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| How-To Book a Conference Line using Outlook |
| **Description** | This document outlines the steps to book a Conference line |

1. Open Microsoft **Outlook**.
2. At the bottom left hand corner of the screen, click the **Calendar** button.



1. With your calendar selected (at the top it will show Calendar - firstname.lastname@flemingcollege.ca) select **New Meeting** on the left side of the ribbon.
2. In the Meeting window, left click the “To…” button.
3. In the **Search** field in the Select Attendees and Resources window, type in **conference**.
4. **Double click** on one of the available conference rooms (Conference Bridge M3 thru M6)



1. **Click OK**
2. Select the Time and Date for the conference call.
	1. If you want to check to see if multiple conference lines are available at once, select all of the conference lines in your search, press OK and then select **Scheduling Assistant** at the top of the Meeting setup window. This will show which of the 4 lines are available at the time you’ve selected. Click **Appointment** to return back to the booking screen.



1. Once you’ve confirmed the room you want is available, left click **Send**.
2. If the line is available you’ll shortly receive an email with connection details. If the room is booked, you’ll receive an email with a rejection notice – the details to connect to the line are still sent, but please disregard them as the line will be in use.