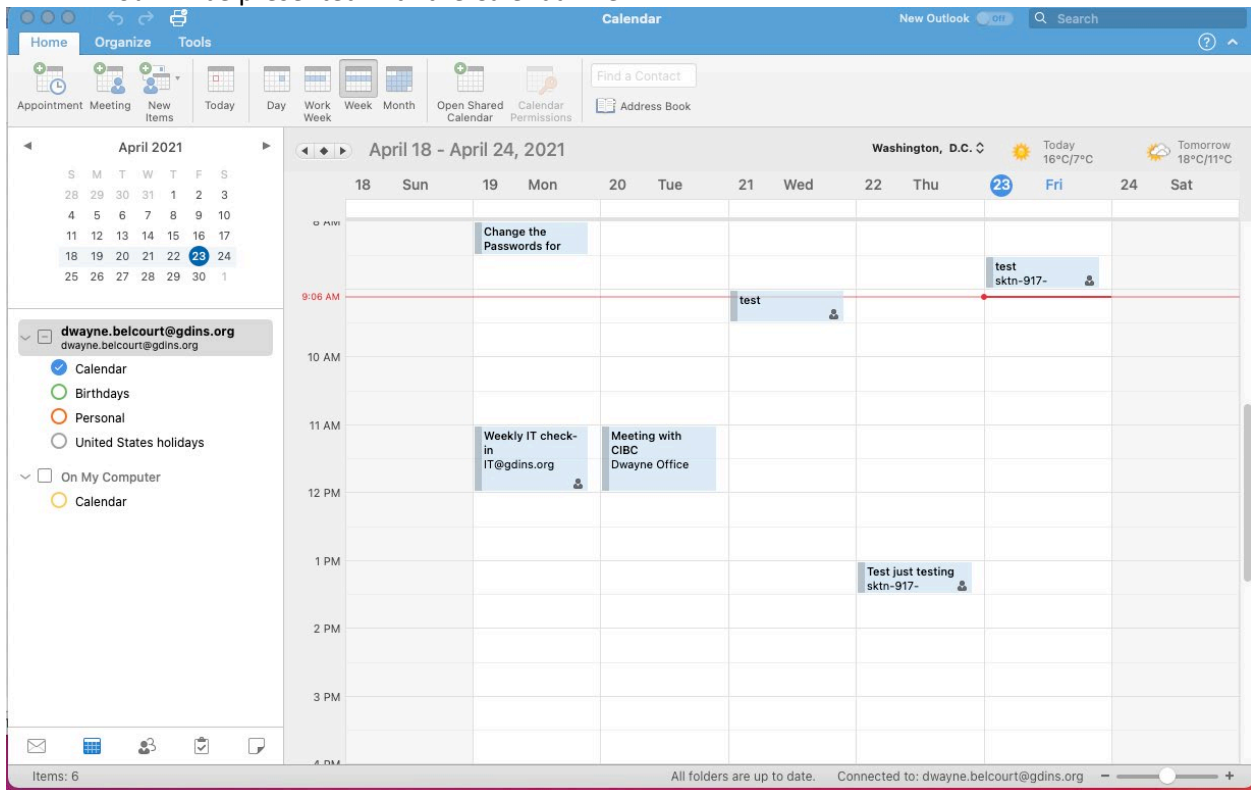
Booking a Appointment in the Boardroom on MAC

1. Once you are in Outlook click on the Calendar Icon on the Left Bottom of Outlook

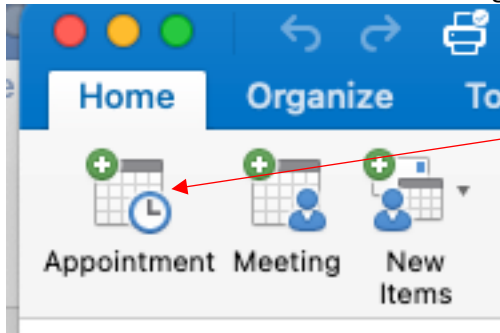


Click on the Icon to open the Calendar View

2. You will be presented with the Calendar view

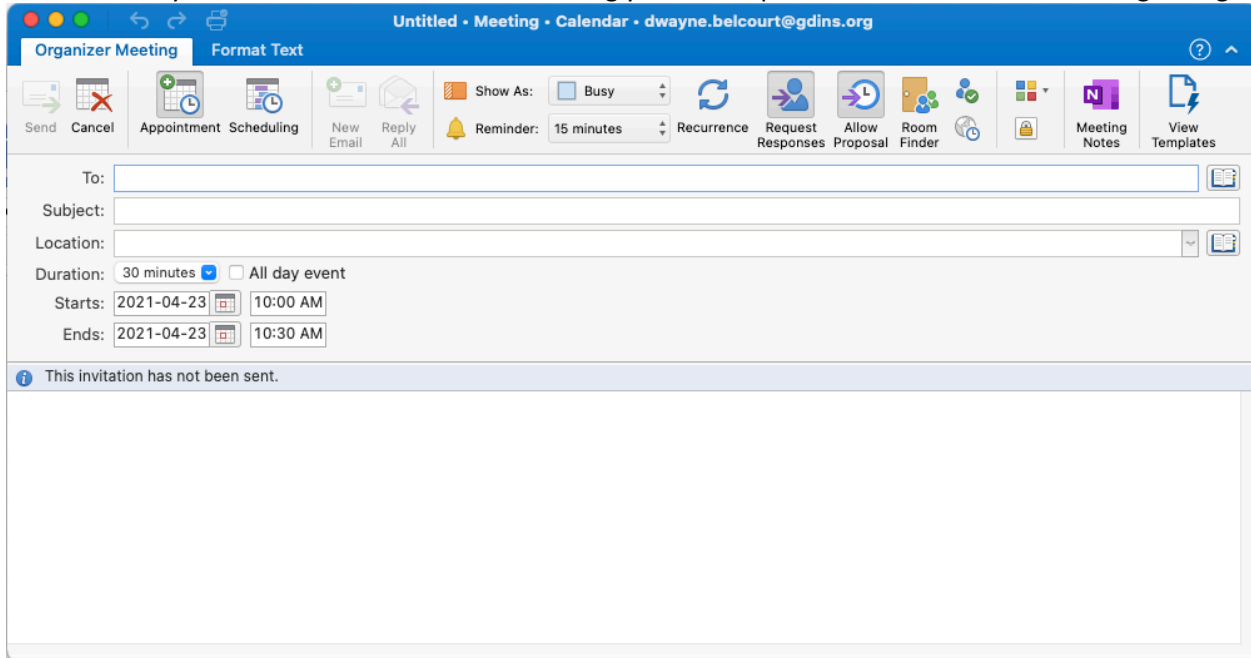


3. To Start click on the New Meeting



Click on the New Appointment to Create your Meeting

4. Once you have clicked on the New Meeting you will be presented with the new meeting dialog



5. Click on the Address book icon to invite your people to the meeting



Address Book

6. You will be presented with the Address book View

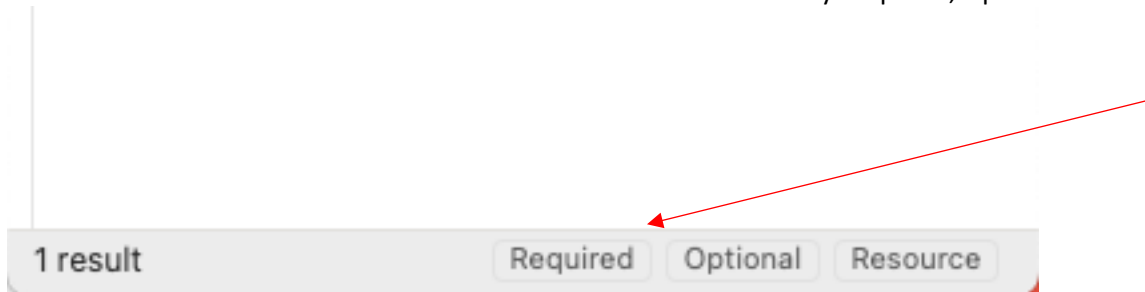
The screenshot shows a search interface with the following elements:

- Title Bar:** "Search Contacts and Rooms" with standard window control buttons (red, yellow, green).
- Search Input:** A search bar containing a magnifying glass icon and the text "Search".
- Filters:** A dropdown menu set to "Search All Fields" and a text input field containing "dwayne.belcourt@gdins.org" with a dropdown arrow.
- Instruction:** A rounded rectangular box containing the text "Enter your search text in the box above."
- Footer:** A grey bar at the bottom showing "0 results" and three filter buttons: "Required", "Optional", and "Resource".

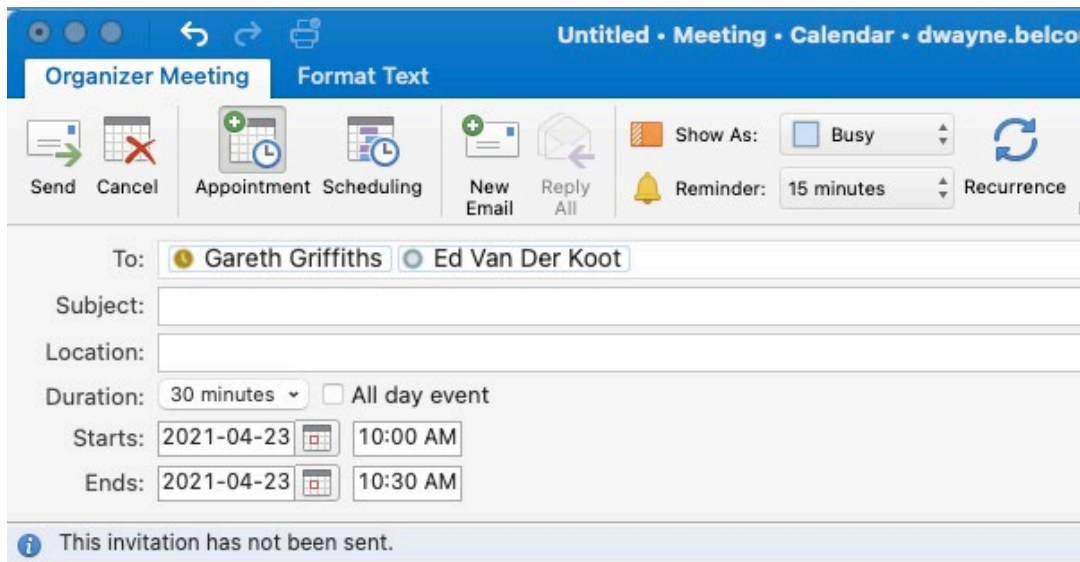
7. Start typing in the search and the system will start to find users as you type

The screenshot shows a search window titled "Search Contacts and Rooms". The search bar contains the text "garet". Below the search bar, there are two dropdown menus: "Search All Fields" and "in dwayne.belcourt@gdins.org Directory". The search results are displayed in a blue bar with a profile picture of Gareth Griffiths, an IT Coordinator. At the bottom of the window, it shows "1 result" and three filter buttons: "Required", "Optional", and "Resource".

8. Notice at the bottom of the search there are buttons that say Required, Optional and Resource

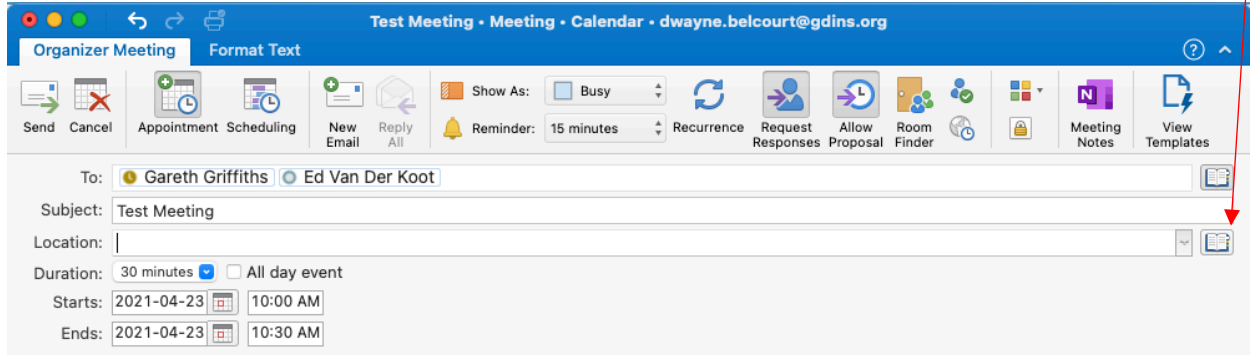


9. Once you find the person or persons that you are going to invite to the meeting you select whether they are going to be required or optional. Click on the optional that you would like the person to be required or optional. As you click the option they are added to the meeting as below

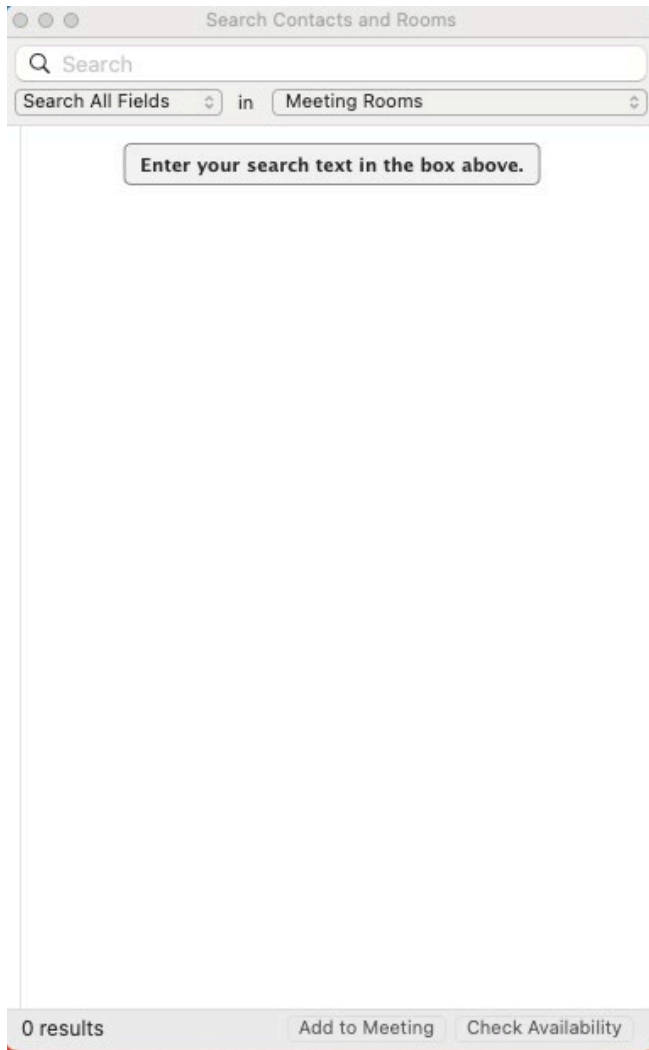


Location
Address Book

10. The next step is to see if the meeting room has availability and add the room to the meeting. To add the meeting room to the meeting select the address book on the right of the location field as below

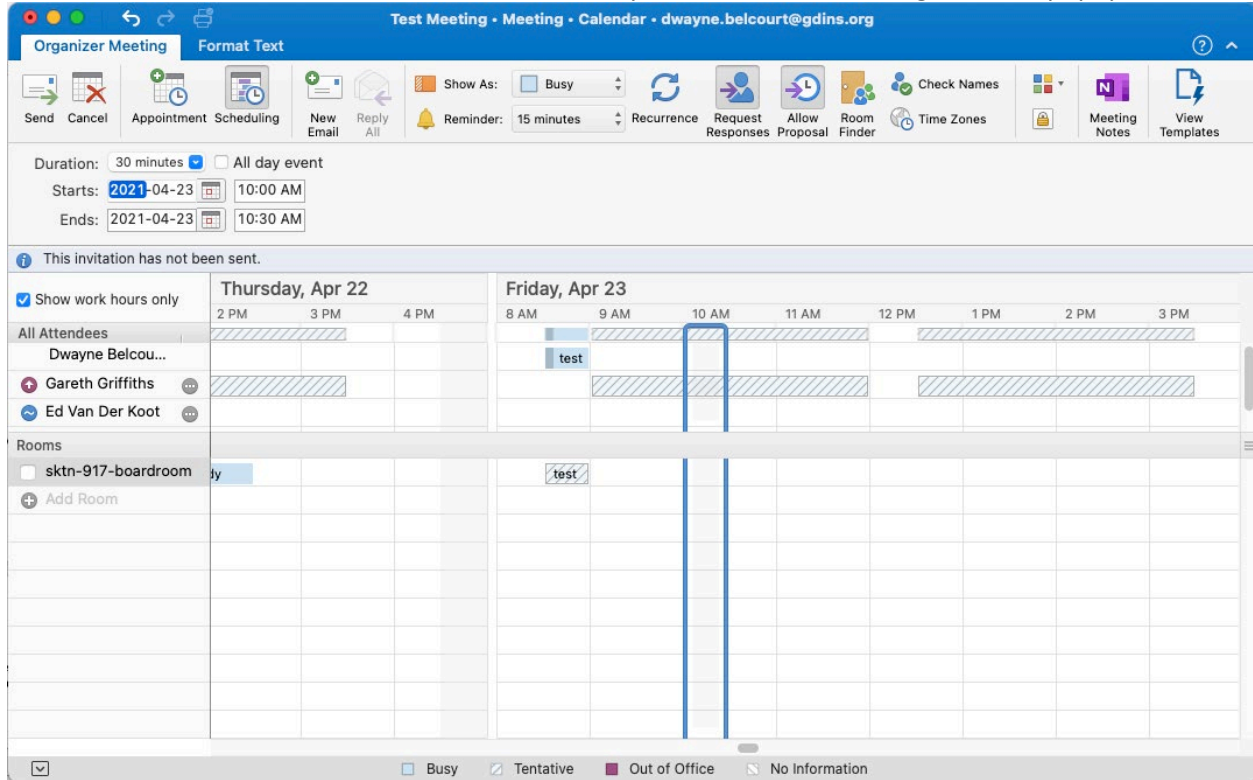


11. Click on the Address Book Icon and the search dialog pops up



12. Start to search for the meeting room that you would like to use. Saskatoon meeting rooms start with sktn.

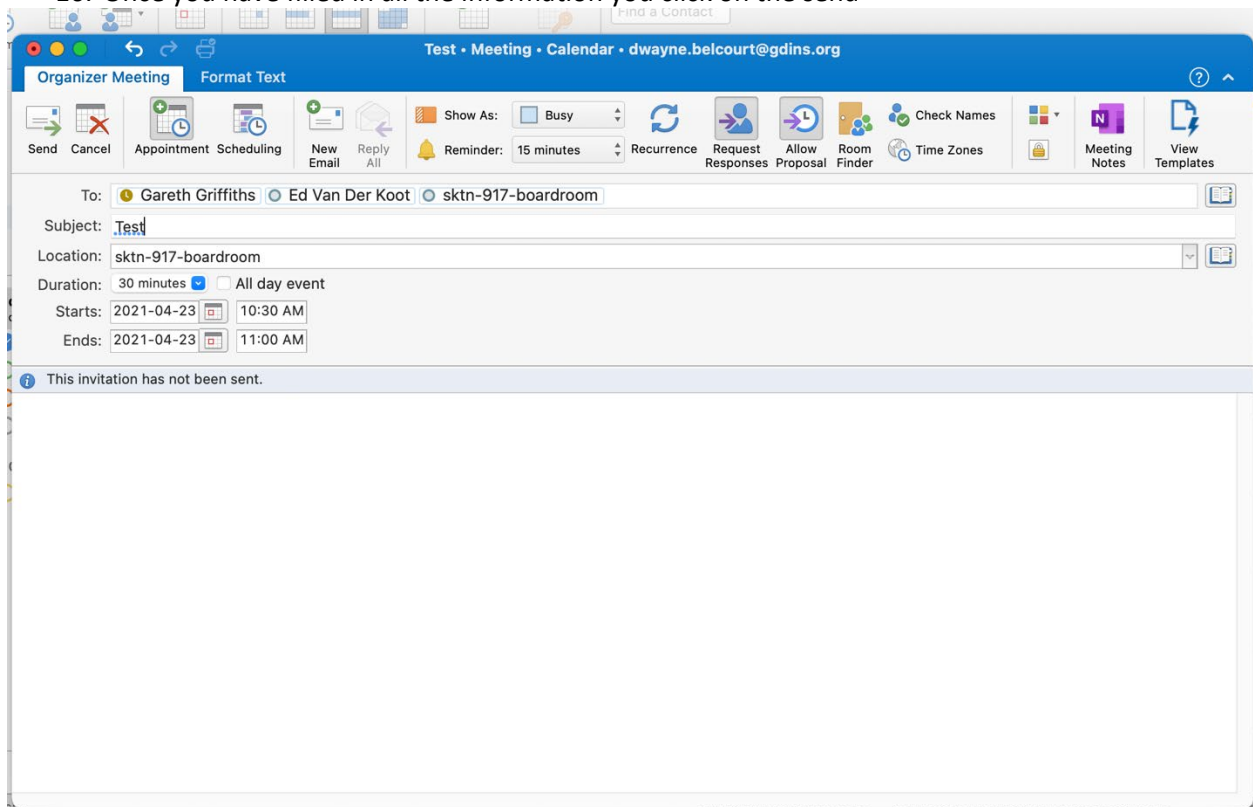
13. Type in Sktn and the meeting rooms will be presented once you have found the room that you would like to use click on the check availability. You will the scheduling assistant popup



14. As you can see you will be able to see the availability of the people you have selected for the meeting and also if the room is available for your meeting.

15. Select the date and time that you would like to have the meeting. If you select a time that is not available the system will let you know.

16. Once you have filled in all the information you click on the send



17. With the Auto Attendant you will receive an e-mail stating whether your meeting has been accepted or Declined because of a conflict.