How to schedule Conference/Meeting rooms and Equipment/Carts

Scheduling Rooms

- 1. Open New Meeting Request
- 2. Click the Rooms button and type location name (ie. Eden). You will see all rooms for that location

eden	Go All Rooms -	KITEJ@christina.k12.de.u	is 👻 Ad	Advanced Find	
Name	Location	Business Phone	Capacity	Descri	
🧧 Eden Lab 220			16	Room	
🗧 Eden Lab 222			22	Room	
🧧 Eden Library			35	Room	
EdenTechnology Conference	e Room		10	Room	
High School Cary-Simson Bui	ilding			Room	
HR_CONF_RM	District Office	302.793.5000		Room	
🧧 Jones Computer Lab				Room	
Jones Conference Room			15	Room	
Lobby Conference Room - D	istric District Office	302.793.5000		Room	
Middle School Boardroom				Room	
Middle School Computer Lab	126			Room	
🧧 Middle School Library Lab				Room	
Middle School MOD H Confer	rence			Room	
Mispillion Conference Room				Room	
Morris Conference Room				Room	
Morris Instructional Kitchen				Room	
MCD Michillion Elementary C	slandse III			Doom	

- 3. Double click the desired room, or select the room and click the Rooms button
- 4. Click OK
- 5. Add other attendees and complete the Subject, Date and Time fields as necessary
 - a. To see Free/Busy time of the room and all other attendees Click the Scheduling Assistant button
 - i. Add other attendees by clicking the Add Attendees button
 - ii. To change the time according to the rooms and other attendees free time, click in the time field you want, or use the Start and End time fields
- 6. Click Send
 - a. Auto approved requests will generate an accepted/declined response sent via email
 - b. Requests requiring approval will generate a tentative response until the room approver responds. Upon acceptance or denial a new email response will be generated

Scheduling Equipment/Carts

- 1. Open New Meeting Request
- 2. Click the To button and type location name (ie. Jones)



- 3. Scroll to see the equipment/cart names listed. If you type the full name, it will go directly to the desired cart
- 4. Select the desired equipment/cart then click the Resources button
- 5. Click OK
- 6. Add other attendees and complete the Subject, Date and Time fields as necessary
 - a. To see Free/Busy time of the room and all other attendees Click the Scheduling Assistant button
 - i. Add other attendees by clicking the Add Attendees button
 - ii. To change the time according to the rooms and other attendees free time, click in the time field you want, or use the Start and End time fields
- 7. Click Send
 - a. Auto approved requests will generate an accepted/declined response sent via email
 - b. Requests requiring approval will generate a tentative response until the room approver responds. Upon acceptance or denial a new email response will be generated